

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAHLKE MEETING ROOM - 2ND FLOOR  
October 18, 2023**

**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 (7:36pm), Bloom, Whiteside, James, Thompson, Majewski

Absent:               None

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

**MINUTES**

MOTION by Trustee Thompson, second by Trustee Bloom to approve the September 20, 2023 minutes of the regular meeting of the Library Board.

AYES:               Thompson, Bloom, Staszak, Whiteside, James, Majewski  
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 & D of the Consent Agenda.

- A. Library Payroll for the month of September 2023 in the amount of \$133,621.84
- B. Personnel Report for the month of September indicating 4 staffing changes
- D. Invoice Expense Allocation Report for Invoices paid in September 2023

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

Discussion took place to address Trustee Staszak's specific question regarding Item C: Bank Register Reports 9/1/23-9/30/23; namely the invoice for Frederick Quinn Corp.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve Item C. of the Consent Agenda, Bank Register Reports 9/1/23-9/30/23, totaling \$160,256.88.

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

## **DISCUSSION ITEMS WITH NO ACTION**

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

Director Naisbitt reported on the sidewalk replacement project that took place during a 3-day period in September. As a safety precaution, patrons were told ahead of time of the work as well as parking lot and entrance closures.

Trustee Heneghan arrived at 7:36pm.

Storytimes are back in session. The Children's Department reworked the baby storytimes making important age-range and program title changes.

We wrapped up the Warhol Food Drive that ran from August 7 through September 10. It was a very successful event. The Library collaborated with the Village of Woodridge and the West Suburban Community Pantry. This community food drive was part of the DuPage WARHOL Pop Art Challenge. Donation barrels looked like Andy Warhol soup cans.

The Board enjoys reading staff reports from various conferences and seminars they attend.

There was discussion regarding our Behavior Policy as it pertains to videotaping patrons.

### **Monthly Statistical Reports**

#### **Income Statement as of September 30, 2023**

## **PRESIDENT'S REPORT**

President Majewski reported it is great to have the sidewalks replaced and to see the painters making progress on our exterior steel renovation project.

## **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 Bloom, second by Trustee Whiteside that 2/15/2023 and 3/28/2023 minutes remain closed and full verbatim recordings of all closed sessions prior to April 2022 should be destroyed.

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

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

MOTION by Trustee Whiteside, 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 April 2022.

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

**Approval of Resolution 23-02 Transfer Funds to Building and Site Fund**

This resolution is to move \$90,000 from our Operating Fund to the Building and Site Reserve Fund. This planned transfer was included in the FY23 budget to build up our reserve fund after the exterior steel renovation project.

MOTION by Trustee James, second by Trustee Whiteside to approve Resolution 23-02 Transferring a Portion of the Unused Corporate Funds from FY23 to the Building and Site Reserve Fund.

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

**Review and Approval of Social Media Policy**

Our Social Media Policy was last updated in 2018. Minor revisions were made to update language for clarification purposes. There was some follow up discussion on the policy.

MOTION by Trustee Bloom, second by Trustee Thompson to approve the Woodridge Public Library Social Media Policy.

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

**Approval of Board Meeting Calendar for 2024**

The final version of the Board Meeting Calendar for 2024 was presented to the Board for review and approval.

MOTION by Trustee Bloom, second by Trustee Whiteside to approve the Board Meeting Calendar for 2024.

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

**Approval of Closed Dates for 2024**

The Board reviewed the 2024 list of Library holiday closures and the half-day All Staff Meeting closures that occur every four months.

MOTION by Trustee James, second by Trustee Heneghan to approve the Woodridge Public Library Closed Dates for 2024.

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

**David Kohut Music Memorial Donation**

Director Naisbitt reported on the receipt of a generous donation of \$5,000 by David Kohut honoring his late wife and our former employee, Kay Kohut. He requested the funds be used for live music programs at the Library. Also, at the beginning of these music programs, we will acknowledge that the program has been funded, "In memory of Kay Kohut."

**Update on Pam Dubé Memorial**

Director Naisbitt provided an overview of the plans for a fun filled, big public event on March 23, 2024 to honor our former Library Director, Pam Dubé. There will be plaque dedications, launch of a "Creativity Space on the Plaza" or CSP, a coloring party as well as other activities.

Trustee Whiteside shared her experience along with information/brochures about makerspaces and how they were used at Scandinavian libraries she visited on a recent trip abroad.

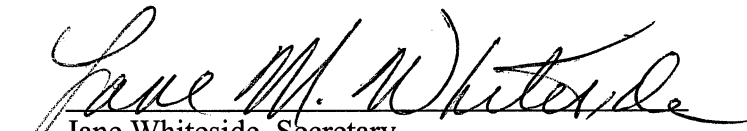
**UNFINISHED BUSINESS**

**ADJOURNMENT**

There being no further business, motion by Trustee James, second by Trustee Staszak to adjourn the meeting at 8:07pm.

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

These minutes were approved by the Board of Trustees.

  
Jane Whiteside, Secretary

Nov. 15, 2023  
Date

Debra Fowler, Recording Secretary