

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAHLKE MEETING ROOM - 2ND FLOOR
October 16, 2024**

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, Whiteside, James, Thompson, Majewski

Absent: Heneghan, Bloom

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

MINUTES

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

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

RECOGNITION OF PUBLIC

Mr. Ron Campbell was present, but had no comment.

CONSENT AGENDA

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

- A. Library Payroll for the month of September 2024 in the amount of \$145,916.80
- B. Personnel Report for the month of September indicating 1 staffing change
- C. Bank Register Report 9/1/24-9/30/24, totaling \$108,404.75
- D. Invoice Expense Allocation Report for Invoices paid in September 2024

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

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Naisbitt reported on the partnership between the Library and *Guiding Light Academy*. Some young adult students from the academy are volunteering for us on a regular basis. The goal is to provide opportunities for the students and their supervising teachers that are similar to experiences in a work environment.

September was a busy programming month, particularly with Storytimes. There was a high demand for more preschool programs for children ages three to five and for an evening storytime. We responded by adding a new preschool session to our schedule along with a monthly evening Family Storytime. Overall, Children's program attendance was up 13.8% over last September with preschool attendance up 90%. Attendance was up 40% over last September for Adult & Teen programs.

Monthly Statistical Reports

Income Statement as of September 30, 2024

PRESIDENT'S REPORT

President Majewski commented that everything is moving along well.

NEW BUSINESS

Review Executive Session Minutes

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

MOTION by Trustee Whiteside, second by Trustee Staszak that 2/15/2023 and 3/28/2023 minutes remain closed and full verbatim recordings of all closed sessions prior to April 2023 should be destroyed.

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

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

MOTION by Trustee James, second by Trustee Thompson 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 and including April 16, 2023.

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

Approval of Fire Protection Backflow Replacement

During a recent 2024 inspection of the backflow system, we learned that our 6-inch backflow valve has reached its end of life and needs replacing. We received three quotes. There was discussion about the process and how we would notify the public when we have to close the building.

MOTION by Trustee James, seconded by Trustee Whiteside to approve Unique Plumbing Company to complete a replacement of the fire protection backflow for a cost not to exceed \$9,950.

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

Approval of Resolution 24-02 Transfer Funds to Building and Site Fund

This resolution is to move \$242,500 from our Operating Fund to the Building and Site Reserve Fund. This planned transfer was included in the FY24 budget to build up our reserve fund.

MOTION by Trustee Thompson, seconded by Trustee Staszak to approve Resolution 24-02 Transferring a Portion of Unused Corporate Funds from FY24 to the Building and Site Reserve Fund.

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

Approval of Board Meeting Calendar for 2025

MOTION by Trustee James, seconded by Trustee Staszak to approve the Board Meeting Calendar for 2025.

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

Approval of Closed Dates for 2025

MOTION by Trustee Staszak, seconded by Trustee Thompson to approve the Woodridge Public Library Closed Dates for 2025.

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

Unattended Child Policy Update

Director Naisbitt explained revisions to the policy emphasizing that the Library welcomes children of all ages, the importance of supervision of young children by parents/responsible caregivers, and overall responsibility of parents/guardians to ensure the safety of their children. She answered questions from the Board.

MOTION by Trustee Thompson, seconded by Trustee Whiteside to approve the Woodridge Public Library Unattended Child Policy.

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

Strategic Planning

Director Naisbitt discussed the steps in the Strategic Planning Timeline. She answered questions from the Board. We will have a link in the eNews and on the website, and a QR code on the Winter Program Guide and on flyers to take both library users and non-users to the online survey.

UNFINISHED BUSINESS

Boiler Project Update

We are awaiting confirmation that the boilers have shipped.

Online Catalog Update

Director Naisbitt reported that a shortcut to access the catalog has been added to each of the public computers in the Adult & Teen Department.

Illinois Libraries: Data Study from RAILS

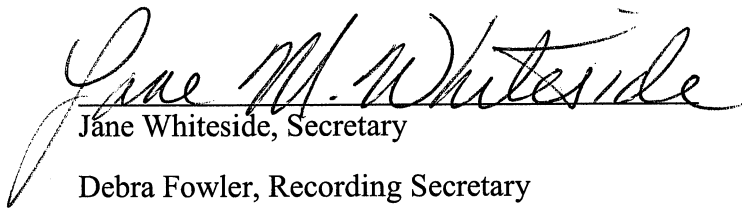
A guide from RAILS on the quantifiable impact Illinois libraries have in their communities was handed out to the Board. This document touched upon areas such as how libraries are economic engines, logistics experts, valued destinations, and global information suppliers. A comparison of librarians to other professions is also presented in the guide. An additional document showing the benefits of libraries, *My Public Library Is...* was also distributed to the Board for their information.

ADJOURNMENT

There being no further business, motion by Trustee Whiteside second by Trustee Staszak to adjourn the meeting at 8:18 p.m.

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

These minutes were approved by the Board of Trustees.


Jane Whiteside, Secretary
Debra Fowler, Recording Secretary

Nov. 20, 2024
Date