

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAHLKE MEETING ROOM - 2ND FLOOR
December 17, 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: Whiteside, James, Casserly, Thompson, Majewski

Absent: Staszak, Bloom

Also present: Patti Naisbitt, Library Director
Deb Fowler, Administrative Assistant
Sarah Wilson, Marketing Manager & Children's Services Assistant Manager

MINUTES

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

AYES: Whiteside, Casserly, James, Thompson, 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 Thompson to approve Items A, B, C, & D of the Consent Agenda.

- A. Library Payroll for the month of November 2025 in the amount of \$163,272.67
- B. Personnel Report for the month of November indicating 0 staffing changes
- C. Bank Register Report 11/1/25-11/30/25, totaling \$124,005.25
- D. Invoice Expense Allocation Report for Invoices paid in November 2025

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

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Naisbitt introduced Sarah Wilson, Marketing Manager & Children's Services Assistant Manager. She informed the Board, and congratulated, Sarah on receiving a merit-based scholarship to attend the Library Marketing & Communication Conference held in St. Louis, MO on November 12 and 13. Sarah provided personal background along with an explanation of her duties at the Library. She also summarized some of the things she learned at the conference. Director Naisbitt praised Sarah's strengths and stated Sarah will be assisting with the Strategic Plan.

November was a wonderful month for programming. Winterfest was a great success. The Library saw over 1,700 people come into the building and over 2,000 people came through Town Centre. A “Wicked” event for families brought in 132 visitors.

Staff and trustees completed required anti-harassment training in November.

Monthly Statistical Reports

Income Statement as of November 30, 2025

PRESIDENT’S REPORT

President Majewski praised his fellow board members and stated he looks forward to working with everyone going forward.

NEW BUSINESS

Approval of Desktop Computer Purchase for Adult & Teen Public Computer Area

MOTION by Trustee Whiteside, second by Trustee James to approve bulk purchase to replace 24 public desktop computers in the Adult and Teen computer commons at a cost not to exceed \$29,400 and to approve configuration and installation by CVI for a cost not to exceed \$8,400.

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

Approval of Computer Purchase to Replace Oldest Staff Desktops

MOTION by Trustee Whiteside, second by Trustee Thompson to approve bulk purchase to replace 12 oldest staff computers at a cost not to exceed \$14,700 and to approve configuration and installation by CVI for a cost not to exceed \$4,200.

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

Approval of Resolution 25-04 Annual Resolution Authorizing Public Library Non-Resident Cards and Installment Payments

Director Naisbitt informed the Board that the Library uses the general mathematical formula to determine the fee. For 2026 the non-resident fee will be \$345.00, an increase of \$7.00 more than 2025.

MOTION by Trustee Whiteside, second by Trustee James to approve Resolution 25-04 Annual Resolution Authorizing Public Library Non-Resident Cards, and to allow installment payments of the non-resident fee, with the full price of the card to be paid within 12 months.

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

Employee Manual Update for Compliance with IL Laws

Several Illinois laws have been revised that affect the Employee Handbook.

MOTION by Trustee James, second by Trustee Whiteside to approve updates to the Woodridge Public Library Employee Handbook for compliance with changes to Illinois State employment laws as described.

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

UNFINISHED BUSINESS

TIF Discussion

There was discussion regarding TIF questions that were submitted and responses received. The consensus of the Board is to have Director Naisbitt represent the Library at an upcoming TIF Advisory Board Meeting to address questions and concerns from the Library.

Elevator Modernization Update

Director Naisbitt reported elevator modernization work is anticipated to start on or around April 3, 2026 and take approximately seven weeks to complete. The impact to the public should be minimal.

Trustees Staszak and Casserly attended the Illinois Library Association (ILA) Legislative Meetup along with Director Naisbitt on December 2, 2025.

Director Naisbitt reported that the federal government will be funding grants for libraries. She also reported that the Library has set up a Giving Season Shelf off the lobby during the holiday season. Patrons can give what they can (nonperishable food, hygiene, or paper items, etc.) in the donation bin and take what they need.

ADJOURNMENT

There being no further business, motion by Trustee James, second by Trustee Casserly to adjourn the meeting at 7:56 p.m.

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

These minutes were approved by the Board of Trustees.



Nancy Staszak, Secretary

Debra Fowler, Recording Secretary

1/21/2026
Date