

**WOODRIDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAHLKE MEETING ROOM - 2ND FLOOR
November 20, 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 (7:31 p.m.), Majewski

Absent: Heneghan

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

MINUTES

MOTION by Trustee Staszak, second by Trustee Bloom to approve the October 16, 2024 minutes of the regular meeting of the Library Board.

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

NAYS: None

ABSTAIN: None

Trustee Thompson arrived at 7:31 p.m.

RECOGNITION OF PUBLIC

Mr. Ron Campbell was present, but had no comment.

CONSENT AGENDA

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

- A. Library Payroll for the month of October 2024 in the amount of \$148,366.97
- B. Personnel Report for the month of October indicating 2 staffing changes
- C. Bank Register Report 10/1/24-10/31/24, totaling \$191,612.57
- D. Invoice Expense Allocation Report for Invoices paid in October 2024

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

NAYS: None

ABSTAIN None

DISCUSSION ITEMS WITH NO ACTION

Library Director's Report

Director Naisbitt reported the Library had a fabulous October due in part to the popularity of the Not-So-Scary Haunted House. Over 1,700 people walked through it and provided much praise on the staff and the experience. Other October programs were filled to capacity.

There was some discussion regarding our recently filled Facilities Supervisor position.

There was a 2.4% jump in the number of residents with library cards. We processed 843 new cards due in part to our student card requests from Woodridge District 68 and Downers Grove District 58 outreach effort.

The Library will be helping the Village host a Town Centre “Winterfest” on Saturday, November 23. The Library building will stay open until 9:30 p.m. as a warming center and event location hosting live music, a children’s craft, and a meet and greet with Disney characters Anna and Elsa from the movie *Frozen*.

Monthly Statistical Reports

Income Statement as of October 31, 2024

PRESIDENT’S REPORT

President Majewski positively commented on the recent building projects we’ve had going on the past couple of years in an effort to keep our Library in good shape.

NEW BUSINESS

Williams Architects Proposal for Elevator Modernization

The Otis elevator installed in 1978 when the Library was built has reached its end of life. For safety and reliability reasons, it is recommended that we begin the process of planning to modernize the elevator. We received quotes for services to assist with the RFP process along with grant application assistance. We are recommending hiring Williams Architects to assist with this capital improvement project.

MOTION by Trustee Whiteside, second by Trustee Staszak to approve the two Williams Architects proposals for Elevator Modernization Services, which include assistance applying for the Illinois State Library Accessibility Grant for a cost of \$2,500, and for bid document creation, bidding assistance and construction administration for a fixed fee of \$14,500.

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

Approval to Purchase Self-Check Kiosk

The self-check kiosk in the Lobby has reached its end of service life and needs to be replaced. After researching our options, it is recommended that we purchase a 2024 Bibliotheca Self-Check model 3000 for \$11,800.

MOTION by Trustee Thompson, second by Trustee Whiteside to approve the purchase of Bibliotheca Self-Checkout kiosk, model 3000 for a cost not to exceed \$11,800, and an annual Service & Maintenance/Extended Warranty cost of \$1,500.00 (years 2-7).

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

Approval of Public Comment at Board Meetings Policy

This policy is up for routine review. Director Naisbitt talked about a few minor revisions.

MOTION by Trustee Bloom, seconded by Trustee James to approve an update to the Public Comment at Board Meetings Policy.

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

UNFINISHED BUSINESS

Boiler Project Update

Director Naisbitt reported that we are about half way through the project. There was a status meeting on December 18. The 20/10 Engineer inspected the boiler. Notes were taken and some minor issues addressed.

Strategic Plan Update

Director Naisbitt reported that 1,793 people have participated in the online survey. Of those, 90% are library cardholders, 84% are Woodridge residents and 2% have never visited the Library. Most participants fall into the 33-44 age range.

The Trustees were reminded to complete the annual online Anti-Harassment Training.

The Trustees were invited to attend the Illinois Library Association Legislative Meet Up on Tuesday, December 3rd.

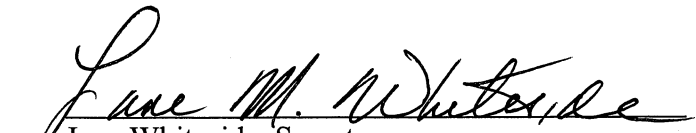
There was discussion about the Lisle Township Medical Lending Closet loaning out medical equipment (wheelchairs, crutches, walkers, canes, etc.) to residents for 90 days.

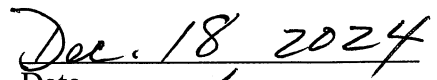
ADJOURNMENT

There being no further business, motion by Trustee James second by Trustee Whiteside to adjourn the meeting at 7:54 p.m.

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

These minutes were approved by the Board of Trustees.


Jane Whiteside, Secretary
Debra Fowler, Recording Secretary


Date