

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAHLKE MEETING ROOM - 2ND FLOOR  
December 13, 2023**

**CALL TO ORDER**

President Majewski called the regular monthly meeting of the Woodridge Public Library Board to order at 7:30 p.m.

**ROLL CALL**

The following trustees were present: Staszak, Heneghan, Bloom, Whiteside, James, Thompson, Majewski

Absent:           None

Also present:   Patti Naisbitt, Library Director  
                  Deb Fowler, Administrative Assistant  
                  A library patron attended (7:34 p.m.)

**MINUTES**

MOTION by Trustee Bloom, second by Trustee Staszak to approve the November 15, 2023 minutes of the regular meeting of the Library Board.

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

**RECOGNITION OF PUBLIC**

A library patron attended at 7:34 p.m. after this portion of the meeting.

**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 November 2023 in the amount of \$136,988.92
- B. Personnel Report for the month of November indicating 2 staffing changes
- C. Bank Register Report 11/1/23-11/30/23, totaling \$141,077.02
- D. Invoice Expense Allocation Report for Invoices paid in November 2023

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

**DISCUSSION ITEMS WITH NO ACTION**

**Library Director's Report**

Director Naisbitt reported Dinovember was wonderful. The Children's Department staff had creative ideas for programs for different age groups.

Sexual Harassment training took place in November for staff and the Board.

With upcoming new laws at the beginning of 2024, we decided it was a good time to redo our Employee Handbook. After the updates, it went to HR Source for review. It is anticipated that the revised handbook will be coming to the January Board Meeting for review and approval.

Library patron arrived at the meeting (7:34 p.m.).

### Monthly Statistical Reports

Income Statement as of November 30, 2023

### **PRESIDENT'S REPORT**

President Majewski reported that overall the Library did well in 2023. He expressed his thanks to his fellow trustees, administration and staff. We are all looking forward to a fresh start in 2024.

### **NEW BUSINESS**

#### **Approval of Resolution 23-03, Annual Resolution Authorizing Public Library Non-Resident Cards**

There was a review and discussion on the different calculating methods to determine the non-resident card fee. WPL uses the general mathematical formula to determine the annual non-resident card fee. The pros and cons of using this formula versus the tax bill method were discussed.

MOTION by Trustee Whiteside, second by Trustee Bloom to approve Resolution 23-03 Annual Resolution Authorizing Public Library Non-Resident Cards.

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

#### **Approval of Furniture Purchase for Flexible Space & Creativity Classroom**

Director Naisbitt gave a brief description of the creativity area and flex space that will be used for programming. It will be an improvement for people using the area as a talking space too. There was discussion regarding the return of more seating around the library.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve the purchase of furniture up to the cost of \$13,900 to help establish a flexible space used for "Creativity Space on the Plaza," for large-scale programs, or for meeting and study stations.

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

#### **Approval of New Materials and Contingency for Exterior Steel Renovation**

Director Naisbitt received a change order for the cost of painting the exterior beams of the Library indicating an additional \$33,000 is needed for a revised scope of work.

MOTION by Trustee Thompson, second by Trustee James to approve additional costs for paint material and application not to exceed \$33,000.

AYES: Thompson, James, Staszak, Heneghan, Bloom, Whiteside, Majewski

NAYS: None  
ABSTAIN None

**Review of FY2024 Per Capita Grant**

The FY2024 Per Capita Grant application and FY2022 per capita funds report were presented and a brief summary was provided. A new requirement this year is public libraries certify that they are in compliance with Public Act 103-0100, which ties library funding to an obligation that we establish and follow an anti-censorship policy. We are in compliance since we follow ALA Code of Ethics/ALA Bill of Rights according to Board Bylaws/Circulation Policy.

**UNFINISHED BUSINESS**

Director Naisbitt reported that the metal cladding phase of the exterior steel renovation will start this winter as early as December 21, 2023.

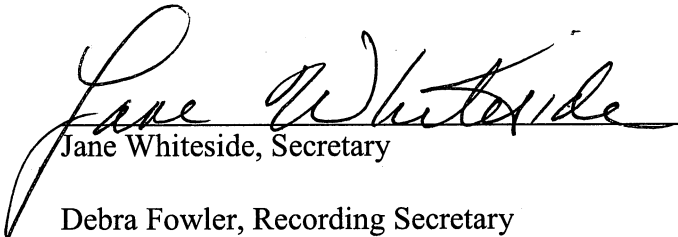
There was discussion regarding some other building items.

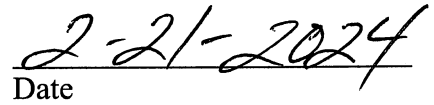
**ADJOURNMENT**

There being no further business, motion by Trustee Heneghan, second by Trustee Bloom to adjourn the meeting at 8:10pm.

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

These minutes were approved by the Board of Trustees.

  
Jane Whiteside, Secretary

  
Date

Debra Fowler, Recording Secretary