

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL BOARD MEETING
April 20, 2022**

CALL TO ORDER

Acting President James called the regular monthly meeting of the Woodridge Public Library Board to order at 7:30 pm. Trustee Bloom served as Acting Secretary.

ROLL CALL

The following trustees were present: Staszak, Heneghan, Bloom, James,

Absent: Whiteside, Thompson, Majewski

Also present: Pam Dubé, Library Director
Deb Fowler, Administrative Assistant
Debbie James, Library Patron

MINUTES

MOTION by Trustee Staszak, second by Trustee Bloom to approve the March 16, 2022 minutes of the regular meeting of the Library Board.

AYES: Staszak, Heneghan, Bloom, James
NAYS: None
ABSTAIN: None

RECOGNITION OF PUBLIC

Library patron, Debbie James had no comment.

CONSENT AGENDA

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

- A. Library Payroll for the month of March 2022 in the amount of \$203,889.96
- B. Personnel Report for the month of March indicating 0 staffing changes
- C. Bank Register Report 3/1/22-3/31/22, totaling \$227,891.31
- D. Invoice Expense Allocation Report for Invoices paid in March 2022

AYES: Bloom, Heneghan, Staszak, James
NAYS: None
ABSTAIN: None

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Dubé gave a brief update on how the library is coming back from COVID. February 28, 2022 is when masks became optional. This provided a sense of normalcy. The Library has brought back many services. The meeting room reopened in April, and the art exhibit and the

children's play area are reopening in May. Programming is back to normal, but with smaller attendance limits.

Director Dubé got a consensus of the Board members who would like to meet in person or via Zoom for the Board Meetings as allowed by the Executive Order. She will revisit this at the May Board Meeting when more trustees are in attendance.

The Take and Makes are very popular with patrons. She is pleased with the number of teens that have come in to get the take and makes.

Monthly Statistical Reports

Income Statement as of March 31, 2022

PRESIDENT'S REPORT

Nothing to report.

NEW BUSINESS

Review Closed Session Minutes

In compliance with Chapter 5 of the Illinois Compiled Statutes, Act 120, Section 2.06(d), the Board addressed the semi-annual review of previous closed session written minutes and whether to destroy any verbatim recordings older than 18 months. Director Dubé conveyed a recent change in law requiring closed session minutes be reviewed six months apart. The minutes were last reviewed on October 20, 2021 and there have been no closed sessions since that time, therefore, no minutes to review.

MOTION by Trustee Staszak, second by Trustee Bloom to destroy full verbatim recordings of all closed sessions prior to November 2020.

| | |
|---------|---------------------------------|
| AYES: | Staszak, Heneghan, Bloom, James |
| NAYS: | None |
| ABSTAIN | None |

Review of Verbatim Recordings of Regular Board Meetings Held Remotely Under State Executive Orders

The recordings of virtual board meetings from the COVID lockdown are also part of this cycle. The Board Meetings prior to November 2020 are also eligible to be destroyed.

MOTION by Trustee Bloom, second by Trustee Heneghan that in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic, the Board approve destruction of the verbatim recordings of the regular board meetings prior to November 2020.

| | |
|---------|---------------------------------|
| AYES: | Bloom, Heneghan, Staszak, James |
| NAYS: | None |
| ABSTAIN | None |

Approval of Outstanding Check Policy

Our auditors, Lauterbach and Amen, suggest we have an Outstanding Check Policy. The procedures in this policy follows State of Illinois legal requirement for outstanding checks.

MOTION by Trustee Heneghan, second by Trustee Bloom to approve the Woodridge Public Library Outstanding Check Policy.

AYES: Heneghan, Bloom, Staszak, James
NAYS: None
ABSTAIN None

Library Director Annual Performance Review, May 2022

The Trustees were instructed to complete the evaluation of the Library Director and return the forms by Friday, May 6th. The necessary documents have been provided to the Trustees to aid in their evaluation.

There was brief discussion about the exterior painting project. At the May 18th Board Meeting Andy Dogan of Williams Architects will discuss his assessment regarding our options for the exterior painting project.

UNFINISHED BUSINESS

None

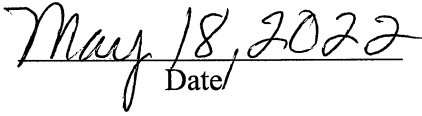
ADJOURNMENT

There being no further business, Acting President James adjourned the meeting at 8:02pm

These minutes were approved by the Board of Trustees.



Judy Bloom, Acting Secretary



Date

Debra Fowler, Recording Secretary