

WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL BOARD MEETING
March 17, 2021 7:30 P.M.

As the Woodridge Public Library navigates through this unprecedented time due to the COVID-19 pandemic, members of the public are invited to participate in the regular monthly Board Meeting by telephone or Zoom video conference. Board members, citizens and staff can connect by using the information below.

In lieu of providing public comment in person or by phone, members of the public may send statements to business@woodridgelibrary.org by 5:00 p.m. on Wednesday, March 17, 2021. Comments submitted via email will be announced and read during the public comment portion of the meeting.

To attend by video conference, click on this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/82626013215?pwd=N1p0bGJQWmRpNkpyanBSNmh6UDQvdz09>

Meeting ID: 826 2601 3215

Passcode: 701954

To attend by telephone

Dial: 312 626 6799

- I. Call to Order
 - II. Roll Call
 - III. Approval of Minutes
Regular Meeting of Library Board February 17, 2021 Attached
 - IV. Recognition of Public
 - A. Public Comment
 - B. Questions Not Related to Agenda Items
 - C. Questions Related to Agenda Items
 - V. Consent Agenda Items
These items are considered routine by the Library Board. They will be voted on as one motion. There will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda and considered separately.
 - A. Library Payroll for the month of February 2021 in the amount of \$127,256.55 Action Item #19
 - B. Personnel Report for the month of February indicating 2 staffing changes Action Item #20
 - C. Bank Register Report 2/1/21-2/28/21 totaling \$91,391.43 Action Item #21
 - D. Invoice Expense Allocation Report for Invoices paid in February 2021 Action Item #22
- Recommendation: That Consent Agenda Items A, B, C, and D be approved.
- VI. Discussion Items with no Action
 - A. Library Director's Report Information Item #23
 - 1. Monthly Statistical Reports Information Item #24
 - 2. Income Statement as of February 28, 2021 Information Item #25

VII. President's Report

VIII. New Business

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|---|-----------------|
| A. Approval of Fund Balance/Net Position Policy | Action Item #26 |
| B. Approval of Internal Financial Control Processes | Action Item #27 |
| C. Change of Authorizing Officer for ProPay Account | Action Item #28 |
| D. Approval of Administrative Succession Plan | Action Item #29 |

IX. Unfinished Business

X. Adjournment

Executive Session Re: Personnel, Real Estate Acquisition & Litigation

Any person needing an accommodation for a disability in order to attend a Library Board Meeting should contact the Business Office by telephone at 630-487-2550, by e-mail at ada@woodridgelibrary.org or in writing, not less than five (5) business days prior to the meeting.