

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
June 13, 2022*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:08 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Pawlowski, and Sujak. Also present were Director Dana Wishnick and Administrative Manager Brittany Lies.

AUDIENCE TO VISITORS

Due to a tornado warning and active tornado sirens, patrons were asked to seek shelter in the library's meeting room.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of May 9, 2022.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF MAY 9, 2022 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

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

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

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

❖ THAT THE JUNE 2022 CLAIMS LIST IN THE AMOUNT OF \$124,542.12 BE APPROVED

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

COMMUNICATIONS

The Career Online High School Degree program and graduate, Margarita Diazdeleon were mentioned in a Daily Southtown article. The Reporter featured an article on the library’s Ramadan food drive.

Positive Google reviews and comment cards were discussed.

DIRECTOR’S REPORT

Administrative Manager Brittany Lies is currently working on gathering quotes for locks for staff offices and workrooms. Administrative Manager Lies is also working with Pavement Systems to stripe the parking spots and add handicap striping to the two parking spaces; the cost for this will be \$600.

The new bike racks have arrived and are awaiting installation.

The library received the full reimbursement for the laptops and Chromebooks purchased with the first ECF funding in the amount of \$4,288.40. The second amount of funding for the wifi hotspots in the amount of \$2,040.00 has been received.

Adult Services Manager Alicia Jackson and Adult Programming Coordinator Lori Lysik have been awarded the Dollar General Literacy Foundation grant in the amount of \$3,00.00. The funds from this grant will be used for the ESL Conversation Class.

The library is anticipating up to a 6 month delay of the Cook County 2nd Installment Property Tax Bill.

The new VOIP telephone system went live on May 31, 2022. Staff are still learning the system and in mid-August, the auto-attendant system will go live.

Upcoming policies to review will be the Internet Use & Safety Policy in August and the Bed Bug Control Policy in September.

The Per Capita Grant/Standards for IL Public Libraries monthly review focuses on Chapter 7: Collection Management. The library discussed the chapter and meets all requirements.

Adult Services is offering a variety of author events throughout the month of June.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

The Interlibrary Loan Policy has been revised to update the library's collections not available for ILL lending, which include technology equipment and newspapers, and the library will no longer borrow textbooks for patrons due to their limited time periods and expense.

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

❖ THAT THE INTERLIBRARY LOAN POLICY REVISION BE APPROVED

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

Staff members have requested the Board revisit the library's Paid Parental Leave policy to reconsider granting 12 weeks paid leave.

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

❖ THAT THE PAID PARENTAL LEAVE POLICY BE EXTENDED FROM 8 WEEKS PAID TO 12 WEEKS PAID BE APPROVED

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

The 6 month review of the Closed Session minutes and recordings are due for release or destruction.

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

❖ THAT THE CLOSED SESSION MEETING REVIEW RECOMMENDATION BE APPROVED

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

Director Wishnick and Administrative Manager Lies met with Wintrust Bank to discuss opening an account. Wintrust offers a MaxSafe Government Funds account with an interest rate tied to the Illinois Funds Treasurer Pool which is adjusted daily.

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

❖ THAT THE LIBRARY MOVE BANK ACCOUNTS FROM CIBC TO WINTRUST BE APPROVED

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

The Board reviewed the IL Standards: Chapter 7: Collection Management.

A motion to close the Regular meeting was made by Trustee Pawlowski and seconded by Trustee Grabinski to go into Executive Session at 7:59 p.m.

A motion to open the Regular meeting was made by Trustee Pawlowski and seconded by Trustee Fletcher at 8:39 p.m.

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

❖ THAT THE SMITHAMUNDSEN LAW FIRM CONTRACT FOR EMPLOYMENT PROTECTION BE APPROVED

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

TRUSTEE COMMENTS

Administrative Manager Lies thanked the Board for revisiting the Paid Parental Leave policy.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:54 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary