

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL BOARD MEETING
October 19, 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, Whiteside, James, Thompson, Majewski

Absent: Bloom

Also present: Pam Dubé, Library Director
Patti Naisbitt, PR & Program Coordinator
Andy Dogan, Williams Architects
Deb Fowler, Administrative Assistant

MINUTES

MOTION by Trustee Staszak, second by Trustee Whiteside to approve the September 21, 2022 minutes of the regular meeting of the Library Board.

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

RECOGNITION OF PUBLIC

No one from the public attended or submitted comment.

**EXTERIOR STEEL PROJECT UPDATE PRESENTED BY ANDY DOGAN OF
WILLIAMS ARCHITECTS**

Andy Dogan of Williams Architects provided an update on the Exterior Steel Project for the Woodridge Public Library. He recapped by stating the Board has approved the Williams Architects' proposal and contract to move forward with the construction documents and specifications for this project to take care of the exterior steel on the building. Williams Architects is proceeding with the approach to repair the intumescent coating and then covering it with an engineered metal panel system. This appears to be the best long-term approach. Mr. Dogan was able to obtain updated costs, as of August, for the project and is tracking at slightly under the original budget range, however, the environment is still volatile. He reported seeing more signs of competition in the industry and more bidders going after projects thereby getting better prices. However, this is not consistent across the board yet. This project is being bid as an advanced project. We are bidding out the job now but starting the project in mid-April of 2023. It is estimated to be a two month project. Contractors will be asked to provide pricing to clean off, prep and repair everything and also ask for a unit price to address specific areas that need to be fixed. Mr. Dogan answered questions from the Board. A pre-bid meeting is scheduled for Thursday, October 27, 2022 with the sealed bid opening scheduled for Thursday, November 10, 2022.

CONSENT AGENDA

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

- A. Library Payroll for the month of September 2022 in the amount of \$195,189.38
- B. Personnel Report for the month of September indicating 2 staffing changes
- C. Bank Register Report 9/1/22-9/30/22, totaling \$135,795.72
- D. Invoice Expense Allocation Report for Invoices paid in September 2022

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

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Dubé reported on the success of Library Card Sign-up Month for September. We had double the number of library card sign ups during the month versus a regular month. A number of things were done to promote Library Card Sign-up month.

Monthly Statistical Reports

Income Statement as of September 30, 2022

PRESIDENT'S REPORT

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 periodic review of minutes of previous closed sessions 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 Heneghan to make public the 5/18/2022 closed session minutes and destroy full verbatim recordings of all closed sessions prior to April 2021.

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

MOTION by Trustee James, second by Trustee Whiteside 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 May 2021.

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

Approval of Revised Tax Year 2022 Levy Resolution #22-02

Due to some complicating factors with using the 7% Consumer Price Index calculation to determine any changes to the library levy, it was decided to go with the 5% levy increase for tax year 2022.

MOTION by Trustee Whiteside, second by Trustee Thompson to adopt Resolution #22-02 setting forth financial requirements of the Woodridge Public Library for tax year 2022, covering the Library's fiscal year January 1, 2023 through December 31,2023.

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

Approval of FY2023 Budget

Factoring in the revised 5% tax levy, the budget for FY2023 is \$4,204,541.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve the Woodridge Public Library Budget for FY23 as presented.

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

Approval of late Opening Friday, December 9, 2022

Friday, December 9, 2022 we will be holding our yearly combination Staff Institute Morning and Holiday Celebration. We will plan our gathering with our pre-COVID model, which will allow it to be more useful to staff and more festive.

MOTION by Trustee James, second by Trustee Whiteside to approve the Woodridge Public Library closure from 9 AM - 1 PM on Friday, December 9, 2022.

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

Approval of Resolution 22-03 Transfer Funds to Building and Site Fund

A transfer of \$280,000 from our Operating Fund to the Building and Site Reserve Fund will leave us with enough in the Building and Site Fund to fully fund the exterior steel project.

MOTION by Trustee Thompson, second by Trustee Whiteside to approve Resolution 22-03 Transferring a Portion of Unused Corporate Funds from FY22 to the Building and Site Reserve Fund.

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

Approval of Materials Selection Policy

It is required by the State Library to review/update this policy every two years. Minor revisions were made pertaining to library displays.

MOTION by Trustee Staszak, second by Trustee Whiteside to approve the Woodridge Public Library Materials Selection Policy

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

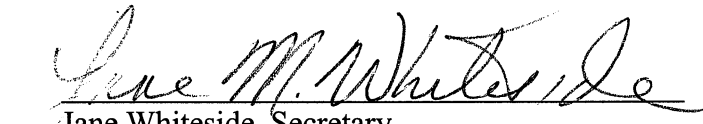
UNFINISHED BUSINESS

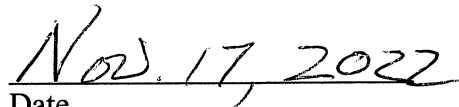
ADJOURNMENT

There being no further business, motion by Trustee Staszak, second by Trustee Whiteside to adjourn the meeting at 8:20 pm.

AYES: Staszak, Whiteside, 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