

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
February 14, 2022*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:00 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, Pawlowski, 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 January 10, 2022.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 10, 2022 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

- ❖ THAT THE REVISED DECEMBER 2021 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

The library will receive one more finalized revision for December 2021 at the March meeting.

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

❖ THAT THE JANUARY 2022 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

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

❖ THAT THE FEBRUARY 2022 CLAIMS LIST IN THE AMOUNT OF \$143,381.37 BE APPROVED

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

COMMUNICATIONS

Various press highlighted Multimedia Librarian Rhone Talsma’s Jeopardy appearance. The Reporter featured photos from Youth Services’ snow globe craft, and the library received a positive comment card and Google review.

Director Wishnick included a copy of the Illinois State Library’s new Illinois Public Library Service Area Populations Map.

DIRECTOR’S REPORT

Director Wishnick completed multiple Illinois annual filing requirements throughout the month of January.

An estimated end of FY2021 fund balances were given with the notice that this will change when the library receives the second December 2021 revision statements.

The 2021 library stats showed a slight increase in library visits and circulation from 2020 but still below pre-COVID numbers. The study rooms and Adult programming remained popular. While video circulation decreased, streaming videos available through Kanopy increased. Youth Services also had great success with converting many of their activities into take-home programs and crafts.

The second ECF application for additional hotspots has been approved. The library is currently awaiting a reimbursement on the first ECF application.

Adult Services Manager Alicia Jackson and Programming Coordinator Lori Lysik-Forney are applying for a \$3,000 Literacy Grant through Dollar General to help fund their popular ESL Conversation Class.

Director Wishnick and Administrative Manager Lies have researched bike racks and are looking at replicating the style of Village Hall. They are recommending ordering 3 hoop racks but in galvanized steel to be installed in the spring.

The board reviewed Chapter 3: Personnel of the IL Standards for Public Libraries as part of its Per Capita grant requirements. In 2021, Director Wishnick and Administrative Manager updated the Employee Orientation checklist. The library meets all the standards.

The library is highlighting three programs of interest, Illinois Libraries Present: An evening with Jasmine Guillory, An Unfinished Journey: The African American Musical Experience, and Old Town School of Folk Music's Teen String Band.

Access Services Manager Melinda Provost recently started sending a welcome email to patrons who register for an e-Card. The emails thank patrons for signing up, encourage them to come into the library and convert their e-card to a physical card before the three month e-card expiration, and highlights services the library offers.

Throughout the month of April, Youth Services will start a Ramadan Giving Project where a Crescent Moon will be placed in the new book area. The library will be accepting donations of non-perishable food from April 1 to May 3 to be distributed locally.

Adult Services is exploring the possibility of becoming a license plate renewal facility. Also, their book bike should be completed in April.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

Director Wishnick researched the number of paid weeks given in metro Chicago libraries Paid Parental Leave policies. The most common time given is eight weeks.

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

❖ **THAT THE EIGHT WEEK PAID PARENTAL LEAVE POLICY BE APPROVED**

AYES..... Fitzgerald, Fletcher, Janik, Grabinski, Sujak, and Werley
NAYS..... Pawlowski

ABSENT..... None
ABSTAIN..... None

NEW BUSINESS

The Patron Code of Conduct and Unattended Children policies have been revised and updated. The Photography and Video policy is a new policy recommended by RAILS, and the Public Library Trustee Ethics Statement was adopted as part of the Standards for IL Public Libraries requirements.

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

❖ **THAT THE PATRON CODE OF CONDUCT POLICY BE APPROVED**

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

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

❖ **THAT THE UNATTENDED CHILDREN POLICY BE APPROVED**

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

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

❖ **THAT THE PHOTOGRAPHY AND VIDEO POLICY BE APPROVED**

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

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

❖ **THAT THE PUBLIC LIBRARY TRUSTEES ETHICS STATEMENT BE APPROVED**

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

The FY21 Illinois Public Library Annual Report (IPLAR) has been completed and requires board approval before being submitted.

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

❖ THAT THE FY2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT BE APPROVED

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

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

❖ THAT THE DOLLAR GENERAL LITERACY GRANT APPLICATION BE APPROVED

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

TRUSTEE COMMENTS

Updates were given on the timeline of the Cook County SEI and the OMA Training. Trustee Werley commented on sections of the parking lots not being shoveled, the library is working with Public Works on this. The library is waiting on the mask update from Governor Pritzker.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:11 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary