

## **League of Women Voters Observers Report**

**Board meeting attended:** Woodridge Public Library

**Date and Location of meeting:** October 18, 2017 at Woodridge Public Library

**Meeting started:** 7:30 p.m.

**Meeting adjourned:** 8:04 p.m.

**League Observer(s):** Mary Hobein

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

**Staff Members Present:** Pam Dubé (Administrator), Deb Fowler (Assistant Administrator) Patricia Harwood (Business Manager)

**Minutes of previous meeting were approved:** All Board Members present approved,

**Estimated Number Attending (excluding Board and Staff):** 1

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

**PUBLIC COMMENT:** none

**PRESENTATIONS:** none

**CONSENT AGENDA:** approved by all Board Members present, after bank register and invoice expense allocation reports were discussed. An invoice item for Computer View Inc. of \$20,000 was higher than expected, so a breakdown was given. There is a monthly fee of \$5,000 for routine maintenance. This will be phased out by the end of the year, as this will be taken over by the library's new tech manager. \$7,000 was for upgrading server room infrastructure; \$5,000 to replace wiring; and \$3,000 for upgrading desktops. These improvements should last 5-10 years. Future technology expenses would be for further improvements.

**LIBRARY DIRECTOR'S REPORT:** Several library staff members attended the 9/16 Bilingual Night at Jefferson Junior High School, including two Spanish speakers. Representatives of the Village and the Police Department were also there. Patti Naisbitt had reported to Pam Dubé that the meeting went well and the presentations were good. There was no discussion of the monthly statistical reports or the income statement.

**PRESIDENT'S REPORT:** None

**NEW BUSINESS:**

- A. Board Meeting Calendar 2018: November meeting will be held on the second instead of the third Wednesday. Approved by all Board Members present.
- B. Library closed dates for the coming year were approved by all Board Members Present.
- C. Computer Training Lab Policy: This is a revision of what had been in the public spaces policy to clarify that there will be no charge for use of the lab by outside groups. The previous language in the policy had been ambiguous on this point. Pam Dubé will develop an application form for outside groups wishing to use the lab. As with other public spaces in the library, all meetings must be open to the public. The room does not necessarily need to be used for computer training. Since the regular meeting rooms are not equipped for audiovisual (AV) presentations such as power point, the computer lab may be used for presentations that involve AV if the group is small enough. Mr. Clinton mentioned that a group studying family history together using online information would like to use the computer lab for this purpose. All agreed that this was a good use of the space. The policy states that food cannot be brought into the computer lab, but does not mention beverages. After discussion, it was agreed that beverages should be excluded as well. With this modification, all Board Members present approved the policy.
- D. Minutes of a previous Executive Session were provided to the Board Members. Clinton James had not attended that session, so he abstained from voting. All other Board Members presents approved the minutes.

**UNFINISHED BUSINESS:** Village Levy Presentation. Pam Dubé will provide the Village Board with all financial documents and a narrative. She will report that there is a current decrease in available money due to HVAC expenses and tech needs. She will try to keep the budget "flat." She would like to increase the number of programs given by the library. 77% of Woodridge residents have library cards, which is well above average for the state. Circulation numbers compared to number of personnel shows that the staff is very efficient. Figures for comparison purposes are provided by the Illinois Public Library Association (IPLA). We know that use of the study rooms is high, but since IPLA hasn't asked for these figures until recently, we cannot make comparisons with other libraries. She will emphasize in her presentation that the library is well used as a community gathering place. She will include charts and pictures in the presentation. She has an especially good picture of the eclipse gathering.

## General Features

	Yes	No	Comments
Did the meeting start on time?		x	only one minute late
Were members attentive and prepared?	x		
Were members courteous to each other?	x		good camaraderie
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,

## 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?			n/a

**Date Submitted:** October 19, 2017

**By:** Mary Hobein