

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
VIRTUAL BOARD MEETING  
February 16, 2022**

**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, Bloom, Whiteside (7:32), James, Thompson, Majewski

Absent: None

Also present: Pam Dubé, Library Director  
Patti Naisbitt, PR/Program Coordinator  
Deb Fowler, Administrative Assistant

**MINUTES**

MOTION by Trustee James, second by Trustee Staszak to approve the January 19, 2022 minutes of the regular meeting of the Library Board.

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

**RECOGNITION OF PUBLIC**

No one from the public attended or submitted comment.

Trustee Whiteside joined the meeting at 7:32pm.

**CONSENT AGENDA**

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

- A. Library Payroll for the month of January 2022 in the amount of \$133,259.20
- B. Personnel Report for the month of January indicating 1 staffing change
- C. Bank Register Report 1/1/22-1/31/22, totaling \$299,164.21
- D. Invoice Expense Allocation Report for Invoices paid in January 2022

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

## **DISCUSSION ITEMS WITH NO ACTION**

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

Director Dubé reported that a new library catalog titled Aspen is coming on March 8<sup>th</sup>. It is more user friendly and a big improvement.

Trustee Thompson commended the practice of still offering in-person programming, but with smaller maximums to allow for social distancing, as well as drop in programs which run for longer periods of time, such as a week, so there is not a large group here at the same time.

There was discussion regarding an IOS Apple upgrade that is having an effect on text communication with patrons.

### **Monthly Statistical Reports**

Income Statement as of January 2022

## **PRESIDENT'S REPORT**

Nothing to report.

## **NEW BUSINESS**

### **Approval of FY2021 Illinois Public Library Annual Report (IPLAR)**

Director Dubé summarized the FY2021 IPLAR and reported on the following facets of the report.

- ✓ The formatting is different due to COVID.
- ✓ Annual visits are down due to COVID because we have had to limit our programs and the number of attendees at the programs.
- ✓ The State Library saw how libraries were changing the way they conduct programs so they created 3 new categories for the annual report:
  - Synchronous - either an in-person program or live virtual program
  - Asynchronous - a virtual program that is taped but not live
  - Self-Directed Activities - a planned event for which the patron can participate on their own

Patti Naisbitt, PR/Program Coordinator was instrumental in collecting this information and parsing it out into the new categories

There was discussion on the number of registered borrowers.

MOTION by Trustee Thompson, second by Trustee Bloom to approve the FY2021 IPLAR.

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

### **Approval of Charity Collection Containers Policy**

This policy is up for routine review and contains a minor revision clarifying the nature of contact information we require from organizations who would like to have collection containers at the library.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve the Woodridge Public Library Charity Collection Containers Policy.

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

**Approval of Community Information and Display Policy**

This policy is also up for routine review and there are revisions to clarify what is allowed to be displayed and what is not.

MOTION by Trustee Whiteside, second by Trustee Bloom to approve the Woodridge Public Library Community Information and Display Policy.

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

**UNFINISHED BUSINESS**


**ADJOURNMENT**

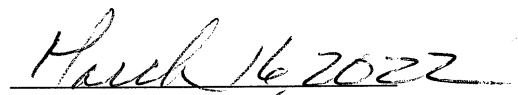
Prior to adjournment, there was brief discussion about the new roof.

MOTION by Trustee Whiteside, second by Trustee Bloom to adjourn the meeting at 8:01 pm.

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

These minutes were approved by the Board of Trustees.

  
Jane Whiteside, Secretary

  
Date

Debra Fowler, Recording Secretary