

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
October 11, 2021*

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, 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 September 13, 2021.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 13, 2021 BE APPROVED

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

President Fitzgerald called for additions or corrections to the Minutes of the Closed Session Meeting of September 27, 2021.

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

- ❖ THAT THE MINUTES OF THE CLOSED SESSION MEETING OF SEPTEMBER 27, 2021 BE APPROVED

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

Trustee Janik arrived at 7:03 p.m.

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

❖ THAT THE SEPTEMBER 2021 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 Janik.

❖ THAT THE OCTOBER 2021 CLAIMS LIST IN THE AMOUNT OF \$139,839.45 BE APPROVED

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

COMMUNICATIONS

The library received multiple press coverages throughout September and a positive feedback card.

The Village Hall sent a letter to three staff members inquiring about their interest in early retirement if it would be offered in 2022.

DIRECTOR'S REPORT

The library hired Jasmine Jennings, Circulation Clerk, on September 27, 2021 and Nancy Dartalib will start on October 13, 2021 as a Youth Services Associate.

Circulation Lead, Elizabeth Wald, has extended her FMLA leave through the end of October and will work half of her hours upon return.

There was a roof leak on September 21st due to a build up of water in a roof drain. Amber Mechanical and NIR Roof Care were on scene to inspect and make any necessary repairs.

Public Works painted the parking lines and crosswalk on Oxford Ave. The library is awaiting an update on the sidewalk replacement.

Property taxes were due on October 1st; so far the library has received \$1,295,000 of the \$1,375,000 budget.

The Crime policy has been renewed and dropped in cost.

The computers at the Adult Services desk were operating slowly and have since been replaced with solid state drives. The library is looking to update staff computers to solid state drives.

The library submitted a second application to the Emergency Connectivity Fund since the approval of the CIPA-compliant Internet policy

Adult Services received their 4th Age Options Grant. This grant will help fund programs for seniors. Age Options have also awarded the library with their Innovator grant which will allow the library to purchase a book bike.

Director Wishnick provided 3rd quarter statistics.

Youth Services programming dropped once school started; staff will rethink programming for the winter and will continue to offer their popular take-home crafts.

Adult Services is continuing to offer both in-person and remote programs.

COMMITTEE REPORTS

The Finance Committee will meet on October 18, 2021 at 5 p.m. to review the FY2022 budget.

UNFINISHED BUSINESS

Director Wishnick provided the Sunday hour surveys provided by staff and patrons and is suggesting that the new hours start in January 2022 and staff will reevaluate in Spring 2022.

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

❖ THAT THE REQUEST TO CHANGE SUNDAY HOURS FROM 11-3PM FROM JANUARY THROUGH MAY 2022 BE APPROVED

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

NEW BUSINESS

The COVID-19, Programming, Reference, and Identity policies have been updated. The library has created a Social Media Policy with guidelines for inappropriate comments.

It was moved by Trustee Janik and seconded by Trustee Grabinski

❖ THAT THE COVID-19, IDENTITY, PROGRAMMING, REFERENCE POLICIES BE APPROVED

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

Director Wishnick left the meeting at 8:06 p.m.

A motion to close the Regular meeting was made by Trustee Janik and seconded by Trustee Pawlowski to go into Executive Session at 8:06 p.m.

A motion to open the Regular meeting was made by Trustee Janik and seconded by Trustee Pawlowski at 8:53 p.m.

Director Wishnick returned to the meeting at 9:05 p.m.

TRUSTEE COMMENTS

Director Wishnick, President Fitzgerald, and Trustee Janik will coordinate a day to meet for the director’s evaluation.

ADJOURNMENT

There being no objections; the meeting was adjourned 9:06 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary