

**WOODRIDGE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**JUNE 19, 2013**

**CALL TO ORDER**

President Tiede called the regular monthly meeting of the Woodridge Public Library Board to order at 7:00 PM.

**ROLL CALL**

The following trustees were present: Whiteside, Bloom, McDonnell, Tripp, Thompson, Majewski, Tiede.

Absent: none

Also present: Susan McNeil-Marshall, Library Administrator  
Patricia Harwood, Business Manager  
Kay Kohut, PR & Program Coordinator  
Dan Ruzic, Chicago Project Management, Inc.

The Board took a brief adjournment for a walk-through of the Adult Department with Mrs. McNeil-Marshall and Dan Ruzic to discuss potential ideas for a reconfiguration of the area. Possible changes include additional study rooms, altering the orientation of shelving, and a different display of periodicals to update the area.

President Tiede suggested we move Item VII, **UNFINISHED BUSINESS**, to the top of the Agenda in order to allow Mr. Ruzic to leave the meeting after his presentation.

Dan Ruzic of Chicago Project Management presented a report on his analysis of the Library's HVAC system. According to Mr. Ruzic, the Library's HVAC system has a number of inefficiencies which revert back to the original construction of the Library addition. He gave an overview of his and our Inland technician's recommendations on what is needed to complete the infrastructure of the system. The three rooftop units are also nearing obsolescence. Mr. Ruzic suggested we include the cost of replacing these three units in our 5-10 year Capital Plan, due to the improved efficiencies of newer units and due to the phase-out of the R22 refrigerant currently being used. President Tiede asked Mr. Ruzic and Mrs. McNeil-Marshall if it would be possible to have costs and project information for these recommendations in priority order by the August, 2013 meeting. This would also include a list of Mr. Ruzic's fees. It was agreed that this would be a realistic time frame.

**MINUTES**

MOTION by Trustee Thompson, seconded by Trustee Bloom, to approve the May 15, 2013 minutes as presented.

AYES: Whiteside, Bloom, McDonnell, Tripp, Majewski, Thompson

NAYS: None

ABSTAINED: Tiede

[Minutes June 19, 2013.docx](#)

**RECOGNITION OF PUBLIC** - None**CONSENT AGENDA**

MOTION by Trustee Bloom, seconded by Trustee McDonnell, to approve the Consent Agenda as presented:

- A. Bank Register Report for the month of May, 2013 in the amount of \$133,595.45
- B. Library Payroll for the month of May, 2013 in the amount of \$122,422.49
- C. Personnel Changes for the month of May, 2013 as presented

AYES: Whiteside, Bloom, McDonnell, Tripp, Majewski, Thompson, Tiede

NAYS : None

**DISCUSSION ITEMS WITH NO ACTION****LIBRARY ADMINISTRATOR'S REPORT**

Mrs. McNeil-Marshall reported that all the upholstered chairs in the Library and the benches in the Lobby have now been refinished and reupholstered as needed. Beginning in late June, the Library will be instituting a six month trial period to let non-residents use any of the public computers for the same time period as Woodridge residents.

**FINANCIAL SUMMARY AS OF MAY 30, 2013**

Business Manager Pat Harwood explained the new formats for financial reporting that are being generated by our new Accounts Payable system. More changes in formatting will take place, but the Board felt the new formats were a definite improvement over what we had.

**TOWN CENTER FOCUS GROUP FOR STAKEHOLDERS**

Mrs. McNeil-Marshall will be attending the Town Center Focus Group for Stakeholders on Monday, June 24, along with representatives from District #68 and Lisle-Woodridge Fire Department.

**LIGHTING PROJECT UPDATE**

Mrs. McNeil-Marshall is still waiting for the engineer to perform a final walk-through on this project.

**HEAD OF BUILDING SERVICES**

Mrs. McNeil-Marshall gave an update on Scott Patton, the Library's new Head of Building Services. He is being trained on the functions, particularly the monitoring, of our HVAC system as well as learning about the rest of the building.

**STAFF CONTINUING EDUCATION REPORTS**

Staff member reports on the recent Reaching Forward Conference for library support staff were included with the board packet. The attendees enjoyed presentations on a wide variety of subjects relating to libraries, intellectual and learning issues, and other topics.

**TRUSTEE ORIENTATION OPPORTUNITY**

Mrs. McNeil-Marshall invited Trustees to a Trustee Orientation Opportunity at Dominican University on either July 20 or August 3. If anyone is interested in attending, please contact her.

[Minutes June 19, 2013.docx](#)

**PR/MARKETING UPDATE**

The Library ran a full page ad in the Bugle last week, a copy of which was given to the Board. Kay Kohut mentioned that she has received feedback that people would have liked to see a picture of the library within the ad. Mrs. McNeil-Marshall also mentioned a coupon for free books from the Friends of the Library sale which were distributed by the Chamber of Commerce at the Jubilee. As part of the Marketing Standards being looked at for the 2014 Per Capita Grant, Mrs. McNeil-Marshall presented a Periodical Survey which will be distributed to patrons during the next four weeks in print and online formats through a Survey Monkey link. The Survey asks patrons about their magazine usage and about which periodical titles or subjects they would like to see in the Library's collection. The Library wishes to gather this patron feedback prior to our annual subscription renewal in July.

**PER CAPITA GRANT CHECK**

Susan McNeil-Marshall reported that we already received our Per Capita FY13 Grant Check in the amount of \$33,882.65.

**PRESIDENT'S REPORT**

President Tiede recognized Carol Leveillee on her retirement after 27 years and for her many years of service specifically as Board Secretary.

**NEW BUSINESS****IPLAR DOCUMENTS AND DISCUSSION**

Mrs. McNeil-Marshall presented the annual report which will be filed with the Illinois State Library. She also updated the IPLAR Comparison figures for the most recent 6 years, listing the most important statistics from the report. She also distributed her annual Staff Census outlining number of employees and hours worked by department. The Staff Census will be posted on the website under Administration.

**RESOLUTION 13-02 ON PREVAILING WAGES**

President Tiede summarized the law that regulates the wages of contract laborers hired for public works projects of any kind. As the Library is a public body, wages for laborers engaged in construction projects will be paid at the same rate as all public works projects within DuPage County.

MOTION by Trustee Majewski, seconded by Trustee Bloom to adopt Resolution No. 13-02 on Prevailing Wages as of June, 2013:

AYES: Thompson, Majewski, Tripp, McDonnell, Bloom, Whiteside, Tiede

NAYS: none

**DIRECTORS & OFFICERS AND EMPLOYMENT PRACTICES INSURANCE COVERAGE**

Mrs. McNeil-Marshall discussed Directors & Officers and Employment Practices Insurance Coverage. The first covers omissions, misrepresentations, etc. on the part of the Board or officers. The second addresses issues which might arise in hiring or firing employees. Our former coverage for these two areas was through the Joint Self-Insurance Pool of LIMRiCC. That particular pool in LIMRiCC will be dissolving June 30, 2013. She received four quotes in addition to discussing the issue with the Village of Woodridge's IRMA representative and recommends that we go with Philadelphia. The broker offered coverage for a Workplace

[Minutes June 19, 2013.docx](#)

Violence Insurance policy for \$500 with a \$100,000 limit. It provides for counseling and some salary coverage in the event of a violent event in the Library. President Tiede recommended this policy be included.

MOTION by Trustee Tripp, seconded by Vice President Majewski, to accept the Directors & Officers, Employment Practices, and Workplace Violence Insurances in the amount of \$2671 from Philadelphia Insurance Company.

AYES: Whiteside, Bloom, McDonnell, Tripp, Thompson, Majewski, Tiede

NAYS: none

### **UNFINISHED BUSINESS**

President Tiede suggested the Library contact an Interior Designer to look at our floor plans prior to the reconfiguration of the Adult Department since the walk-through made it obvious that there are several areas in the department that might be addressed. Mrs. McNeil-Marshall stated that she has a meeting with an Interior Designer on Friday, June 21. President Tiede asked Mrs. McNeil-Marshall to bring a list of recommendations and cost factors to the July meeting.

### **ADJOURNMENT**

There being no further business, MOTION to adjourn at 8:30 p.m. by Trustee McDonnell, seconded by Trustee Whiteside.

Motion carried.

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Secretary

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Date

Carol Leveillee, Recording Secretary  
Kathy Stanek, Recording Secretary