

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 19, 2017**

CALL TO ORDER

President Tiede called the regular monthly meeting of the Woodridge Public Library Board to order at 7:30 p.m.

ROLL CALL

The following trustees were present: Bloom, Whiteside, McDonnell, Thompson, Tripp, Majewski, Tiede. Trustee McDonnell arrived at 7:45 P.M.

Absent –

Also present:

Pam Dubé, Library Director
Patricia Harwood, Business Manager
Patti Naisbitt, Public Relations & Program Coordinator
Beverly Tripp, Library Volunteer
Julie Lombardo, Head of Circulation

Proclamation for Christopher Tripp

President Tiede acknowledged Trustee Tripp with his 31 years of service to the Library Board of the Woodridge Public Library and honored him with a Proclamation.

MINUTES

MOTION by Trustee Bloom, seconded by Trustee Thompson, to approve the March 15, 2017 minutes as presented.

AYES: Bloom, Thompson, Whiteside, Tripp, Majewski
NAYS: None
ABSTAIN: Tiede

RECOGNITION OF PUBLIC - Beverly Tipp was present. She had no comment at this time. Clinton James was present. He had no comment at this time. Steve Murphy was present. He had no comment at this time. Julie Lombardo was present. She expressed a thank you to Trustee Tripp for his many years of service.

CONSENT AGENDA

MOTION by Trustee Tripp, second by Trustee Bloom to approve Items A, B, C, & D of the Consent Agenda, as presented.

- A. Library Payroll for the month of March 2017 in the amount of \$133,688.29
- B. Personnel Report for the month of March indicating one staff change
- C. Bank Register Reports 3/1/17-3/31/17, totaling \$102,757.20
- D. Invoice Expense Allocation Report for Invoices paid in March, 2017

AYES: Tripp, Bloom, Whiteside, Thompson, Majewski, Tiede
NAYS: None

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Ms. Dubé reminded everyone about the upcoming 50th Anniversary celebration on Saturday, April 22nd. The Village has scheduled a Proclamation for the Library's anniversary to take place on Thursday, April 20, 2017. Beth Van Opdorp retired after 23 years of service to the Woodridge Public Library. Administrative Assistant, Tina Murphy, has resigned; Ms. Dubé discussed the possibility of making the administrative assistant position full time. There will be a Volunteer Appreciation lunch, to take place at the library on Thursday, May 18, 2017. There will be a Trustee Workshop on June 3, 2017 from 9am -12. If any of the trustees are planning to attend, please inform Ms. Dubé. A letter from Avery Jackson, Adolphus Solutions Inc., was distributed and discussed.

Trustee McDonnell entered at 7:45 P.M

Monthly Statistical Reports

Ms Dubé explained the additional statistical page of reciprocal borrower's documentation. This information informs us how many patrons come in to our library from other libraries and borrow material from us. Currently, 6% of our patrons are reciprocal borrowers.

Income Statement as of March 31, 2017

PRESIDENT'S REPORT

There is nothing to report at this time.

NEW BUSINESS

Executive Session Minutes for Review and Approval

In accordance with the Open Meetings Act (5IL:CS 120/1et esq) The Library board performs a periodic review of minutes of the closed sessions in order to determine whether such minutes can be released for or remain closed from the public view. The library board discussed the Executive Sessions of 2/24/16, 2/11/16, 3/14/16, 3/16/16 and 3/24/16.

President Tiede Amend the MOTION to keep the Executive Session Minutes closed for the appropriate 18 months limit. Motion by Trustee Whiteside, second by Trustee Bloom.

AYES: Whiteside, Bloom, McDonnell, Thompson, Tripp, Majewski, Tiede
NAYS: None

Revised FY17 Job Classification and Salary Schedule, Including addition of Technology Manager and Adult Services Associate Positions

Ms. Dubé discussed with the board the job classification and salary schedule for a full time Technology Manager and part time Adult Services Associate position. Currently the Library is lacking leadership in technology, and we need someone with the time and expertise to focus on our technology needs. By not filling the vacant Teen Librarian position, the library can hire a Technology Manager and a part-time Adult and Teen Services Associate, and not increase the personnel budget.

MOTION by Trustee Bloom, second by Trustee Whiteside to approve Revised FY17 Job classification and Salary Schedule, including addition of Technology Manager and Adult Services Associate Positions.

AYES: Bloom, Whiteside, McDonnell, Thompson, Tripp, Majewski, Tiede
NAYS: None

Selection of Vendor for Technology Outsourcing

Ms. Dubé discussed changing our technology vendor for outsourcing. We no longer have a contract with Kaana, IT, and still have a need for some level of technology outsourcing. Ms. Dubé contacted two technology vendors with the expertise to handle our technology needs, and is recommending Computer View Inc (CVI). We will initially start on a month-to-month contract with CVI, and then when we hire our Technology Manager and our technology needs are less, we will use CVI for special projects, prebuying blocks of hours. CVI will also perform a network audit, which will assess our infrastructure, as well as providing us with documentation and recommendations.

MOTION by Trustee Bloom, second by Trustee Whiteside to approve Computer View (CVI) for Technology Outsourcing, for an amount not to exceed \$50,000 over the next 12 months.

AYES: Bloom, Whiteside, McDonnell, Thompson, Tripp, Majewski, Tiede
NAYS: None

Library board Reorganization, May 2017 meeting

President Teide has nominated Trustee Whiteside and Trustee Bloom to present a slate of officers at the board meeting held on May 17, 2017.

UNFINISHED BUSINESS

Facilities Update

The date the roof top units will arrive is still tentative. We are planning on them arriving the week of May 22nd, but will not have a firm date until the week before the work begins. We will likely need to close for one day, and may not have working HVAC for up to a week while the installation is done.

ADJOURNMENT

There being no further business, Motion by Trustee Whiteside, seconded by Trustee Bloom, to adjourn the meeting at 8:30pm.

Motion carried.

Jane Whiteside, Secretary

Date

Patricia Harwood, Recording Secretary