

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
VIRTUAL BOARD MEETING  
January 19, 2022**

**CALL TO ORDER**

President Majewski called the regular monthly meeting of the Woodridge Public Library Board to order at 7:31 pm.

**ROLL CALL**

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

Absent: Bloom

Also present: Pam Dubé, Library Director  
Tess Forbes, Technical Services Clerk  
Patti Naisbitt, PR/Program Coordinator  
Amy Weiss, Technical Services Manager  
Deb Fowler, Administrative Assistant

**MINUTES**

MOTION by Trustee Staszak, second by Trustee Thompson to approve the December 15, 2021 minutes of the regular meeting of the Library Board.

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

**RECOGNITION OF PUBLIC**

No one from the public attended or submitted comment.

**2021 STAFF RECOGNITION**

Tess Forbes, Technical Services Clerk, was recognized for her 15-year service anniversary. She received praise from her manager, Amy Weiss as well as Director Dubé. On behalf of the Board, President Majewski offered congratulations and thanked Tess for her service.

**CONSENT AGENDA**

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

- A. Library Payroll for the month of December 2021 in the amount of \$131,102.08
- B. Personnel Report for the month of December indicating 3 staffing changes
- C. Bank Register Report 12/1/21-12/31/21, totaling \$147,935.95
- D. Invoice Expense Allocation Report for Invoices paid in December 2021

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

## **DISCUSSION ITEMS WITH NO ACTION**

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

Director Dubé reported the library offered a helpful and informative program on December 8<sup>th</sup> titled *Lessons Learned from the Tornado: Insurance Coverage Tips and Information*. This is in response to the tornado that hit Woodridge in June 2021. The program was presented in partnership with the Village of Woodridge. We hope to partner with the Village on other programs.

### **Monthly Statistical Reports**

**Income Statement as of December 2021**

## **PRESIDENT'S REPORT**

Nothing to report.

## **NEW BUSINESS**

### **Approval of Bylaws of the Board of Library Trustees**

The bylaws are up for routine review. There was one minor revision to the document. There was brief discussion about differences between the bylaws and library policies.

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

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

### **Approval of Computer Training Lab Policy**

This policy is up for routine review and contains a minor revision.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve the Woodridge Public Library Computer Training Lab Policy.

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

### **Approval of the Sexual Harassment Policy**

This policy is also up for routine review and there are no revisions.

MOTION by Trustee Heneghan, second by Trustee Thompson to approve the Woodridge Public Library Policy Prohibiting Sexual and Other Forms of Harassment.

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

**UNFINISHED BUSINESS**

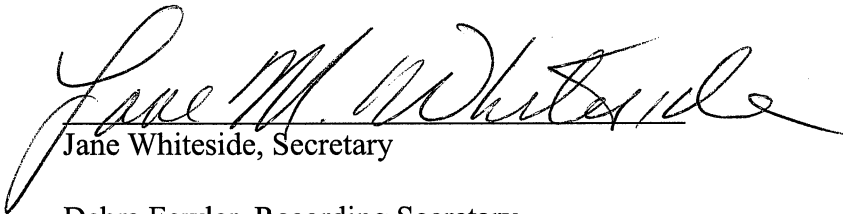
**ADJOURNMENT**

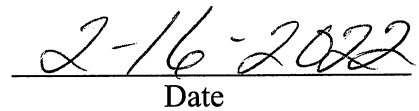
Prior to adjournment, there was brief discussion about the usage of the new sled hill.

MOTION by Trustee Whiteside, second by Trustee Heneghan to adjourn the meeting at 7:50 pm.

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

These minutes were approved by the Board of Trustees.

  
Jane Whiteside, Secretary

  
Date

Debra Fowler, Recording Secretary