

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
September 13, 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 Grabinski, Janik, Pawlowski, Sujak, and Werley. Also present was Director Dana Wishnick.

AUDIENCE TO VISITORS

Brett Moeller, O’Neill & Gaspardo Auditor, arrived at 7:05 p.m.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of August 9, 2021.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 9 2021 BE APPROVED

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

Trustee Fletcher arrived at 7:01 p.m.

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

- ❖ THAT THE REVISED INCOME STATEMENTS AND BALANCE SHEETS FROM DECEMBER 2020-JULY 2021 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 AUGUST 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 Werley.

❖ THAT THE SEPTEMBER 2021 CLAIMS LIST IN THE AMOUNT OF \$105,367.96 BE APPROVED

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

Brett Moeller from O’Neill & Gaspardo presented the FY2020 Audit. Brett Moeller left the meeting at 7:23 p.m.

COMMUNICATIONS

Google reviews were presented.

The Knights of Columbus requested to solicit for their “Tootsie Roll Drive” at the library on September 17th and 18th.

DIRECTOR’S REPORT

The library is currently hiring for two-part time positions in Circulation and Youth Services.

Director Wishnick is recommending the library purchase fleece zip-ups and sweaters with the library logo for staff to wear for the end of year staff gift.

Administrative Manager Lies remains in communication with the Village and Public Works regarding the sidewalk repair and parking space striping, currently no dates have been given.

The Cook County Treasurer has mailed the second installment property tax bills with a due date of October 1st.

The library received its Per Capita Grant check in the amount of \$ 21,099.88.

Adult Services requested an Internet Walkup Station to be placed next to the printer in their computer area. The total cost would be \$802.91 and the library will purchase one.

The library's Google 360 photos are now live and outdated information has been removed from the Google search results and library website.

August 2021 statistics have shown that eCheckouts are up 32% since August 2020 and 70% from August 2019.

To help the Board evaluate Sunday hours, Director Wishnick, created a spreadsheet that breaks down attendance for Saturdays and Sundays from 2019. Director Wishnick will survey staff and patrons about preferred Sunday hours.

Youth Services will be hosting a StoryWalk at Freedom Park on September 20th.

Adult Services has a 20% increase in reference questions with 71 lasting more than 10 minutes.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

The library is planning an In-Service day on Friday, December 10th.

It was moved by Trustee Pawlowski and seconded by Trustee Grabinski

❖ THAT THE REQUEST TO CLOSE THE LIBRARY FOR AN IN-SERVICE DAY ON DECEMBER 10TH BE APPROVED

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

The library plans to close on Sunday, December 26, 2021 and Sunday, January 2, 2022 with regularly scheduled staff not being paid.

It was moved by Trustee Werley and seconded by Trustee Pawlowski

- ❖ THAT THE REQUEST TO CLOSE THE LIBRARY ON SUNDAY, DECEMBER 26, 2021 AND SUNDAY, JANUARY 2, 2022 BE APPROVED

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

It was moved by Trustee Werley and seconded by Trustee Grabinski

- ❖ THAT THE FY2020 AUDIT BE APPROVED

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

Administrative Manager Brittany Lies will reach out to the Finance Committee to schedule the FY2022 Budget meeting for the second half of October.

The Board will meet on Monday, September 27th at 6:30 in a special session for the director evaluation.

TRUSTEE COMMENTS

Trustee Janik and Trustee Fletcher attended the dinner in August honoring female elected officials in the area. State Representative Kelly Burke invited the Trustees. Trustee Fletcher was voted by her table to stand and give her story.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:24 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary