

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAHLKE MEETING ROOM - 2ND FLOOR  
January 15, 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 (7:35 p.m.), Whiteside, James, Thompson, Majewski

Absent: Bloom

Also present: Patti Naisbitt, Library Director  
Julie Lombardo, Circulation Services Manager  
John Mangoba, Page, Circulation Services  
Sania G. Mangoba  
Deb Fowler, Administrative Assistant

**MINUTES**

MOTION by Trustee Staszak, second by Trustee Whiteside to approve the December 18, 2024 minutes of the regular meeting of the Library Board.

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

**RECOGNITION OF PUBLIC**

Mr. Richard Petraitis was present, but had no comment.

**RECOGNITION OF STAFF SERVICE MILESTONES**

Julie Lombardo, Circulation Services Manager introduced, recognized and thanked Page, John Mangoba for 20 years of service. Mrs. Mangoba thanked Director Naisbitt and the Board for the opportunity for her son to work at the library. She also expressed thanks to Julie and the rest of the staff for all the support given to John.

Trustee Heneghan arrived at 7:35 p.m.

**CONSENT AGENDA**

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

- A. Library Payroll for the month of December 2024 in the amount of \$152,732.00
- B. Personnel Report for the month of December indicating 2 staffing changes
- C. Bank Register Report 12/1/24-12/31/24, totaling \$164,616.86
- D. Invoice Expense Allocation Report for Invoices paid in December 2024

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

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

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

Director Naisbitt thanked Julie, John and Mrs. Mangoba for attending the Board Meeting.

She reported December was filled with a number of family friendly programs for everyone from adult holiday music aficionados, elf hunters, winter bird lovers, abominable snowmen, carolers and bread makers. Our Noon Year's Eve event brought in over 550 people.

#### **Monthly Statistical Reports**

**Income Statement as of December 31, 2024**

### **PRESIDENT'S REPORT**

President Majewski reported his delight in seeing building maintenance projects being addressed.

### **NEW BUSINESS**

#### **Materials Selection Policy Update**

Director Naisbitt provided a brief summary of the Materials Selection Policy and the essential role it plays in the functioning of the Library. She went over the recommended changes and answered questions from the Board members.

MOTION by Trustee Whiteside, second by Trustee James to approve the revised Materials Selection Policy.

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

#### **Employee Manual Update**

Following recommendation from HR Source, the Library's Employee Manual was updated with anti-bullying and artificial intelligence policies.

MOTION by Trustee Heneghan, second by Trustee Thompson to approve an update to the Employee Manual that includes an Anti-Bullying and AI Policy.

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

#### **Board of Trustees Web Page**

Director Naisbitt explained updating the Board of Trustees page on the website. A small description of the Board was added along with relevant links to some Library documents (e.g. Public Comment Policy) making it easier for the Public to find.

**UNFINISHED BUSINESS**

Boiler Project Update

Director Naisbitt reported the second boiler was installed and brought online successfully. There are some items on the punch list that still need to be addressed, but the project is considered substantially complete.

Elevator Modernization Update

We applied for the Illinois State Library Construction Grant in an effort to receive funds to help with the overall cost of the project. We are waiting to hear back from the State, which will probably be in either March or April.

Strategic Plan Update

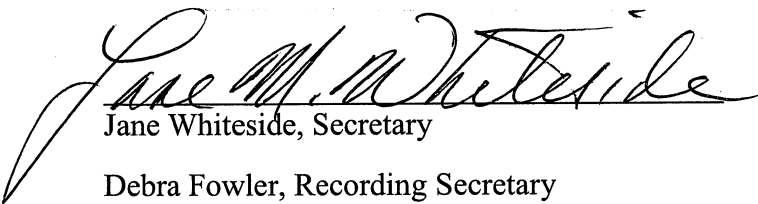
Director Naisbitt reported that the work is ongoing with collection topics. For instance, e-audiobooks are more popular than audio books on CD. Therefore, this information will be reviewed, a decision will be reached and applied across the collection. We're looking at scheduling a retreat, with an expert to assist, in February or March for Board and staff to set up goals for the next five years.

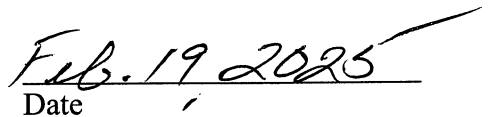
**ADJOURNMENT**

There being no further business, motion by Trustee James second by Trustee Staszak to adjourn the meeting at 8:01 p.m.

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

These minutes were approved by the Board of Trustees.

  
Jane Whiteside, Secretary  
Debra Fowler, Recording Secretary

  
Date