

League of Women Voters Observers Report

Board meeting attended: Woodridge Public Library

Date and Location of meeting: November 15, 2017 at Woodridge Public Library

Meeting started: 7:30 p.m.

Meeting adjourned: 7:55 p.m.

League Observer(s): Mary Hobein

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. (NP), Christopher Tripp (P)

Staff Members Present: Pam Dubé (Director), Deb Fowler (Assistant Director), Patti Naisbitt (Program Director)

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: I thanked Patti Naisbitt for her research into obtaining a "Hearing Loop" for the library meeting room. This is a device that people with hearing aides can click into to enhance their ability to hear when in large groups.

PRESENTATIONS: none

CONSENT AGENDA: approved by all Board Members present,

LIBRARY DIRECTOR'S REPORT: Several library staff members attended a meeting of the Illinois Library Association and brought back ideas from other libraries. Ms. Dubé gave a budget presentation at a meeting of the Woodridge Village Board.

1. Statistical Reports: Juilie Lombardo (circulation) mentioned a data collection and statistical program used by the LaGrange Public Library, Collection HQ, to pull statistics from their current system for better reports. Learning how to use Collection HQ would take some time but Ms. Dubé thinks this would be worthwhile, as the current system does not produce adequate reports. Ms. Dubé believes that strategic plan reports should be brief. Documents can be attached, but the report itself should only be one page.

2. Other programs: Another type of program reported on from the library association meeting had to do with getting kids ready for kindergarten. The report indicated that many children do not recognize emotions in themselves and others. Ms. Dubé will ask Jane Malmberg (children's department) to look into having such a program here.
The library's pumpkin decorating contest was successful. Although it was limited to only one submission per family, 110 pumpkins were submitted.
The library again will have a holiday tree made of books in the lobby this year. It was done for the first time last year and was highly successful, with lots of people taking pictures of it. Good feedback was received. Stabilizing the tree takes time, so the staff will probably start working on it earlier than last year and leave it up longer.
3. Income Statements: Ms. Dubé's budget presentation for the Village Board went well. Board Members had copies of the library's income statement as of October 31, 2017. No comments were made.

PRESIDENT'S REPORT: None

NEW BUSINESS:

- A. Approval of closed meeting minutes and decision whether to keep minutes open for public viewing and approval to destroy verbatim closed session recordings prior to June 2016: All boards members present voted to approve.
- B. Per Capita Grant Requirements- chapters on serving our public and trustee fact files: this involves a lot of paperwork for the Director. The State Library Association wants more involvement from the Board of Trustees on safety standards and checklists. Safety drills have been completed recently and the library appears to be in compliance. The trustee fact file includes information on orientation, training, legal responsibilities, liability, and bylaws. The library must verify that all Board members have had Open Meetings Act training. A Board member must only meet the requirement once. Only newly elected members must do this since the incumbents have already done it. However, all members thought that a refresher was a good idea, so they will all do it and present their certificates to the director for their files. One Board member is required to do training on safety in the library. Clinton James agreed to do this.
- C. First Reading of Revised Board Bylaws: The bylaws were last modified in 2014. The Board members had copies of the current bylaws and suggested changes. They will vote on changes at the next meeting. The suggested changes were minor: Ms. Dubé's title has been changed from Administrator to Director and the guidelines for indemnification in cases not covered by insurance could be fleshed out. Most situations are already covered by insurance. A sentence from the current bylaws that the Board members especially like was read aloud: "We do not allow personal beliefs to interfere with professional duties."

UNFINISHED BUSINESS: None

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		good camaraderie
Were members attentive to the public's comments?	x		
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: November 17, 2017

By: Mary Hobein