

MINUTES
Chicago Ridge Public Library
Board of Trustees Regular Meeting
December 15, 2025

1. Call to Order and Roll Call

President Fitzgerald called the meeting to order at 7:02 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, Pawlowski, Sujak, and Werley. Also present were Director Dana Wishnick and Brittany Lies.

2. Audience to Visitors

No Visitors at this time.

3. Approval of Minutes

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of November 10, 2025.

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

THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 2025 BE APPROVED

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

NAYS: None

ABSENT: None

ABSTAIN: None

4. Financial Reports and Approval of Bills

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

THAT THE REVISED BALANCE SHEETS FOR JANUARY-SEPTEMBER 2025 BE APPROVED

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

NAYS: None

ABSENT: None

ABSTAIN: None

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

THAT THE INCOME STATEMENT & BALANCE SHEET FOR NOVEMBER 2025 BE APPROVED

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

NAYS: None

ABSENT: None

ABSTAIN: None

4.3 It was moved by Trustee Grabinski and seconded by Trustee Fletcher:

THAT THE DECEMBER 2025 CLAIMS LIST IN THE \$115,411.52 BE APPROVED

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

NAYS: None

ABSENT: None

ABSTAIN: None

5. Communications

Comment cards and Google reviews were discussed.

6. Director's Report

Director Wishnick, Access Services Manager Provost, Adult Services Manager Baggili and Interim Youth Service Manager Johnson attended a full day Administrator's Training at Moraine Valley Community College on November 14th.

Year end staff reviews are currently underway.

The Library Staff Appreciation Party will be held on January 23rd at HMD Bar & Grill. Also, Programming and Marketing Coordinator Lysik and Interim Youth Services Manager Johnson hosted a Soupsgiving for staff on November 6.

Business Manager Lies gave the board an update on RTU 2 & 3 needing the heat exchangers to be replaced RTU 2 is still covered by the existing warranty but would cost \$3,358.78 for parts and labor and RTU 3 isn't covered under a warranty would cost \$6,480.38.

IHC should be back in the library the week of December 15th to install the new ceiling plate for the sprinkler lock. Once the repairs are completed the library anticipates receiving the final bill.

Property taxes are due December 15th, the library expects to begin receiving payments soon into early January.

The Village is expected to pass the FY2026 Budget and Levy at its December 16 board meeting, Director Wishnick will attend.

The library is now offering two new programs; Rip&Stitch - Casual Crafting Club for teens and adults and a FantaSci Book Discussion.

Access Services saw six people register for an online card in November.

Youth Services offered 11 passive programs and 18 children's programs. Adult Services' most impactful event was Tollway for Tikes partnered with the Illinois Tollway. Parents were able to have free IDs made for their young children on-site. Adult Services continues to have popular book displays and have been recently helping seniors with potential fraud on their mobile devices.

7. Committee Reports

No committee reports at this time.

8. New Business

8.1 It was moved by Trustee Werley and seconded by Trustee Pawlowski:
THAT THE FY2026 BOARD MEETING DATES BE APPROVED

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

NAYS: None

ABSENT: None
ABSTAIN: None

8.2 It was moved by Trustee Werley and seconded by Trustee Pawlowski:
THAT THE FY2026 LIBRARY CLOSINGS BE APPROVED

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

2026 Board Meeting Dates

January 12, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 8, 2026
July 13, 2026
August 10, 2026
September 14, 2026
October 12, 2026
November 9, 2026
December 14, 2026

2026 Library Closings

January 1, 2026
April 5, 2026
May 10, 2026
May 25, 2026
July 3, 2026
September 7, 2026
November 26, 2026
December 24, 2026
December 25, 2026
December 31, 2026

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

8.4 It was moved by Trustee Pawlowski and seconded by Trustee Werley:
THAT THE INTERNAL CONTROLS POLICY WITH THE RECOMMENDED CHANGES BE
APPROVED

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

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

8.6 It was moved by Trustee Werley and seconded by Trustee Grabinski:
THAT THE FY2026 PER CAPITA GRANT BE APPROVED

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

8.7 It was moved by Trustee Werley and seconded by Trustee Janik:
THAT THE AMBER MECHANICAL HEAT EXCHANGER PROPOSALS FOR RTU 2 & 3 BE APPROVED

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

8.8 It was moved by Trustee Janik and seconded by Trustee Pawlowski:
THAT THE METROPOLITAN FAMILY SERVICES EAP PROPOSAL IN THE AMOUNT OF \$1,100 BE APPROVED

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

8.9 It was moved by Trustee Janik and seconded by Trustee Grabinski:
THAT THE EMPLOYEE HANDBOOK CHANGES (JURY DUTY, VESSA, PERSONAL TIME OFF, VACATION & HOLIDAY) BE APPROVED

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

9. Trustee Comments

President Fitzgerald mentioned the story of the recent homicide in Chicago Ridge. Trustee Grabinski mentioned Operation Santa that will be held on December 20th..

10. Adjournment

There being no objections; the meeting was adjourned 8:38 p.m.

Respectfully submitted,

Brittany Lies
Business Manager

Stan Pawlowski
Secretary



Chicago Ridge Public Library

10400 Oxford Ave Chicago Ridge, IL 60415

708-423-7753 | chicagoridgelibrary.org

BOARD OF TRUSTEES
CHICAGO RIDGE PUBLIC LIBRARY
December 15, 2025

Closed Session Written Minutes to Review for Release

Make determinations about written minutes of closed sessions that have not yet been approved and/or released.

<u>Closed Session at:</u>	<u>Reason for Closed Session</u>	<u>Recommendation</u>
10/13/2025	Director evaluation	Release
09/30/2025	Director evaluation	Release
07/14/2025	Personnel	Release
07/13/2022	<i>Litigation</i>	<i>Do not release</i>
09/09/2013	<i>Personnel</i>	<i>Do not release</i>
07/08/2013	<i>Personnel</i>	<i>Do not release</i>
06/10/2013	<i>Personnel</i>	<i>Do not release</i>
05/13/2013	<i>Personnel</i>	<i>Do not release</i>
08/13/2012	<i>Personnel</i>	<i>Do not release</i>
03/09/2009	<i>Personnel</i>	<i>Do not release</i>
08/11/2003	<i>Personnel</i>	<i>Do not release</i>
06/09/2003	<i>Personnel</i>	<i>Do not release</i>
05/12/2003	<i>Personnel</i>	<i>Do not release</i>
09/14/1998	<i>Real estate purchase</i>	<i>Do not release</i>

Closed Session Recordings to Review for Destruction

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved and at least 18 months have passed since the meeting was held. All of the minutes for the recordings listed below have been approved.

<u>Closed Session at:</u>	<u>Reason for Closed Session</u>	<u>Recommendation</u>
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No new recordings are eligible for destruction as of December 15, 2025.