

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAHLKE MEETING ROOM - 2ND FLOOR  
September 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: Staszak, Bloom, James, Casserly, Thompson, Majewski

Absent: Whiteside

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

**MINUTES**

MOTION by Trustee Bloom, second by Trustee Staszak to approve the August 20, 2025 minutes of the regular meeting of the Library Board.

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

**RECOGNITION OF PUBLIC**

Library patron Sharon Pfister was in attendance, but had no comment.

**CONSENT AGENDA**

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

- A. Library Payroll for the month of August 2025 in the amount of \$158,977.42
- B. Personnel Report for the month of August indicating 0 staffing change
- C. Bank Register Report 8/1/25-8/31/25, totaling \$108,311.09
- D. Invoice Expense Allocation Report for Invoices paid in August 2025

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

**DISCUSSION ITEMS WITH NO ACTION**

**Library Director's Report**

Director Naisbitt reported on a wonderful August at the Library with no slowing down after Summer Reading. A number of storytimes and programs were offered to keep children engaged and busy.

A Staff In-Service took place on Friday, August 29th. Staff went through a fire drill and first-aid training, which included a demonstration of NARCAN and how to use an AED.

We had 15 staff members attended the annual SWAN Expo. Director Naisbitt attended Director's University for 3 days. The Library is now gearing up for fall.

### Monthly Statistical Reports

### Income Statement as of August 31, 2025

### **PRESIDENT'S REPORT**

President Majewski reported he enjoyed reading the reports from staff who attended the SWAN Expo. Everything is going well at the Library.

### **NEW BUSINESS**

#### **Approval of Tax Year 2025 Levy Resolution #25-01**

MOTION by Trustee James, second by Trustee Staszak to adopt Levy Resolution #25-01, setting forth the financial requirements of the Woodridge Public Library for Tax Year 2025 and covering the Library's fiscal year January 1, 2026 through December 31, 2026.

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

#### **Approval of FY2026 Budget**

There was some discussion regarding the proposed FY2026 budget documents.

MOTION by Trustee Thompson, second by Trustee Bloom to approve the Woodridge Public Library Budget for FY26 as presented.

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

#### **Approval of FY25 Budget Amendment Resolution #25-02**

MOTION by Trustee Thompson, second by Trustee Bloom to approve Resolution 25-02 amending the annual budget for the Woodridge Public Library for the Fiscal Year January 1, 2025 to December 31, 2025.

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

#### **Approval of Resolution #25-03 Transfer Funds to Building and Site Fund**

MOTION by Trustee James, second by Trustee Staszak to approve Resolution 25-03 transferring a portion of unused corporate funds from FY25 to the Building and Site Reserve Fund.

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

### **Approval of Contractor for Elevator Modernization**

The bid process has concluded for modernizing the Library's oldest elevator (circa 1978). Logic Elevator Solutions was the lowest responsible bidder for the project.

MOTION by Trustee Bloom, second by Trustee Thompson to approve recommended low bidder Logic Elevator Solutions for the elevator modernization project for the Woodridge Public Library, including Base Bid Alternate #1 for an amount not to exceed \$112,500.

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

### **UNFINISHED BUSINESS**

### **ADJOURNMENT**

There being no further business, motion by Trustee Thompson, second by Trustee Staszak to adjourn the meeting at 7:44 p.m.

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

These minutes were approved by the Board of Trustees.

  
\_\_\_\_\_  
Nancy Staszak, Secretary

10/15/25  
\_\_\_\_\_  
Date

Debra Fowler, Recording Secretary