

MINUTES
Chicago Ridge Public Library
Board of Trustees Regular Meeting
February 10, 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, Janik, Pawlowski, 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 January 13, 2025.

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

THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2025 BE APPROVED

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

NAYS: None

ABSENT: Grabinski

ABSTAIN: None

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session of January 13, 2025.

3.2 It was moved by Trustee Werley and seconded by Trustee Pawlowski

THAT THE MINUTES OF THE EXECUTIVE SESSION OF JANUARY 13, 2025 BE APPROVED

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

NAYS: None

ABSENT: Grabinski

ABSTAIN: None

4. Financial Reports and Approval of Bills

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

THAT THE REVISED DECEMBER 2024 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

NAYS: None

ABSENT: Grabinski

ABSTAIN: None

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

THAT THE JANUARY 2025 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

NAYS: None

ABSENT: Grabinski

ABSTAIN: None

4.2 It was moved by Trustee Grabinski and seconded by Trustee Pawlowski:
THAT THE FEBRUARY 2025 CLAIMS LIST IN THE \$215,389.97 BE APPROVED

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

NAYS: None

ABSENT: Sujak

ABSTAIN: None

5. Communications

Circulation Clerk, Dan Galivan, wrote a sincere resignation letter. Comment cards, a Google review, and the upcoming ATLAS Trustee Day were reviewed.

6. Director's Report

Circulation Clerk, Dan Galivan, resigned on January 31st. Youth Services Associate, Paula Johnson, became Interim Youth Services Manager while Youth Services Manager Ciciora is on leave.

Updates were given to the Board on the previous roof leaks, Youth Services flooring repair, and new cleaning company. Director Wishnick and Business Manager Lies have met with the roofing architect. Plans are to go out to bid in March in time for the winning bid to be awarded at the April 2025 board meeting.

The FY2024 budget has been closed with the library being over in revenue and coming in under budget.

Director Wishnick has completed the E-Rate submission; the library is expected to receive notification of funding in April.

Director Wishnick provided FY2024 library statistics. The library saw an increase in library visits, program attendance, study room usage, eLibrary usage. Overall library circulation is down.

Director Wishnick filed the State Annual Certification on January 6th.

Access Services has 44 inactive patrons eligible for deletion. Youth Services is offering a successful PNG program and Youth Services Associates Boufath and Johnson took over the learning of the Money grant program on Tuesdays. Youth Services Associate Johnson continues to host popular "People In Your Neighborhood" storytimes. Adult Services has a new Career Online High School graduate and a new candidate ready to start the program. Their partnership with Pathlights continues to be successful. Adult Services also donated shower passes to the recent Chicago Ridge fire victims.

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 Janik:
THAT THE PHOTOGRAPHY & VIDEO POLICY BE APPROVED

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

NAYS: None

ABSENT: Grabinski

ABSTAIN: None

9.2 It was moved by Trustee Werley and seconded by Trustee Janik:
THAT THE PAID FAMILY & MEDICAL LEAVE ACT POLICY BE APPROVED

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

NAYS: None

ABSENT: Grabinski

ABSTAIN: None

9.3 It was moved by Trustee Janik and seconded by Trustee Werley:
THAT THE FY2025 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) BE APPROVED:

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

NAYS: None

ABSENT: Grabinski

ABSTAIN: None

9.4 The Board reviewed the IL Standards: Chapter 3: Personnel. The library meets all the requirements.

10. Trustee Comments

Trustee Pawlowski thanked Adult Services Librarian Baggili, Adult Services Manager Jackson, and Access Services Assistant Furst for their quick help in accessing files and renewing his library card.

Some unhoused persons have been seeking shelter at the front entrance while the library is closed, sometimes blocking entrance for cleaners, delivery and staff. Director Wishnick has talked to the Police Chief and has been advised to have people dial 911.

11. Adjournment

There being no objections; the meeting was adjourned 8:08 p.m.

Respectfully submitted,

Brittany Lies
Business Manager

Stan Pawlowski
Secretary