

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL BOARD MEETING
November 16, 2022**

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: Bloom, Whiteside, James, Thompson, Majewski

Absent: Staszak, Heneghan

Also present: Pam Dubé, Library Director
Patti Naisbitt, PR & Program Coordinator
Andy Dogan, Williams Architects
Deb Fowler, Administrative Assistant

MINUTES

MOTION by Trustee Whiteside, second by Trustee Thompson to approve the October 19, 2022 minutes of the regular meeting of the Library Board.

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

RECOGNITION OF PUBLIC

No one from the public attended or submitted comment.

With no objections from the other trustees, President Majewski changed the order of business in the agenda and moved up New Business Item E - Update on Exterior Steel Project from Andy Dogan of Williams Architects.

NEW BUSINESS

Update on Exterior Steel Project from Andy Dogan of Williams Architects

Andy Dogan of Williams Architects reported no bids were received at the sealed bid opening held on Thursday, November 10, 2022 at the Library. He was not concerned by this and plans to rebid the project in December or January. He presented some options for moving forward. The Library could proceed with using one general contractor who is responsible for the entire contract. Another bidding strategy is to separate out the work into two parts and have a construction management company coordinate the two. One part will be for repairing the paint and the intumescent coating and the second part will be for installation of the aluminum panel system. Taking this approach may get us more participation in the bidding process. Even if we go out to bid in January and award the project in February, we still have lead-time on obtaining materials. We have to wait until April to address the paint and intumescent coating repairs as it is. The market is still busy thereby allowing us to explore our options. Williams Architects will reach out to Fredrick Quinn to gauge their interest from a construction management perspective.

CONSENT AGENDA

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

- A. Library Payroll for the month of October 2022 in the amount of \$126,633.81
- B. Personnel Report for the month of October indicating 7 staffing changes
- C. Bank Register Report 10/1/22-10/31/22, totaling \$131,765.90
- D. Invoice Expense Allocation Report for Invoices paid in October 2022

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

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Dubé reported on the success of our contests offered through the month. Our pumpkin decorating and "Autumn Colors" photo contests yielded many entries.

Monthly Statistical Reports

Income Statement as of October 31, 2022

PRESIDENT'S REPORT

President Majewski stated things are going well and keep up the good work.

NEW BUSINESS

Review of FY2023 Per Capita Grant

The FY23 Per Capita Grant application asks the same questions as last year's version. The Library currently meets all the standards and checklists required by the grant. We also reported on the spending of FY21 Per Capita Grant funds.

Approval of Board Meeting Calendar for 2023

The Board was presented with the final version of the Board Meeting Calendar for 2023 for review and approval. The December 20, 2023 Board Meeting, which is the third Wednesday, was moved to Wednesday, December 13th since the 20th is so close to Christmas.

MOTION by Trustee Thompson, second by Trustee Whiteside to approve the Board Meeting Calendar for 2023.

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

Approval of Closed Dates for 2023

The Board was presented with the list of holiday and staff in-service closures for 2023 for review and approval. Since New Year's Day falls on a Sunday in 2023, the library will also be closed on Monday, January 2nd, per the Employee Handbook.

MOTION by Trustee Thompson, second by Trustee Bloom to approve the Woodridge Public Library Closed Dates for 2023.

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

Approval of Bulk Desktop Computer Purchase for Staff Computers

We are continuing with a phased replacement of our older staff computers as per our Technology and Strategic Plans. The 11 computers being replaced are between 5 and 9 years old. This also includes a laptop for the meeting room and 4 monitors.

MOTION by Trustee Whiteside, second by Trustee Bloom to approve the bulk desktop computer purchase, including monitors, accessories, installation and configuration, at a cost not to exceed \$22,045.

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

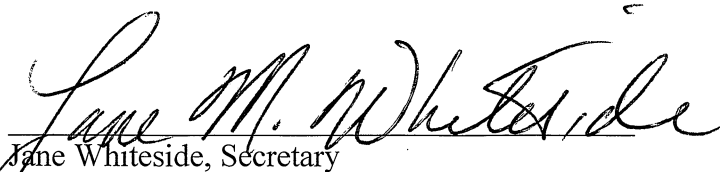
UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion by Trustee Whiteside, second by Trustee Bloom to adjourn the meeting at 7:49 pm.

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

These minutes were approved by the Board of Trustees.


Jane Whiteside, Secretary

12-15-2022
Date

Debra Fowler, Recording Secretary