

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
December 11, 2023*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:06 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, 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 November 13, 2023.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2023 WITH THE REVISION 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 Pawlowski.

- ❖ THAT THE NOVEMBER 2023 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 Pawlowski.

❖ THAT THE DECEMBER 2023 CLAIMS LIST IN THE AMOUNT OF \$116,774.78 BE APPROVED

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

COMMUNICATIONS

A comment card was discussed with the recommendation of a coat rack in the meeting room.

DIRECTOR'S REPORT

Sara Palomo, part time Adult Services Librarian, is resigning effective January 11, 2024.

Director Wishnick conducted one-on-one meetings with all staff who were interested and year end staff reviews are in progress.

Administrative Manager Lies is in the process of placing required room signage throughout the building. Marketing Coordinator Lori Lysik and Youth Services Associate Paula Johnson are working on departmental signage.

Property tax bills were mailed on December 1st, while the library has received the bulk of their payments, small amounts may come in over the next few weeks.

The library has certified and filed a FCC Form 470 in E-Rate to upgrade/replace our WiFi access points. E-Rate will pay 85% of the cost. This form is currently in the bidding process.

Director Wishnick gave an update to the Cook County Human Rights complaint.

Upcoming policy reviews will be the Unattended Children policy in February 2024 and the Security Cameras in March 2024. Director Wishnick provided a 2023 Strategic Plan review and plans for the 2024 Strategic Goals.

Youth Services continues to see an increase in their 1000 Books Before Kindergarten program. Director Wishnick and Youth Services Manager Irene Ciciora attended the Village's Tree Lighting Event. Youth Services Manager applied and received the Thinking Money for Kids Program Kit grant.

Adult Services held two successful Narcan training sessions. Director Wishnick and Adult Services Manager Alicia Jackson attend the Oak Lawn Community Partnership monthly meetings and through this they have connected with BedsPlus. A BedsPlus representative will be onsite every other Wednesday to assist with emergency housing and other resources.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

It was moved by Trustee Pawlowski and seconded by Grabinski.

❖ THAT THE 2024 LIBRARY HOLIDAY CLOSINGS 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 Grabinski.

❖ THAT THE 2024 BOARD MEETING DATES WITH A START TIME OF 7:00 PM BE APPROVED

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

2024 Holiday Dates

January 1, 2024
 March 31, 2024
 May 12, 2024
 May 27, 2024
 July 4, 2024
 September 2, 2024
 November 28, 2024
 December 24, 2024
 December 25, 2024
 December 31, 2024

2024 Board Meeting Dates

January 8, 2024
 February 12, 2024
 March 11, 2024
 April 8, 2024
 May 13, 2024
 June 10, 2024
 July 15, 2024
 August 12, 2024
 September 9, 2024
 October 14, 2024
 November 11, 2024
 December 9, 2024

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

❖ THAT THE 2024 PER CAPITA GRANT APPLICATION BE APPROVED

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

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

❖ THAT THE RELEASE OF THE CLOSED SESSION MINUTES AS OUTLINED IN THE ATTACHED SCHEDULE 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 Pawlowski.

❖ THAT THE LIBRARY DENY INSIDE CAMERA ACCESS TO THE CHICAGO RIDGE POLICE DEPARTMENT 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 ANTI-HARASSMENT & NON-DISCRIMINATION, INTRODUCTORY PERIOD, BEREAVEMENT LEAVE, AND VESSA POLICIES BE APPROVED

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

The Trustees reviewed the Standards for IL Libraries: Chapter 13: Marketing, Promotion & Collaboration. The Library meets the requirements.

Director Wishnick gave a brief overview of the 2023/2024 Strategic Plan Goals and provided a demonstration of the GIS grant mapping of the Chicago Ridge Library cardholders.

TRUSTEE COMMENTS

Trustees also mentioned placing a coat rack or hooks in the bathrooms.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:35 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary