

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
November 13, 2023*

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, Pawlowski, Sujak and Werley. Also present were Director Dana Wishnick and Administrative Manager Brittany Lies.

AUDIENCE TO VISITORS

No Audience to Visitors at this time.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of October 9, 2023, the Minutes of the Executive Session of October 9, 2023 and the Finance Committee Meeting of October 30, 2023.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 9, 2023, THE MINUTES OF THE EXECUTIVE SESSION OF OCTOBER 9, 2023 AND MINUTES OF THE FINANCE COMMITTEE OF OCTOBER 30, 2023 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

- ❖ THAT THE OCTOBER 2023 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

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

❖ THAT THE NOVEMBER 2023 CLAIMS LIST IN THE AMOUNT OF \$121,269.52 BE APPROVED

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

COMMUNICATIONS

New Google reviews and comment cards were discussed. There will be a Legislative Meet-Up on December 6th at the DoubleTree in Alsip, any Trustees interested should let Director Wishnick or Administrative Manager Lies know.

DIRECTOR’S REPORT

Kay Rys started as a part time Youth Services Assistant on October 30th. Samantha Zimmerman, Youth Services Librarian has submitted her resignation effective November 10th. Salimah Boufath has accepted the promotion to Full Time Youth Services Librarian, effective November 5th. Paula Johnson has accepted the promotion to Part Time IMRF Youth Services Associate effective November 5th. Youth Services will post a job ad for a new time Part Time Youth Services Assistant the week of November 13th.

Director Wishnick sent the Trustees a link to choose either a library polo or fleece jacket from LL Bean to help promote the library.

NIR Roofing conducted the bi-annual roof inspection on October 9th with no issues addressed. Esscoe will be scheduling the necessary emergency light repairs. Amber Mechanical needs to replace a heat exchanger on RTU 4, this will be completed on November 14th.

The second installment of 2022 Cook County Property tax bills have been mailed and are due December 1st. Through October 31, 2023, the library has expended 73% of its budget for FY2023.

Director Wishnick gave a brief description of popular upcoming programs.

Youth Services Associate Johnson has been working collaboratively with Advocate Children’s Hospital and other neighboring libraries to provide informational sessions for parents.

Adult Services programs remain popular. There has also been an increase in eMagazine usage.

The library attended the Jon’s Way Village Halloween event and the Book Bike has been brought to the Metra Station and the new Park Lawn location.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

A discussion was held regarding the FY2024 budget, Special Reserve transfer of funds, and the 2024 Pay Grade Assignments.

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

❖ **THAT THE FY2024 BUDGET RESOLUTION & LEVY BE APPROVED**

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

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

❖ **THAT THE SPECIAL RESERVE TRANSFER BE APPROVED**

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

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

❖ **THAT THE 2024 PAY GRADE ASSIGNMENTS BE APPROVED**

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

The Trustees reviewed the Standards for IL Libraries: Chapter 12: Technology. The Library meets the requirements.

TRUSTEE COMMENTS

Trustee Fletcher inquired about Library interior signage. Trustee Werley inquired about the crosswalks during the winter.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:33 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary