

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
May 9, 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, and Werley. Also present were Director Dana Wishnick through Zoom and Administrative Manager Brittany Lies was at the library.

AUDIENCE TO VISITORS

Daniel Bolin, Attorney, Ancel & Glink
Commander Dave Mitchell, Chicago Ridge Police Department
Detective Sloan, Chicago Ridge Police Department
Detective Jenen, Chicago Ridge Police Department

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of April 11, 2022.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 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 MARCH 2022 AND REGULAR APRIL 2022 INCOME STATEMENTS AND BALANCE SHEETS 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 MAY 2022 CLAIMS LIST IN THE AMOUNT OF \$111,698.42 BE APPROVED

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

COMMUNICATIONS

ATLAS’ Trustee Day will be held Saturday, May 21nd at the Alsip Library. Interested Trustees will let Administrative Manager Lies know.

The library received its FY 2022 E-rate Funding Commitment Decision Letter for internet funding.

The Reporter featured an article on the library’s Kindness Rocks program.

Positive comment cards were reviewed and an in person comment was given complimenting Programming Coordinator Lori Lysik.

Rhone Talsma, Multimedia Librarian, has submitted his resignation effective May 20, 2022.

DIRECTOR’S REPORT

Nada Odeh has been hired for the Summer Assistant position and will start on May 17th.

Sarah Padalino has been hired as the new part-time Circulation Clerk. Annie Brandt, currently a part-time Circulation Clerk, has accepted the IMRF Circulation Clerk position effective May 1st.

Administrative Manager Lies has started the process to become an Illinois Notary Public.

With the resignation of Rhone Talsma; Director Wishnick discussed personnel changes for 2022 and 2023. In May 2022 the library will offer Adult Services Assistant Sara Palomo the position of IMRF Part-Time Library Associate. Youth Services Associate Salimah Boufath would be promoted to Youth Services Librarian (part time IMRF). The FY2022 budget would accommodate these offers.

In April, the Board requested Director Wishnick create a schedule for policy review. The Board recommends that polices due for review are placed on a three month timeline.

The library continues to highlight patron success stories in the Summer 2022 Newsletter with Career Online High School graduate Aseel Alhamidi.

In April, the library saw 85 new card registrations driven by our partnership with CRSD 127.5. The library will also send new resident postcards to new residents. The postcard highlights library offerings and those who bring in the postcard and register for a library card will receive a library tote bag.

The library meets the requirements of Per Capita Grant: Chapter 6 Safety. In 2021, the library created a Security Camera Policy and updated its Records Retention Schedule with the Illinois State Archives Records Management Section to reflect the bi-weekly disposal of recorded security footage. In December 2021, the library completed training for Narcan, AED, and CPR. Administrative Lies rewrote and updated the Emergency Manual in the beginning of 2022.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

The insurance renewal for 2022 came in at a lower cost than last year with the same policy, however, the cyber insurance will see an increase later this year.

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

- ❖ THAT THE 2022-2023 UTICA NATIONAL INSURANCE POLICY RENEWAL BE APPROVED

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

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

- ❖ THAT THE 2022 NON-RESIDENT FEE OF \$239.25 BE APPROVED

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

The Board reviewed the IL Standards: Chapter 6 Safety with updated Emergency Manual.

The board reviewed Kevin Keeler’s written appeal to the board president for his 30 day suspension from the library by the library director. Mr. Keeler was invited to the May board meeting to discuss his appeal but was not in attendance.

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

❖ THAT THE BOARD AFFIRM THE DIRECTOR’S DECISION TO SUSPEND MR. KEELER

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

TRUSTEE COMMENTS

Administrative Manager Lies notary training will stay in house for the time being.

President Fitzgerald inquired about various libraries distributing COVID-19 tests.

President Fitzgerald asked Administrative Manager Lies to check with the Chicago Ridge Fire Department regarding the Meeting Room capacity limit.

Director Wishnick will return to the library in two weeks after working remotely.

Trustee Grabinski gave praise to the Adult and Youth Services departments for their programming numbers.

ADJOURNMENT

There being no objections; the meeting was adjourned 7:52 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary