

MINUTES  
Chicago Ridge Public Library  
Board of Trustees Regular  
Meeting December 9, 2024

**1. 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, Sujak, and Werley. Also present were Director Dana Wishnick and Business Manager Brittany Lies.

**2. Audience to Visitors**

No Audience to Visitors at this time.

**3. Approval of Minutes**

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of November 11, 2024.

3.1 It was moved by Trustee Werley and seconded by Trustee Fletcher:

THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 11, 2024 BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski

ABSTAIN: None

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session of November 11, 2024.

3.2 It was moved by Trustee Werley and seconded by Trustee Fletcher:

THAT THE MINUTES OF THE EXECUTIVE SESSION OF NOVEMBER 11, 2024 BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski

ABSTAIN: None

**4. Financial Reports and Approval of Bills**

4.1 It was moved by Trustee Werley and seconded by Trustee Grabinski:

THAT THE NOVEMBER 2024 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski

ABSTAIN: None

4.2 It was moved by Trustee Werley and seconded by Trustee Grabinski:

THAT THE DECEMBER 2024 CLAIMS LIST IN THE \$103,021.77 BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski

ABSTAIN: None

## **5. Communications**

A comment card and a satisfied patron's checkout receipt was reviewed.

## **6. Director's Report**

Elizabeth Britt's last day with the library was on November 22nd. Britt temporarily returned from her retirement to help with the Circulation department.

Managers are currently working on year end reviews.

The Library Staff Appreciation dinner will be held on February 21st at HMD Bar & Grill.

Business Manager Lies and Director Wishnick met with Jim Leppert from IHC to assist the library with the anticipated roof project; the library is currently awaiting proposals from three roofing consultants. Business Manager Lies also had Leppert help discover a crack in the foundation in the Youth Services department. The library is awaiting a visit from a recommended flooring company.

Director Wishnick will be attending the Village's FY2025 Budget and Levy hearing on December 17th.

The library's auditing contract with O'Neill & Gasparido has expired. Business Manager Lies reached out to an additional three accounting firms to gather proposals for auditing services beginning with FY2024.

The library has accepted Comcast's three year renewal proposal for internet and has submitted its Form 470 for a new firewall through e-Rate.

The Library Web Development Committee is busy working with Weblinx on the new website.

Youth Services continues to require tickets for programs. The community storytimes remain popular and all of the Youth Services staff has stepped up during Youth Services Manager's Ciciora's leave.

Adult Services will be hosting an Elvis Christmas program with Elvis impersonator, Hugo Colin on December 14th. Adult Services also hosted a successful third annual craft fair. Two students are close to graduation through the Career Online High School program. The library has also purchased a translation device called TranslationLive to use at the Adult Services desk to help serve patrons with limited English language.

## **7. Committee Reports**

No committee reports at this time.

## **8. Unfinished Business**

No Unfinished Business at this time.

## **9. New Business**

9.1 It was moved by Trustee Werley and seconded by Trustee Grabinski:

THAT THE 2025 BOARD MEETING DATES WITH A START TIME OF 7:00 PM BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski

ABSTAIN: None

9.2 It was moved by Trustee Werley and seconded by Trustee Grabinski:

THAT THE 2025 LIBRARY CLOSINGS BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski

ABSTAIN: None

2025 Board Meeting Dates

January 13, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2025

June 9, 2025

July 14, 2025

August 11, 2025

September 15, 2025

October 13, 2025

November 10, 2025

December 15, 2025

2025 Library Closings

January 1, 2025

April 20, 2025

May 11, 2025

May 26, 2025

July 4, 2025

September 1, 2025

November 27, 2025

December 24, 2025

December 25, 2025

December 31, 2025

9.3 The Board reviewed the IL Standards: Chapter 13: Marketing, Promotion, & Collaboration. The library meets all of the requirements.

9.4 It was moved by Trustee Werley and seconded by Trustee Grabinski:

THAT THE 2025 PER CAPITA GRANT BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski

ABSTAIN: None

9.5 It was moved by Trustee Janik and seconded by Trustee Werley:

THAT THE RELEASE OF THE CLOSED SESSION MINUTES AS OUTLINED IN THE ATTACHED SCHEDULE BE APPROVED

AYES: Fletcher, Fitzgerald, Grabinski, Janik, Sujak, and Werley

NAYS: None

ABSENT: Pawlowski  
ABSTAIN: None

- 9.6 It was moved by Trustee Janik and seconded by Trustee Werley  
THAT THE INTERNAL CONTROL PROCEDURES WITH THE RECOMMENDED CHANGES  
BE APPROVED

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

- 9.7 It was moved by Trustee Janik and seconded by Trustee Werley  
THAT THE ACCESS TO PERSONAL RECORDS AND PAY PERIODS & PROCEDURES  
POLICIES BE APPROVED

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

- 9.8 It was moved by Trustee Janik and seconded by Trustee Werley  
THAT THE CITYWIDE CLEANING PROPOSAL FOR 5 TIMES/WEEK IN THE AMOUNT OF  
\$2,500.00/MONTH BE APPROVED

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

## **11. Trustee Comments**

No Trustee Comments at this time.

## **12. Adjournment**

There being no objections; the meeting was adjourned 8:36 p.m.

Respectfully submitted,

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Brittany Lies  
Business Manager

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Stan Pawlowski  
Secretary