

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAHLKE MEETING ROOM - 2ND FLOOR  
August 21, 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: Heneghan, Bloom, Whiteside, James, Thompson, Majewski

Absent: Staszak

Also present: Patti Naisbitt, Library Director  
Jeff Chamberlin, 20/10 Engineering Group, LLC (via Zoom)  
Deb Fowler, Administrative Assistant

**MINUTES**

MOTION by Trustee Bloom, second by Trustee Whiteside to approve the July 17, 2024 minutes of the regular meeting of the Library Board.

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

**RECOGNITION OF PUBLIC**

No one from the public attended or submitted comment.

With no objections from the other trustees, President Majewski changed the order of business in the agenda and moved up New Business Item B. Boiler Replacement Project: Engineering Update.

**NEW BUSINESS**

**Boiler Replacement Project: Engineering Update**

Jeff Chamberlin with 20/10 Engineering Group, LLC, the mechanical engineering company working with Williams Architects, gave an overview of the Boiler Replacement Project. He explained the state of our current boiler system and defined the project scope. It is recommended that two new properly sized 85% efficient, non-condensing boilers be installed. This work needs to be bid out and completed through an RFP process.

MOTION by Trustee Thompson, seconded by Trustee Bloom to approve project scope and moving to an RFP process for Boiler Replacement as presented by Williams Architects

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

## **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 July 2024 in the amount of \$153,012.66
- B. Personnel Report for the month of July indicating 2 staffing changes
- C. Bank Register Report 7/1/24-7/31/24, totaling \$128,907.58
- D. Invoice Expense Allocation Report for Invoices paid in July 2024

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

## **DISCUSSION ITEMS WITH NO ACTION**

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

Director Naisbitt reported that the Library had a fantastic movie-themed Summer Reading Program. This year the age categories were revamped. Patrons completed more missions thereby earning more prizes. Over 1,000 children earned a free book to keep. There was also a variety of programs for patrons, from the Swiftie Celebration to the Epic Summer Scavenger Hunt.

We are rolling into fall starting with the 7th Annual SWAN Expo Conference where Director Naisbitt and Circulation Services Manager Julie Lombardo served on the School Partnerships: Issuing Student Cards panel.

There was discussion on First Amendment Audits.

### **Monthly Statistical Reports**

### **Income Statement as of July 31, 2024**

## **PRESIDENT'S REPORT**

President Majewski reported summer has been busy at the Library and everything is going well.

## **NEW BUSINESS**

### **Preliminary Budget Discussion**

Director Naisbitt provided a summary of the FY2025 preliminary budget. There is an increase for technology infrastructure and technology security needs for the benefit of patrons and the Library. She also discussed preparation for crucial capital maintenance projects.

### **Homebound Delivery Services Policy Update**

A minor revision was made to the Homebound Delivery Services Policy.

MOTION by Trustee James, seconded by Trustee Bloom to approve Woodridge Public Library Homebound Delivery Policy.

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

There was discussion on accessing the SWAN catalog on Library computers and how best to access the electronic version of the New York Times.

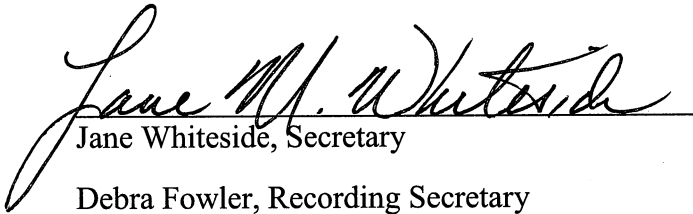
**UNFINISHED BUSINESS**

**ADJOURNMENT**

There being no further business, motion by Trustee Whiteside, second by Trustee Bloom to adjourn the meeting at 8:11 p.m.

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

These minutes were approved by the Board of Trustees.

  
Jane Whiteside, Secretary

Debra Fowler, Recording Secretary

9-18-24  
Date