

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
December 12, 2022*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:05 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, Sujak, and Werley. Also present were Director Dana Wishnick and Administrative Manager Brittany Lies.

AUDIENCE TO VISITORS

No Audience to Visitors.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of November 14 , 2022.

It was moved by Trustee Grabinski and seconded by Trustee Werley.

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 2022 BE APPROVED

AYES.....	Fitzgerald, Fletcher, Grabinski, Janik, Sujak, and Werley
NAYS.....	None
ABSENT.....	Pawlowski
ABSTAIN.....	None

FINANCIAL REPORTS AND APPROVAL OF BILLS

It was moved by Trustee Grabinski and seconded by Trustee Werley.

- ❖ THAT THE NOVEMBER 2022 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

AYES.....	Fitzgerald, Fletcher, Grabinski, Janik, Sujak, and Werley
NAYS.....	None
ABSENT.....	Pawlowski
ABSTAIN.....	None

It was moved by Trustee Grabinski and seconded by Trustee Werley.

❖ THAT THE DECEMBER 2022 CLAIMS LIST IN THE AMOUNT OF \$95,151.60 BE APPROVED

AYES.....	Fitzgerald, Fletcher, Grabinski, Janik, Sujak, and Werley
NAYS.....	None
ABSENT.....	Pawlowski
ABSTAIN.....	None

COMMUNICATIONS

No Communications at this time.

DIRECTOR'S REPORT

Year-end staff reviews are currently in progress.

The emergency exit signs and lighting repairs are completed.

President Fitzgerald and Vice-President Janik gave Director Wishnick her annual review on December 2, 2022.

The library camera server is failing. Heritage attempted to repair the server by replacing a part covered under our service agreement. The repair didn't work, Director Wishnick signed off on moving up the replacement instead of completing in 2023. The server will be replaced with a Network Video Recorder (NVR) and a Hard Disk Drive in the amount of \$2185.47.

New Chromebooks have been ordered for the board and are available at the December 2022 meeting. The Chromebooks are supported by Google through June 2030.

The Freedom of Information Act (FOIA) will be reviewed in January 2023 and the Board Bylaws will be reviewed in March 2023.

Adult & Youth Services have been busy with their programming. Winter Reading and 1000 Books Before Kindergarten remain popular.

Youth Services Manager Irene Ciciora and Digital Literacy Librarian Samantha Zimmerman attended the Village's Tree Lighting.

Adult Services employees will begin their Tech Wise collaboration with Pathlights in January 2023.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

It was moved by Trustee Sujak and seconded by Trustee Werley.

- ❖ THAT THE 2023 BOARD MEETING DATES WITH A START TIME OF 7:00 PM BE APPROVED

AYES..... Fitzgerald, Fletcher, Grabinski, Janik, Sujak, and Werley
 NAYS..... None
 ABSENT..... Pawlowski
 ABSTAIN..... None

It was moved by Trustee Sujak and seconded by Trustee Werley.

- ❖ THAT THE 2023 LIBRARY CLOSINGS BE APPROVED

AYES..... Fitzgerald, Fletcher, Grabinski, Janik, Sujak, and Werley
 NAYS..... None
 ABSENT..... Pawlowski
 ABSTAIN..... None

2023 Closing Dates

January 1, 2022
 January 2, 2022
 April 9, 2022
 May 14, 2022
 May 29, 2022
 July 4, 2022
 September 4, 2022
 November 23, 2022
 December 24, 2022
 December 25, 2022
 December 31, 2022

2023 Board Meeting Dates

January 9, 2022
 February 13, 2022
 March 13, 2022
 April 10, 2022
 May 8, 2022
 June 12, 2022
 July 10, 2022
 August 14, 2022
 September 11, 2022
 October 9, 2022
 November 13, 2022
 December 11, 2022

A discussion was held regarding the Executive Session minute review.

It was moved by Trustee Janik and seconded by Trustee Grabinski.

❖ THAT THE RELEASE OF THE CLOSED SESSION MINUTES AND DESTRUCTION OF RECORDINGS AS OUTLINED IN THE ATTACHED SCHEDULE BE APPROVED

AYES..... Fitzgerald, Fletcher, Grabinski, Janik, Sujak, and Werley
NAYS..... None
ABSENT..... Pawlowski
ABSTAIN..... None

The Board reviewed the IL Standards: Chapter 13: Marketing & Promotion Collaboration. The library meets all of the requirements.

It was moved by Trustee Grabinski and seconded by Trustee Janik.

❖ THAT THE 2023 PER CAPITA GRANT APPLICATION BE APPROVED

AYES..... Fitzgerald, Fletcher, Grabinski, Janik, Sujak, and Werley
NAYS..... None
ABSENT..... Pawlowski
ABSTAIN..... None

Director Wishnick gave the Board an overview of the 2022/2023 Strategic Plan goals.

A motion to close the Regular meeting was made by Trustee Janik and seconded by Trustee Grabinski to go into Executive Session at 7:44 pm.

A motion to open the Regular meeting was made by Trustee Grabinski and seconded by Trustee Werley at 8:28pm.

TRUSTEE COMMENTS

The Trustees suggested that the old Chromebooks be offered to employees and Trustees for \$20.00.

Director Wishnick will attend the Village's budget hearing.

President Fitzgerald wished everyone a Happy Holiday.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:43 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Richard Fitzgerald
President

BOARD OF TRUSTEES
CHICAGO RIDGE PUBLIC LIBRARY
December 12, 2022

Closed Session Written Minutes to Review for Release

Make determinations about written minutes of closed sessions that have not yet been approved and/or released.

<u>Closed Session at:</u>	<u>Reason for Closed Session</u>	<u>Recommendation</u>
08/08/2022	Director evaluation	Release
08/01/2022	Director evaluation	Release
07/13/2022	Litigation	Do not release
09/09/2013	Personnel	Do not release
07/08/2013	Personnel	Do not release
06/10/2013	Personnel	Do not release
05/13/2013	Personnel	Do not release
08/13/2012	Personnel	Do not release
03/09/2009	Personnel	Do not release
08/11/2003	Personnel	Do not release
06/09/2003	Personnel	Do not release
05/12/2003	Personnel	Do not release
09/14/1998	Real estate purchase	Do not release

Closed Session & ZOOM (COVID-19) Recordings to Review for Destruction

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved and at least 18 months have passed since the meeting was held. All of the minutes for the recordings listed below have been approved.

<u>Closed Session at:</u>	<u>Reason for Closed Session</u>	<u>Recommendation</u>
5/10/2021	Trustee interviews	Destroy

<u>ZOOM Session at:</u>	<u>Reason for ZOOM Session</u>	<u>Recommendation</u>
03/08/2021	COVID-19	Destroy
02/08/2021	COVID-19	Destroy
01/11/2021	COVID-19	Destroy
12/23/2020	COVID-19	Destroy
12/14/2020	COVID-19	Destroy