

**Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
February 8, 2021**

The board president determined that an in-person meeting was not practical or prudent because of COVID-19. The board meeting was held via Zoom.

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:10 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, and Pawlowski. Also present were Director Dana Wishnick and Administrative Manager Brittany Lies.

Director Dana Wishnick and Trustee Fletcher were present at the Library due to the Governor's OMA order.

AUDIENCE TO VISITORS

No Audience to Visitors

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of January 11, 2021.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 11, 2021 BE APPROVED

AYES.....	Fitzgerald, Fletcher, Grabinski, Janik, and Pawlowski
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 REVISED DECEMBER 2020 AND REGULAR JANUARY 2021 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

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

- ❖ THAT THE JANUARY 2021 CLAIMS LIST IN THE AMOUNT OF \$477,014.96 BE APPROVED

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

COMMUNICATIONS

No Communications at this time.

DIRECTOR'S REPORT

The library is currently open for curbside pickup and appointments for computers, faxing, copying, and scanning Monday - Saturday from 10am - 4pm. On February 15, 2021 the library will reopen to walk-ins from 10am-5pm while curbside will continue. Upon the completion of the renovation the library is aiming to return to the normal Monday-Saturday hours. Staff hopes to reopen on Sundays in September 2021.

The renovation is moving quickly. The meeting room and Circulation are almost finished while the Youth Services offices and workrooms are currently being painted and flooring is being installed. Furniture is expected to arrive early March. Staff is also happy about the new book drop.

The concrete flooring repair in Youth Services has been taken out of the FY2020 Building Maintenance budget.

The IPLAR report is due and a lot of information is COVID related.

The copier lease through Ricoh is ending in April. Director Wishnick and Administrative Manager Lies have spoken with Ricoh and Image Systems & Business Solutions for proposals.

Director Wishnick attended the Trustee Update webinar on January 20, 2021 and has provided a link to Trustees who couldn't attend.

Adult and Youth Services have continued to offer live programs which received a great response. The Marketing Committee is meeting to gather ideas to provide various live programs.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

The Per Capita Grant FY2021 was reviewed.

NEW BUSINESS

The IPLAR (Annual Report to the Illinois State Library) was discussed. President Fitzgerald recommends providing this report to new Trustees for on-boarding.

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

❖ **THAT THE IPLAR REPORT FOR FY2021 BE APPROVED**

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

KI provided a quote for 16 new meeting room tables. The Library has budgeted for these tables in the FY2021 Furniture budget lines.

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

❖ **THAT THE QUOTE FOR 16 NEW MEETING ROOM TABLES FROM KI IN THE AMOUNT OF \$12,296 BE APPROVED**

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

Administrative Manager Lies and Director Wishnick have been in discussions with Ricoh and Image Systems & Business Solutions (ISBS). The recommendation is to buy out two of the Ricoh copiers (Circulation and Youth Services) and lease one through ISBS for the Adult Services department. The library would also engage a service agreement for the three copiers with ISBS.

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

❖ **THAT THE PURCHASE OF THE CIRCULATION AND YOUTH SERVICES COPIERS IN THE AMOUNT OF \$5,579 FROM RICOH AND THE LEASE/SERVICE AGREEMENT IN THE AMOUNT OF \$145/MONTH BE APPROVED**

AYES..... Fitzgerald, Fletcher, Grabinski, Janik, and Pawlowski
NAYS..... None

ABSENT..... None
ABSTAIN..... None

The Board agrees to keep the Library closed on Sundays through Memorial Day and will re-evaluate after Labor Day.

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

There being no objections; the meeting was adjourned 7:49 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary