

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAHLKE MEETING ROOM - 2ND FLOOR
January 17, 2024**

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, Whiteside, James, Thompson, Majewski

Absent: Heneghan

Also present: Patti Naisbitt, Library Director
Jo Bulin, Page (her 3 adult children were present as well)
George Kalinka, Adult & Teen Services Manager
Julie Lombardo, Circulation Services Manager
Deb Fowler, Administrative Assistant
Craig Kraus, Library Patron

MINUTES

MOTION by Trustee James, second by Trustee Staszak to approve the December 13, 2023 minutes of the regular meeting of the Library Board.

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

RECOGNITION OF PUBLIC

Library patron, Craig Kraus, brought to the attention of the Library Director and Board an incident regarding a damaged book.

RECOGNITION OF STAFF SERVICE MILESTONES

Director Naisbitt recognized and thanked the long-term service anniversaries for the following staff members that occurred during 2023.

George Kalinka - 15 years
Denise Murray - 20 years
Jo Bulin - 25 years
Linda Montalvo - 25 years
Julie Lombardo - 30 years

The Board also thanked them and expressed appreciation.

CONSENT AGENDA

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

A. Library Payroll for the month of December 2023 in the amount of \$141,339.24

- B. Personnel Report for the month of December indicating 2 staffing changes
- C. Bank Register Report 12/1/23-12/31/23, totaling \$191,360.91
- D. Invoice Expense Allocation Report for Invoices paid in December 2023

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

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Naisbitt reported we finished the year strong. Families enjoyed the holiday activities since they were entertaining, close to home and free.

Monthly Statistical Reports

Income Statement as of December 31, 2023

PRESIDENT'S REPORT

No report

NEW BUSINESS

Approval of the Bylaws of the Board of Library Trustees

The Board Bylaws were updated to include the latest version of the Code of Ethics from the American Library Association.

MOTION by Trustee Bloom, second by Trustee Thompson to approve the Woodridge Public Library Board of Trustees Bylaws.

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

Approval of Circulation Policy

Since the last update of the Circulation Policy, the State of Illinois clarified language on how public libraries provide library cards.

MOTION by Trustee Bloom, second by Trustee Whiteside to approve the revised Circulation Policy.

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

Approval of Employee Handbook

We have updated our Employee Handbook due to a number of law changes by the State of Illinois effecting the workplace. A new policy related to the Paid Leave for All Workers Act was added and updates were made to other benefit and policy areas. There was discussion about the changes and Director Naisbitt answered questions from the Board.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve the Woodridge Public Library Employee Handbook.

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

Public Comment Policy

The Board and Library Director reviewed and discussed the Public Comment Policy.

UNFINISHED BUSINESS


Director Naisbitt provided a brief update regarding the Exterior Steel Renovation.

ADJOURNMENT

There being no further business, motion by Trustee James, second by Trustee Bloom to adjourn the meeting at 8:34pm.

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

These minutes were approved by the Board of Trustees.


Jane Whiteside, Secretary

Debra Fowler, Recording Secretary

2-21-2024
Date