

**League of Women Voters
Observers Report**

Board meeting attended: Woodridge Public Library Board

Date and Location of meeting: July 19, 2017, Woodridge Public Library

Meeting started: 7:30 pm

Meeting adjourned: 8:45 pm

League Observer(s): Mary Hobein

**Agenda can be found at: Woodridge Public Library website:
<http://www.woodridgelibrary.org/board-truste>**

Board Members/Trustees present (P) not present (NP) tardy (T): Jay Tiede (P), John Majewski (P), Jane Whiteside (P), Judy Bloom (P), Clinton James (P), William J. Thompson, Jr. (P)

Staff Members Present: Pam Dubé (Administrator), Patricia Harwood (Business Manager), Patti Naisbitt (program director)

Minutes of previous meeting were approved with abstention from Jay Tiede.

Estimated Number Attending (excluding Board and Staff): 2 (myself and Christopher Tripp)

PUBLIC COMMENT: None

Appointment and Oath of Office for Christopher Tripp: Patrick McDonnell resigned from the Board on June 1. It was motioned and unanimously passed that Christopher Tripp fill the vacancy.* He was administered the oath of office and took his place at the table with the rest of the Board.

CONSENT AGENDA: consisted of four items (payroll, one personnel report, bank register report, invoice expense allocation). All were approved.

DIRECTOR'S REPORT: Ms. Dubé reported that automatic renewal of books with no holds began on 6/13. Patrons for which the library had email addresses were notified of renewal by email. Good feedback was received on this.

On June 17, library staff manned a table at the Woodridge Jubilee. Many people visited the table.

Ms. Dubé attended a 4-day workshop at Illinois State Library in Springfield for new library directors. Several librarians organized the event and obtained grants the covered most of the costs. Pam found it very useful.

Jane Malmberg (head of children's department) and Patti Naisbitt have been visiting local schools to talk about library programs. They shared ideas and programs, some involving technology, with School District 66.

Some questions were raised at the last meeting on circulation statistics regarding reference books. These were actually outdated books that were discarded as reference books and put into general circulation.

Ms. Dubé had no comments about income statement.

PRESIDENT'S REPORT: The President will work with the Village on their leadership program.

NEW BUSINESS:

- 1. FY18 Salary Schedule and Compensation Plan:** There will be a 2% increase in salaries. Each position on the schedule will be shown as both an hourly wage and salary. People who are already at the top of the salary schedule may receive merit bonuses. Salaries of people at the base will go up when the base goes up in January. Pam called the Library Management Association to clarify language of their salary document. The wording speaks of "guidelines" rather than "must do" which gives her some flexibility. Libraries set salary levels by experience and market competition. Benchmark studies were done in 2010 and 2014 to compare salaries at Woodridge with other libraries in the area. These were done by the Management Association. Clerks are at the lowest level. Most top-level employees have a master's degree. There is 12-15% difference between the levels. There are caps on the schedule. The salary schedule and management plan was unanimously approved.
- 2. Art Exhibit Policy:** Local artists can exhibit their work in the library's lobby. Currently, people who have wanted to purchase the artwork have done so through the library staff. Pam feels this is inappropriate. She prefers the artists to exhibit their business cards as well as price of piece right with the piece of art and have patrons contact the artists directly for purchase arrangements without staff involvement. (In the past, some of the best art works have not been for sale.) The library staff should not be handling the money. Patti is working on a new procedural document for use of the public space. The goal of the exhibit is to provide a cultural space for the enrichment of the patrons, with no pressure to buy. Showing the price and contact information of the artist is informational only. The artists must be invited by the library and must comply with library's rules. They need to submit a selection of their works for review and determination as to whether the works provide the public with cultural enrichment. The library has the right of refusal for specific pieces. This is about framed 2-dimensional art work. Because of possible breakage, ceramics and sculpture are only permitted for school exhibits. A vote was taken and this policy was approved. The Art Exhibit Policy is available on the library website.

3. **Technology Report:** Matthew Hennessey, who attended the May meeting, has been chosen as the library's new technology manager. He will start on 7/29. CVI (a tech company) has been providing IT services and network assessment in the meantime. There is to be continuing discussion on technology needs and budget allocations. There is a concern about the condition and age of switches. CVI told Pam this was a big-ticket item that could cost \$50-60 thousand. Mr. Clinton said this was highly overstated and should cost less than \$4,000. (Board members Clinton and Thompson both have technology expertise.) An informal committee was suggested fro Mr. Clinton and Mr. Thompson to explore the issue. It was also suggested that CVI should be invited to make their case at a Board meeting long before this becomes an action item. Mr. Hennessey should be present at this meeting.
4. **Board Packet:** Pam suggests sending Board packets electronically to all Board members by Friday afternoon before each Board meeting and to have hard copies of the packet at the circulation desk at the same time. Board members may choose to pick up the hard copies ahead of time or on the night of the meeting. The electronic copies would be sent as multiple attachments to email. This was acceptable to the Board members.

Comments: *Mr. Tripp had been a Board member in the past and was well known to this Board. He had intended to run for re-election this past April, but failed to submit the required signatures by the deadline.

General Features

	Yes	No	Comments
Did the meeting start on time?	x		
Were members attentive and prepared?	x		
Were members courteous to each other?	x		
Were members attentive to the publics' comments?			N/A

Was the facility adequate?	x		
Could the audience see and hear?	x		
Were visual aids easily visible to the audience			N/A
Were the meeting facilities handicapped accessible	x		

FOIA (Complete once, unless information changes.) Completed for May 2017 meeting. No changes since then.

Illinois Open Meetings Act requirements

	Yes	No	Comments
Was the agenda posted 48 hours before the meeting? If yes, note where	x		Library website
Did the agenda items clearly describe what was to be discussed?	x		
Were background materials made available to the public?		x	
Was there adequate discussion of the issues?	x		
Was there a closed session before, during or after the meeting?		x	
If there was a closed meeting, was any action taken after the closed session? If so, what action?	x	N/A	

Date Submitted: July 23, 2017

By: Mary Hobein