

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
June 12, 2023*

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, Pawlowski, Sujak, and Werley. Also present was Administrative Manager Brittany Lies.

AUDIENCE TO VISITORS

No Audience to Visitors.

REORGANIZATION

Trustee Sujak was administered the Oath of Office by Trustee Pawlowski.

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

- ❖ THAT TRUSTEE FITZGERALD BE NOMINATED FOR THE OFFICE OF PRESIDENT 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 Fletcher.

- ❖ THAT TRUSTEE JANIK BE NOMINATED FOR THE OFFICE OF VICE PRESIDENT 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 Werley.

- ❖ THAT TRUSTEE PAWLOWSKI BE NOMINATED FOR THE OFFICE OF SECRETARY 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 Sujak.

❖ THAT TRUSTEE GRABINSKI BE NOMINATED FOR THE OFFICE OF
TREASURER BE APPROVED

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

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of May 8, 2023.

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

❖ THAT THE MINUTES OF THE REGULAR MEETING OF MAY 8, 2023 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 Fletcher.

❖ THAT THE MAY 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 Fletcher.

❖ THAT THE JUNE 2023 CLAIMS LIST IN THE AMOUNT OF \$148,798.82 BE APPROVED

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

COMMUNICATIONS

Thank you card from Administrative Manager Lies was read.

Comment cards, information on Trustee training from Deiters & Todd Library Consulting were presented.

President Fitzgerald mentioned helpful Municipal Minutes podcasts sent via email to all Trustees.

DIRECTOR'S REPORT

Effective May 8, 2023 Circulation Clerk Josh Bou is no longer with the library.

Six staff members will be attending the ALA Conference at McCormick Place from June 24-26. Another six members will be visiting the exhibit floor on Sunday, June 25th.

On May 15th, Administrative Manager Lies was notified that the Men's public bathroom door was not operating with the contactless button. Dependable Building Maintenance was called to inspect, the entire unit needs to be replaced in the amount of \$2,283. A repair date will be scheduled.

Administrative Manager Lies has begun pulling requested financial documents for the 2022 audit.

The library has earned \$26,098 in interest this year through May 31st with Wintrust.

The library has renewed its three year critical 4-hour onsite service warranty for our server with Dell through OSG at the cost of \$3,090.

OSG and Heritage have completed giving access to our outside security feeds to the Chicago Ridge Police Department.

SWAN Library consortium has added MessageBee, a platform that handles patron notices and notifications. This will go live on June 27th.

The library will be bringing its new Book Bike to the Chicago Ridge Park District's Slice of Summer & 55th Anniversary Party on June 8th.

The library received a \$2,000 donation from the Village for volunteering at the 2022 RidgeFest.

Upcoming policy reviews include the Circulation Policy in July, the Internet Use & Safety Policy in August, and the Reference Policy in September.

Access Services Manager Provost discovered that 4 out of 11 people who registered for an online library card have come in to receive their physical library card.

Adult and Youth Services finished their Spring Reading Programs with high participation numbers.

Youth Services continued their library school visits with Lawn and Central groups visiting. Youth Services Associate Johnson attended District 127.5's Family Read Night at Ridge Lawn. The 21st annual Battle of the Books took place on May 19th.

Programming Coordinator Lysik-Forney and Librarian Jackson rode the book bike to the new Park Lawn building in Chicago Ridge.

Adult Services applied for and received free lawn passes for some Ravinia concerts.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

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

- ❖ THAT THE RELEASE OF THE CLOSED SESSION MINUTES AND DECONSTRUCTION OF RECORDINGS AS OUTLINED IN THE ATTACHED SCHEDULE BE APPROVED

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

Administrative Manager Lies mentioned that the financials for July might not arrive in time for the July meeting due to the Fourth of July holiday. The Board could either reschedule the meeting to July 17th or move forward with the July 10th meeting.

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

❖ **THAT THE CANCELLATION OF THE JULY 2023 BOARD MEETING 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 7: Collection Management. The Library meets the requirements.

TRUSTEE COMMENTS

Trustee Fletcher inquired about the IL Library Book Ban Policy signed by Governor Pritzker.

Trustee Pawlowski thanked the Adult Services department for always being helpful.

Trustee Grabinski also thanked Youth Services for their programs and for having Red Adrenaline perform at the upcoming Summer Reading Party.

ADJOURNMENT

There being no objections; the meeting was adjourned 7:58 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary