Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
October 7, 2019

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:31 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, Kamba, Nestor and Pawlowski. Also present were Director Dana Wishnick, Administrative Manager Brittany Luna, Adult Services Manager Alicia Jackson, and Youth Services Manager Irene Ciciora.

AUDIENCE TO VISITORS

Dan Pohrte and Tiffany Nash, Product Architecture + Design.

Dan Pohrte and Tiffany Nash provided a PowerPoint presentation of the library’s existing floor plan and three new renovation schemes. A Capital Assessment report was provided with notes on the flooring in Youth Services, the lifespan of the roof and the lighting.

A discussion was held regarding the pricing of each scheme and what they include.

Director Dana Wishnick and Youth Services Associate Samantha Zimmerman are looking into the Live & Learn Grant for the renovation.

Dan Pohrte and Tiffany Nash left the meeting at 8:45 p.m.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Director Review Committee Meeting of August 26, 2019.

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

❖ THAT THE MINUTES OF THE DIRECTOR REVIEW COMMITTEE MEETING OF AUGUST 26, 2019 BE APPROVED

AYES……………….. Fitzgerald, Grabinski, Janik, and Nestor
NAYS……………….. None
ABSENT……………… None
ABSTAIN……………. Fletcher, Kamba, and Pawlowski

It was moved by Trustee Janik and seconded by Trustee Nestor

❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF AUGUST 26, 2019 BE APPROVED

AYES……………….. Fitzgerald, Grabinski, Janik, and Nestor
President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of September 9, 2019.

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

- **THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 9, 2019 BE APPROVED**

  AYES……………… Fitzgerald, Fletcher, Grabinski, Kamba, Pawlowski
  NAYS……………… None
  ABSENT……………… None
  ABSTAIN……………… Janik and Nestor

It was moved by Trustee Grabinski and seconded by Trustee Fletcher

- **THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF SEPTEMBER 9, 2019 BE APPROVED**

  AYES……………… Fitzgerald, Fletcher, Grabinski, Kamba, and Pawlowski
  NAYS……………… None
  ABSENT……………… None
  ABSTAIN……………… Janik and Nestor

**FINANCIAL REPORTS AND APPROVAL OF BILLS**

Administrative Manager will contact the Auditor or Bookkeeper to determine if any of the renovation funds should be capitalized or kept as an expense. Further clarification will be provided at the November meeting.

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

- **THAT THE SEPTEMBER 2019 INCOME STATEMENT AND BALANCE SHEET BE APPROVED**

  AYES……………… Fitzgerald, Fletcher, Grabinski, Janik, Kamba, Nestor and Pawlowski
  NAYS……………… None
  ABSENT……………… None
  ABSTAIN……………… None

It was moved by Trustee Nestor and seconded by Trustee Grabinski.
THAT THE OCTOBER 2019 CLAIMS LIST IN THE AMOUNT OF $109,079.02 BE APPROVED UPON CLARIFICATION FROM EITHER AUDITOR OR BOOKKEEPER

AYES................ FitzGerald, Fletcher, Grabinski, Janik, Kamba, Nestor and Pawlowski

NAYS............... None

ABSENT.......... None

ABSTAIN......... None

COMMUNICATIONS

Director Dana Wishnick and Trustee Grabinski attended Toni Preckwinkle’s Cook County Board of Commissioners luncheon honoring Cook County librarians on Monday, September 16, 2019.

The Reporter featured various images and articles of the library programs.

LIBRARIAN’S REPORT

On Sunday, September 22nd staff noticed a wet ceiling tile had fallen in the stacks of the Adult Services department. Books were not damaged. NIR Roof Care was called to make repairs. The library has signed an annual roof maintenance agreement with NIR in the amount of $1400.00 NIR will come out twice a year to inspect the roof and make any minor repairs.

On Saturday, September 14th staff arrived to find that someone sprayed cereal from the Blessings Box over the sidewalk and discovered a swastika drawn into the sidewalk with a rock at the northeast corner of the building. Staff reviewed the security footage and identified the persons responsible. Four children were responsible for the cereal, however, the cameras did not show footage of who was responsible for the swastika. Youth Services Associate Samantha Zimmerman called the police and filed a report for the swastika. Youth Services Manager Irene Ciciora and Director Wishnick met with the local schools on working together.

Adult Services has received the Age Options grant for the second year.

Statistics will be provided quarterly with a month by month comparison. The circulation statistics has slightly improved in September.

The library has also received $5,000 in property taxes in August. There will not be much more property tax income for the rest of the year.

A report from the audit was provided indicating the fund balances in the General and Special Reserve accounts.

A discussion was held regarding the FY2020 budget and planning a budget committee meeting.
COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

Discussion was held regarding the renovation schemes, budget, and future library needs.

It was moved by Trustee Pawlowski and seconded by Trustee Janik

☐ THAT SCHEME TWO RENOVATION PLAN BE APPROVED WITH ANY ADDITIONAL RECOMMENDATIONS FROM PRODUCT ARCHITECTURE + DESIGN

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

NEW BUSINESS

A Finance Committee Meeting has been scheduled for Monday, October 21st at 7:00 p.m.

TRUSTEE COMMENTS

President Fitzgerald provided a copy of an article featuring Chicago Public Libraries going fine free. A copy will be provided to each Trustee at the November Board meeting.

ADJOURNMENT

There being no objections; the meeting was adjourned 9:53 p.m.

Respectfully submitted,

Brittany Luna
Administrative Manager

Karrie Grabinski
Secretary