

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAHLKE MEETING ROOM - 2ND FLOOR  
August 20, 2025**

**CALL TO ORDER**

President Majewski called the regular monthly meeting of the Woodridge Public Library Board to order at 7:31 pm.

**ROLL CALL**

The following trustees were present: Staszak, Bloom, Whiteside, James, Casserly, Majewski

Absent: Thompson

Also present: Patti Naisbitt, Library Director  
Jessica Smith, Children's Services Manager  
Andy Dogan, Williams Architects (via Zoom)  
Deb Fowler, Administrative Assistant

**MINUTES**

MOTION by Trustee Bloom, second by Trustee Casserly to approve the July 16, 2025 minutes of the regular meeting of the Library Board.

AYES: Bloom, Casserly, Staszak, Whiteside, James, Majewski

NAYS: None

ABSTAIN: None

**RECOGNITION OF PUBLIC**

No one from the public attended or submitted comment.

**BOARD RECOGNITION OF JESSICA SMITH, RECIPIENT OF THE 2025 ILLINOIS LIBRARY ASSOCIATION YOUTH LIBRARIAN OF THE YEAR AWARD**

President Majewski presented a Certificate of Recognition to Jessica Smith. She is being recognized as the 2025 recipient of the Illinois Library Association Youth Librarian of the Year Award. Director Naisbitt spoke about Jessica's many accomplishments. She and her team work tirelessly to create many inviting, educational and fun programs, storytimes and activities. Jessica contributes greatly to the librarian profession. Jessica thanked the Board for the recognition. She also thanked her team stating their success is a group effort.

**WILLIAMS ARCHITECTS NEEDS ASSESSMENT AND MASTER PLANNING PROPOSAL**

Director Naisbitt reported that the results from the community and staff survey along with the strategic planning retreat showed a need to refresh the Library building. It is recommended to collaborate with Williams Architects to conduct a needs assessment. Mr. Dogan provided an explanation on the needs assessment and planning process. The first phase is to collect and analyze data, which includes a number of areas such as circulation statistics, program attendance, village demographics, etc. along with considerations for maintenance issues, and ADA and other code requirements. The results of the data analysis will help lay the foundational work leading into project planning and the costs involved.

MOTION by Trustee Staszak, second by Trustee Whiteside to approve the Needs Assessment and Master Planning Proposal from Williams Architects for a fixed fee of \$16,000.

AYES: Staszak, Whiteside, Bloom, James, Casserly, Majewski  
NAYS: None  
ABSTAIN: None

### **CONSENT AGENDA**

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

- A. Library Payroll for the month of July 2025 in the amount of \$238,859.28
- B. Personnel Report for the month of July indicating 1 staffing change
- C. Bank Register Report 7/1/25-7/31/25, totaling \$146,086.36
- D. Invoice Expense Allocation Report for Invoices paid in July 2025

AYES: James, Bloom, Staszak, Whiteside, Casserly, Majewski  
NAYS: None  
ABSTAIN: None

### **DISCUSSION ITEMS WITH NO ACTION**

#### **Library Director's Report**

Director Naisbitt reported July was busy with mystery-themed programming including a Murder Mystery Masquerade held after hours with 94 adults and teens attending. Registration and engagement doubled last year's statistics for Teen Summer Reading. The Library gave out prize books-to-keep as incentives to participate.

#### **Monthly Statistical Reports**

#### **Income Statement as of July 31, 2025**

### **PRESIDENT'S REPORT**

President Majewski reported the Fall Programming Guide is out. Kudos to all the staff.

### **NEW BUSINESS**

#### **FY2026 Preliminary Budget Discussion**

Director Naisbitt provided an explanation of the FY2026 preliminary budget. It is recommended to request a levy of 2.9%, which is equivalent to the Consumer Price Index (CPI). Budget discussion items included salaries, health insurance, materials and furniture. Expenses in the Capital Plan should be considered part of the larger building and site needs and paid out of our Building & Site Reserve Fund. There was discussion on interest earnings and the need to transfer funds from the General Fund to the Building & Site Reserve Fund.

### **UNFINISHED BUSINESS**

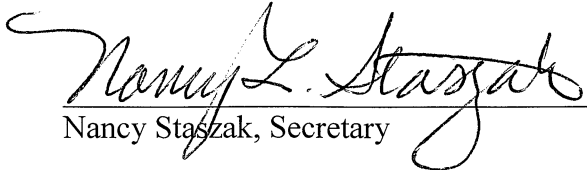
Elevator Modernization - Director Naisbitt updated the Board on the status of the elevator modernization project. She reported that we received a \$50,000 Public Library Construction Grant from the Illinois State Library. This will help to offset costs associated with the modernization project.

**ADJOURNMENT**

There being no further business, motion by Trustee Whiteside, second by Trustee Bloom to adjourn the meeting at 8:30 p.m.

AYES:	Whiteside, Bloom, Staszak, James, Casserly, Majewski
NAYS:	None
ABSTAIN	None

These minutes were approved by the Board of Trustees.

  
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Nancy Staszak, Secretary

9/17/2025  
\_\_\_\_\_  
Date

Debra Fowler, Recording Secretary