

**Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
March 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 7:00 p.m. Responding to roll call were Trustees Fletcher, 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 February 8, 2021.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 2021 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

- ❖ THAT THE FEBRUARY 2021 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

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

- ❖ THAT THE MARCH 2021 CLAIMS LIST IN THE AMOUNT OF \$301,264.31 BE APPROVED

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

COMMUNICATIONS

ILA will be hosting three Trustee Forum Spring Workshop webinars. Trustees who are interested in attending will let Director Wishnick or Administrative Manager Lies know.

DIRECTOR'S REPORT

The library returned to its normal Monday-Saturday hours on Monday, March 8. The study rooms are planned to reopen tentatively Monday, March 22. Patrons will be able to book a room for two hours a day and the room will be empty for an hour to air out.

As the snow melted on the roof, two leaks were discovered and have been repaired by the roofing company, NIR.

The IPLAR and Per Capita Grant were submitted on February 9.

The library's Request for Record Disposal was sent to the Local Records Commission in Springfield, IL. on February 15.

FY2020 statistics were presented to the Board; video circulation was down and book circulation was down slightly. Also, the eLibrary collection saw an increase due to COVID.

Adult and Youth Services are continuing to be successful with take-home crafts and Zoom programming. Adult Services offered various programs by Clarence Goodman, which received great reviews. Youth Services is working virtually with the school and providing eMaterials.

Furniture will be arriving March 11 - March 19 and construction is finished minus a few touch ups.

President Fitzgerald spoke with Director Wishnick about cleaning the exterior of the building. Jim Leppert, Project Manager, IHC, provided a few quotes on this project as well as the crack on the EIFS on the North end of the building.

The library is working with the Village Hall to repair the sidewalk on the corner of Birmingham and Oxford. The cost will be split between the Library and Village.

There are a few unknown costs that the Library is waiting on; those include frosted glass partitions for the Adult and Youth Services desk and a locking cabinet for games in the Teen area.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

The Board reviewed the quotes provided by Jim Leppert for the cost of the building cleaning, HVAC Automation system, and EIFS repair.

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

- ❖ THAT THE BUILDING CLEANING FROM AURORA BRICK COMPANY IN THE AMOUNT OF \$7200.00 AND THE ESTIMATED SIDEWALK REPAIR FROM THE VILLAGE OF CHICAGO RIDGE IN THE AMOUNT OF \$2500.00 COME FROM THE FY2021 BUILDING MAINTENANCE BUDGET BE APPROVED

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

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

- ❖ THAT BUILDING AUTOMATION SYSTEM UPGRADE BY TOTAL AUTOMATION UP TO \$5,500.00 AND THE EIFS REPAIR BY J.P. PHILLIPS IN THE AMOUNT OF \$9,530.00 COME FROM THE FY2021 SPECIAL RESERVE FUND BE APPROVED

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

Director Wishnick recommends that the Grand Reopening Celebration wait until June 2021 to combine a kickoff to Summer Reading.

NEW BUSINESS

Topics were discussed in Unfinished Business.

TRUSTEE COMMENTS

Trustee Pawlowski inquired about Youth Services Librarian Samantha Zimmerman's new role. Due to reduced schedules from COVID Youth Services Associate Zimmerman hasn't been able to fully step into the new role but will over the next few months.

The April Board meeting is likely to be in person.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:05 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary