

**WOODRIDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAHLKE MEETING ROOM - 2ND FLOOR  
September 18, 2024**

**CALL TO ORDER**

Vice President Thompson 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, Bloom, Whiteside, Thompson

Absent: James, Majewski

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

**MINUTES**

MOTION by Trustee Bloom, second by Trustee Heneghan to approve the August 21, 2024 minutes of the regular meeting of the Library Board.

AYES: Bloom, Heneghan, Staszak, Whiteside, Thompson

NAYS: None

ABSTAIN: None

**RECOGNITION OF PUBLIC**

No one from the public attended or submitted comment.

**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 August 2024 in the amount of \$227,091.17
- B. Personnel Report for the month of August indicating 2 staffing changes
- C. Bank Register Report 8/1/24-8/31/24, totaling \$130,594.64
- D. Invoice Expense Allocation Report for Invoices paid in August 2024

AYES: Staszak, Whiteside, Heneghan, Bloom, Thompson

NAYS: None

ABSTAIN: None

**DISCUSSION ITEMS WITH NO ACTION**

**Library Director's Report**

Director Naisbitt discussed some staffing changes. The August 30th Staff In-Service provided an opportunity for staff to participate in an interactive program titled *Keep Cool Under Pressure*, which taught staff a non-engagement strategy when dealing with difficult people. A number of Circulation and Adult & Teen staff attended SWAN Expo. Director Naisbitt and Circulation Services Manager, Julie Lombardo served on a panel that addressed offering parents an easy way

to get a public library card or renewal for their child during the school registration process. The Board enjoyed reading all the staff reports from this conference.

There was discussion regarding the cost of printing our quarterly Program Guide.

### Monthly Statistical Reports

Income Statement as of August 31, 2024

### PRESIDENT'S REPORT

No report

### NEW BUSINESS

#### **Approval of Tax Year 2024 Levy Resolution #24-01**

MOTION by Trustee Bloom, seconded by Trustee Staszak to adopt Resolution #24-01 setting forth financial requirements of the Woodridge Public Library for Tax Year 2024, covering the Library's fiscal year January 1, 2025 through December 31, 2025.

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

#### **Approval of FY2025 Budget**

There was some discussion regarding the proposed Fy2025 budget documents.

MOTION by Trustee Whiteside, seconded by Trustee Bloom to approve the Woodridge Public Library Budget for FY25 as presented

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

#### **Approval of Contractor for Boiler Replacement Project presented by Williams Architects**

We received seven bids for our Boiler Replacement Project. After reviewing the bids, Williams Architects recommend awarding the project to the lowest bidder, Oak Brook Mechanical Services, Inc.

MOTION by Trustee Heneghan, seconded by Trustee Staszak to approve Oak Brook Mechanical Services, Inc. of Elmhurst, IL to perform the boiler replacement capital project for Woodridge Public Library, including base bid for an amount not to exceed \$238,000.

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

#### **Approval of On-Premises Telephone System and Vendors**

Director Naisbitt provided an explanation of our phone system and the approaching end of our contract with our current vendor RingCentral on November 30, 2024. Our Technology Manager, Matt Hennessy presented an option of creating an on-premises phone system utilizing the

Library's existing phones and modern VoIP (voice over internet protocol) and SIP (Session Initiation Protocol) trunking communications. We will reduce costs because we will host our communications at the Library building rather than relying on RingCentral to host us in the cloud.

MOTION by Trustee Staszak, seconded by Trustee Whiteside to approve Telecom Innovations Group (TIG) as a Woodridge Public Library's telephone system vendor, including an initial installation and implementation cost of \$16,362 and to approve Coeo Solutions as a provider of SIP trunk and telephone service.

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

### **RAILS Data Study**

Trustee Whiteside shared that RAILS has issued a study highlighting library statistics and talking points that Trustees would find useful. The study will be included in the October Board packet.

### **UNFINISHED BUSINESS**

#### **Online Catalog access**

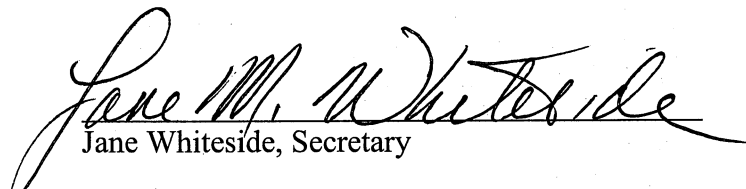
There was a discussion regarding where and how patrons can access the online catalog while at the library; Trustee Heneghan discussed easier access in the Computer Commons, where patrons might sit and spend some time looking for books. Director Naisbitt will follow up with staff.

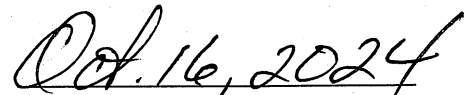
### **ADJOURNMENT**

There being no further business, motion by Trustee Bloom, second by Trustee Staszak to adjourn the meeting at 8:18 p.m.

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

These minutes were approved by the Board of Trustees.

  
Jane Whiteside, Secretary  
Debra Fowler, Recording Secretary

  
Date