

**League of Women Voters
Observers Report**

Board meeting attended: Woodridge Public Library Board

Date and Location of meeting: June 21, 2017, Woodridge Public Library

Meeting started: 7:30 pm

Meeting adjourned: 8:17 pm

League Observer(s): Mary Hobein

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

Staff Members Present: Pam Dubé (Administrator), Patricia Harwood (Business Manager)

Estimated Number Attending (excluding Board and Staff): 2

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

PUBLIC COMMENT: None

DIRECTOR'S REPORT: Ms. Dubé reported that the HVAC work was completed (more about that later), that the library volunteers has an enjoyable luncheon, and that she and Clinton James attended a new trustee training program at Green Hill Public Library in Palos Hills. Support staff went to a conference in Rosemont put together by Reaching Forward. Write-ups from the staff indicated that the conference was practical and well done. Over a period of 6 weeks, the Southwest Suburban Immigration Project, with assistance from staff, held citizenship classes. Over this period, there were 95 attendees. There are no numbers yet on the Children's Summer Reading Project. The lunch programs have the same numbers as last year, but a larger portion are younger children, so the teachers are re-thinking their lesson plans. Clinton James asked a question regarding a change in circulation numbers and mentioned reference books. Reference books are not circulated, but administrator explained that number change when a book is withdrawn. Also, if a new edition comes out of a reference book, the old edition may be placed in circulation.

NEW BUSINESS: A) Presentation of FY16 Audit was made by Anthony M. Servini of Silkich LLP. All accounts are in good order at highest level of approval. The library is operating in the black. B) Treasurer's report was approved. C.) Prevailing wage record was approved. D.) Letter read from Patrick McDonnell of resignation from the Board as he is moving out of state. A motion was made and approved to declare a vacancy on the Board.

INFORMATION ITEMS:

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

TRUSTEE DISCUSSION: When a trustee resigns after an election, the Board and administrator can appoint a new trustee to fill the position until the next election, in this case, 2019. A community member who was in attendance, Christopher Tripp, had expressed interest. He had also expressed interest back in 1986 and submitted a resume at that time. There was a discussion as to whether the vacancy should be posted on the website so that others could apply for the position. There was quite a bit of discussion as to the logistics of posting, such as time frames, deadlines, and interviews. It was also mentioned that there had been very little interest in these positions in the past. In the recent election, 3 candidates ran unopposed for 3 open positions. The motion was made and unanimously approved not to post the position. Mr. Tripp was asked to submit a letter of interest and an updated resume. In order for his appointment to be approved, this must be an action item for the next meeting.

UNFINISHED BUSINESS: New HVAC system installed in May. One of the units kept shutting down, but this was due to a software problem, which was fixed. There are several small issues being worked on with the controls. Jensen, the contractor for the project, wants to charge an additional \$13,000 for duct work and the crane being needed for 2 rather than 1 day. Ms. Dubé sent registered letters to Jensen and to ALARA, the engineering company that oversaw the project, with an attachment of the contract and other information. The provision for the duct work was already in the contract. The duct work required the crane to be there for 2 days. Other smaller items that Jensen mentioned could have also been done within those 2 days. Ms. Dubé has received return receipts for the letters, but no response as of yet.

Comments: The other attendee of the meeting, Christopher Tripp, was a Woodridge resident who has expressed an interest in filling the seat on the Board vacated by Patrick McConnell.

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: June 27, 2017

By: Mary Hobein