

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
July 12, 2021*

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 were Director Dana Wishnick and Administrative Manager Brittany Lies.

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 June 14, 2021.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 14, 2021 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 Pawlowski.

- ❖ THAT THE JUNE 2021 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 Pawlowski.

- ❖ THAT THE JULY 2021 CLAIMS LIST IN THE AMOUNT OF \$94,899.20 BE APPROVED

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

COMMUNICATIONS

The Reporter featured an article about the Youth Services’ outdoor story time.

One of the Career Online High School graduates sent a thank you email.

DIRECTOR’S REPORT

Administrative Manager Lies will contact the Village after RidgeFest to get an update on the sidewalk project and the striping of the parking spaces on Oxford Avenue.

Former Trustee Patti Meslar updated the library’s landscape on the corner of Washington Ave and Oxford Ave. The library purchased the mulch and soil for this project.

Circulation Lead Elizabeth Wald has informed Access Services Manager Melinda Provost and Director Wishnick of her intent to resign in September.

Youth Services Associate Paula Johnson has asked for a six month extension on her General leave of absence.

It was moved by Trustee Janik and seconded by Trustee Grabinski

- ❖ THAT THE SIX MONTH GENERAL LEAVE OF ABSENCE EXTENSION AS SPELLED OUT IN THE EMPLOYEE HANDBOOK BE APPROVED

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

Friday, June 25th, Director Wishnick held an after hours event for library staff and their family members. Dinner was provided from Buona Beef and the movie, In The Heights, was shown from HBONow.

The library experienced two separate water leaks in the building during the month of June. Neither leak caused much damage and NIR Roof Care was called to inspect and repair both

leaks. The first leak was discovered by a few openings between the decorative stucco bank and the brick wall, the second was due to a degrading roof patch.

In order to renew the CyberRisk insurance, the library is required to institute multi-factor authentication for email, remote, and admin access. OSG has provided a proposal to implement the multi-factor security requirement in our computer environment as required for the renewal. There is a one-time cost up to \$4,030.00

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

❖ THAT THE MULTI-FACTOR SECURITY PROPOSAL IN THE AMOUNT UP TO \$4,030.00 FROM OSG BE APPROVED

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

The library received notification that it will receive the FY2021 Illinois Public Library Per Capita Grant in the amount of \$21,099.88. The grant will go towards the library collection.

The audit fieldwork was completed on July 8th.

The library has purchased Niche Academy, which provides tutorials for patrons as well as a training platform for library staff.

The Aspen Library Catalog Pilot Project has officially gone live.

The library is partnering with Jon's Way, the Village, District 127.5, the Lions, and Boy Scouts for the 1st annual Chicago Ridge Back to School Beautification Day on August 8th. The library will be volunteering at RidgeFest on Friday, July 23rd from 5-11pm at the entrance ticket booth.

Almost Home has closed their Blessings Box at the library as of July 1st. The Lions club expressed their interest in taking it over, if not, the library will take responsibility of the box.

The American Rescue Plan Act of 2021 funded an Emergency Connectivity Fund program in which the library has submitted their application to purchase 10 Chromebooks and 5 Windows based laptops.

Director Wishnick has begun the research on rejoining E-Rate.

Library statistics for June have increased with e-Video continuing to grow.

The Library has received the final renovation closing documents.

Adult and Youth Services have great numbers for Summer Reading.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

The Chicago Ridge Public Library Board Committees were chosen. They are as follows:

Finance Committee: Grabinski and Sujak
Policy, Personnel, & By-Laws Committee: Fletcher and Werley
Building & Grounds Committee: Janik and Pawlowski

NEW BUSINESS

Director Wishnick gave the Trustees a Per Capita Safety/Building Checklist update.

A discussion was held regarding the Executive Session minute review.

It was moved by Trustee Janik and seconded by Trustee Grabinski

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

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

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

There being no objections; the meeting was adjourned 9:14 p.m.

Respectfully submitted,



BOARD OF TRUSTEES
CHICAGO RIDGE PUBLIC LIBRARY
July 12, 2020

Closed Session Written Minutes to Review

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>
05/10/2021 Regular Board Mtg	Trustee Candidate	Release
09/09/2013 Regular Board Mtg	Personnel	Do not release
07/08/2013 Regular Board Mtg	Personnel	Do not release
06/10/2013 Regular Board Mtg	Personnel	Do not release
05/13/2013 Regular Board Mtg	Personnel	Do not release
08/13/2012 Regular Board Mtg	Personnel	Do not release
03/09/2009 Regular Board Mtg	Personnel	Do not release
08/11/2003 Regular Board Mtg	Personnel	Do not release
06/09/2003 Regular Board Mtg	Personnel	Do not release
05/12/2003 Regular Board Mtg	Personnel	Do not release
09/14/1998 Regular Board Mtg	Real estate purchase	Do not release

Closed Session Recordings to Review

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>
09/09/2019 Regular Board Mtg	Director evaluation	Destroy
08/26/2019 Evaluation Cmte	Director evaluation	Destroy
08/12/2019 Regular Board Mtg	Trustee candidates	Destroy
07/15/2019 Regular Board Mtg	Trustee candidates	Destroy

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary