

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAHLKE MEETING ROOM - 2ND FLOOR
October 15, 2025**

CALL TO ORDER

Treasurer James called the regular monthly meeting of the Woodridge Public Library Board to order at 7:31 pm.

ROLL CALL

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

Absent: Whiteside, Thompson, Majewski

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

MINUTES

MOTION by Trustee Staszak, second by Trustee Bloom to approve the September 17, 2025 minutes of the regular meeting of the Library Board.

AYES: Staszak, Bloom, James, Casserly

NAYS: None

ABSTAIN: None

RECOGNITION OF PUBLIC

No one from the public attended or submitted comment.

CONSENT AGENDA

MOTION by Trustee Bloom, second by Trustee Staszak to approve Items A, B, C, & D of the Consent Agenda. There was brief discussion regarding the Bookkeeper position.

- A. Library Payroll for the month of September 2025 in the amount of \$160,542.07
- B. Personnel Report for the month of September indicating 1 staffing change
- C. Bank Register Report 9/1/25-9/30/25, totaling \$186,107.13
- D. Invoice Expense Allocation Report for Invoices paid in September 2025

AYES: Bloom, Staszak, James, Casserly

NAYS: None

ABSTAIN: None

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Naisbitt reported September was a fun filled month. Staff was busy experimenting with programming and parties in an effort to meet the needs of the families. The Grandparent's Day Celebration was set up so families could sit together. The Children's Department went back to offering outreach at the Park District's after-school KIDZ Squad. The Community Helper Fire Fighter to the Rescue program was wonderful with a delightful storytime and an elaborate *Put out the fire!* obstacle course. The Library is offering more programming during the day for seniors.

The Library is now offering online library cards. The process is going well.

There was discussion regarding ICE activity and how it has and may continue to impact the community or affect patrons visiting the library.

There was a large turnout for the bilingual storytime offered through Language Labs.

There was discussion regarding our 3D printer. We will not replace it, but we are keeping it going as long as it keeps running.

There was mention of our Children's Services Department Manager, Jessica Smith, receiving the ILA award for Youth Services Librarian of the Year. Congratulations were extended to Jessica.

Monthly Statistical Reports

Income Statement as of September 30, 2025

PRESIDENT'S REPORT

No Report

NEW BUSINESS

Review of 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 Bloom, second by Trustee Staszak that full verbatim recordings of all closed session prior to April 2024 should be destroyed.

AYES: Bloom, Staszak, James, Casserly

NAYS: None

ABSTAIN None

Approval of Board Meeting Calendar for 2026

MOTION by Trustee Casserly, second by Trustee Bloom to approve the Board Meeting Calendar for 2026.

AYES: Casserly, Bloom, Staszak, James

NAYS: None

ABSTAIN: None

Approval of Closed Dates for 2026

MOTION by Trustee Casserly, second by Trustee Staszak to approve the Woodridge Public Library Closed Dates for 2026.

AYES: Casserly, Staszak, Bloom, James

NAYS: None

ABSTAIN: None

Approval of Revised FY2026 Salary Schedule

There was discussion regarding moving the custodian position from Grade III to the Grade V category.

MOTION by Trustee Staszak, second by Trustee Bloom to approve Revised Woodridge Public Library FY26 Salary Schedule as presented.

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

Approval of Employee Manual Update of Attendance & Working Hours

Director Naisbitt explained the reasoning for the changes to the Attendance & Working Hours Policies in the Employee Handbook.

MOTION by Trustee Bloom, second by Trustee Casserly to approve the update to the Attendance & Working Hours Policies in the Employee Handbook as drafted.

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

Approval of Early Closure on November 22, 2025

Director Naisbitt explained the Village of Woodridge is holding a Winterfest event on Saturday, November 22, 2025 from 3 to 7 p.m. in Towne Centre. Since the Library will be participating in the festivities, it is recommended that we close at 1 p.m. to ensure all visitors will be able to exit Towne Centre before the parking lot closes and to allow time for staff to set up for the Library's full participation in the event.

MOTION by Trustee Staszak, second by Trustee Bloom to approve the early closure of daily library services and the library building at 1 p.m. on Saturday, November 22, 2025, with the building re-opening for Winterfest activities from 3 to 7 p.m.

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

UNFINISHED BUSINESS

ILA Library Legislative Meetup December 2

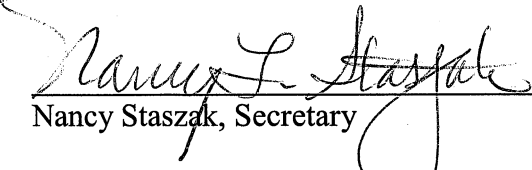
Director Naisbitt distributed information regarding the Legislative Meetups and invited the trustees to attend the December 2 luncheon. Registration closes on November 20th.

ADJOURNMENT

There being no further business, motion by Trustee Bloom, second by Trustee Casserly to adjourn the meeting at 8:13 p.m.

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

These minutes were approved by the Board of Trustees.


Nancy Staszak, Secretary

Debra Fowler, Recording Secretary

11/19/25
Date