

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAHLKE MEETING ROOM - 2ND FLOOR
April 16, 2025**

CALL TO ORDER

President Majewski called the regular monthly meeting of the Woodridge Public Library Board to order at 7:30 pm.

ROLL CALL

The following trustees were present: Staszak, Heneghan (7:50 pm), Bloom, Whiteside, James, Thompson, Majewski

Absent: None

Also present: Patti Naisbitt, Library Director
 Deb Fowler, Administrative Assistant

MINUTES

MOTION by Trustee Whiteside, second by Trustee Staszak to approve the March 19, 2025 minutes of the regular meeting of the Library Board.

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

MOTION by Trustee Thompson, second by Trustee Bloom to approve the March 19, 2025 minutes of the executive session of the Library Board.

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

MOTION by Trustee Bloom, second by Trustee Thompson to approve the March 25, 2025 minutes of the special meeting of the Library Board.

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

RECOGNITION OF PUBLIC

No one from the public attended or submitted comment.

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 March 2025 in the amount of \$151,910.21
- B. Personnel Report for the month of March indicating 2 staffing changes
- C. Bank Register Report 3/1/25-3/31/25, totaling \$256,683.14

D. Invoice Expense Allocation Report for Invoices paid in March 2025

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

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Naisbitt reported that the Library had a wonderful March. Bad weather could not keep patrons away from some of our programs. The Circulation Staff gave away nearly 1,500 free activities that patrons took home to complete.

A great Strategic Planning Session took place on March 25th involving staff and the Board. Director Naisbitt is working on a draft of the Strategic Plan. The Library continues to advocate and uphold that public libraries are valuable, and strong library systems are critical to communities and individuals, in response to concerned residents and library-supporters.

We did something each day during National Library week. A link to Love Your Library was provided so each time information goes out, it supports our Library and links to further information. We are promoting IMLS (Illinois Museum and Library Services) information throughout the Library. We will have a handout with basic messaging available at the service desks.

Director Naisbitt offered congratulations to Trustee Majewski on his re-election and to Denese Casserly, our new incoming Trustee.

Director Naisbitt provided information on some upcoming events in and outside of the Library.

Monthly Statistical Reports

Income Statement as of March 31, 2025

Trustee Heneghan arrived at 7:50 p.m.

PRESIDENT'S REPORT

President Majewski read a Proclamation honoring outgoing Trustee Joseph Heneghan. Trustee Heneghan expressed his pleasure in serving on the Library Board of Trustees.

NEW BUSINESS

Review Closed Session Minutes

In accordance with Chapter 5, Act 120, Section 2.06 of the Open Meetings Act the Library Board performs a periodic review of minutes of previous closed sessions in order to determine whether such minutes can be released for public viewing or should remain confidential and closed.

MOTION by Trustee Bloom, second by Trustee James that the 10/18/2000, 11/15/2000, 5/28/2022, 2/15/2023, 3/28/2023, and 3/20/2024 minutes be made public and destroy full verbatim recording of all closed sessions prior to November 2023.

AYES: Bloom, James, Staszak, Heneghan, Whiteside, Thompson, Majewski
NAYS: None

ABSTAIN None

Health, Dental, and Vision Insurance Renewal for 2025-2026

Director Naisbitt provided a brief explanation regarding the insurance renewal for health, dental, and vision for the 2025-2026 time period. There is no change in plans being offered to eligible employees. Our health insurance premium will increase 6.1%. The dental premium will increase 4%. The vision premium will not increase as the rate is locked in through June 30, 2028. There was discussion about the premium increase, which is paid proportionally by the Library and the employee in keeping with the contribution structure.

MOTION by Trustee Staszak, second by Trustee Bloom to approve for the period of July 1, 2025 through June 30, 2026 a renewal of the United Health Care Choice Plus PPO employee medical insurance plan, the Delta Dental HMO and Delta Dental PPO employee dental insurance plans, and the VSP Vision employee insurance plan, and to approve each plan’s current Library and Staff contribution structure.

AYES: Staszak, Bloom, Heneghan, Whiteside, James, Thompson, Majewski
NAYS: None
ABSTAIN None

IPBC Benefit Fund - Fund Balance

WPL needs to start adding \$11,131 to the IPBC Benefit/Terminal Reserve Fund by June 30, 2026 in order to meet our IPBC Benefit Fund policy commitment. We can begin making smaller \$500.00 installments until a minimum 16 2/3% balance required by IPBC participation is met.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve regular payments to the IPBC Benefit Fund/Terminal Reserve until a minimum 16 2/3% balance is met.

AYES: Whiteside, Staszak, Heneghan, Bloom, James, Thompson, Majewski
NAYS: None
ABSTAIN None

Social Media Policy Update

The updated *Social Media and Comments Policy* would reflect the Supreme Court’s current stance that government social media site is a public forum where users can engage in protected free speech activities. There was discussion regarding the wording in the policy.

MOTION by Trustee James, second by Trustee Heneghan to approve a newly drafted *Social Media & Comment Policy*.

AYES: James, Heneghan, Staszak, Bloom, Whiteside, Thompson, Majewski
NAYS: None
ABSTAIN None

Employee Handbook Update

A minor change is recommended to the “Social Media Policy” section in our *Employee Handbook*. The section will be retitled “Staff Social Media Policy” and information under the “Library-Sponsored Social Media” section will be updated.

MOTION by Trustee Bloom, second by Trustee Thompson to approve an update to the *Employee Handbook*.

AYES: Bloom, Thompson, Staszak, Heneghan, Whiteside, James, Majewski
NAYS: None
ABSTAIN None

Trustee Bylaws Update

A paragraph on social media communication is recommended in the “Communication from the Library Board” section of the *Library Board Bylaws*.

MOTION by Trustee James, second by Trustee Thompson to approve an update of the *Library Board Bylaws*.

AYES: James, Thompson, Staszak, Heneghan, Bloom, Whiteside, Majewski
NAYS: None
ABSTAIN None

UNFINISHED BUSINESS

IMLS Funding

Director Naisbitt passed out a flyer that shows how libraries will be impacted by the IMLS (Institute of Museum and Library Services) funding loss. The State of Illinois is strategizing and reorganizing its priorities where this funding is concerned.

Director Naisbitt invited the Trustees to the State of the Village event on Thursday, May 8th.

ADJOURNMENT

There being no further business, motion by Trustee Bloom second by Trustee Staszak to adjourn the meeting at 8:14 p.m.

AYES: Bloom, Staszak, Heneghan, Whiteside, James, Thompson, Majewski
NAYS: None
ABSTAIN None

These minutes were approved by the Board of Trustees.

Nancy L. Staszak
Jane M. Whiteside
Jane Whiteside, Secretary (new Secretary)

Debra Fowler, Recording Secretary

May 21, 2025

5-21-25

Date