

League of Women Voters Observers Report

Board meeting attended: Woodridge Public Library

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

Meeting started: 7:30 p.m.

Meeting adjourned: 8:33 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 (NP), Judy Bloom (P), Clinton James (P), William J. Thompson, Jr. (P), Christopher Tripp

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

Minutes of previous meeting were approved

Estimated Number Attending (excluding Board and Staff): 2

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

CONSENT AGENDA: approved

LIBRARY DIRECTOR'S REPORT: The wireless access points have been moved from inside the ceiling to outside the ceiling, as this provides a stronger signal. Compared to last July, there has been a 14 percent increase in circulation. Per Patti Naisbitt, there have been 30 kids' programs, compared to 20 last year. There were 15 sessions for Storytime. 150 people, both teens and pre-teens came to the Slime Program. Staff is working on a recipe for "spooky slime" that is safe. There was an additional adult program, ice cream social, that was well attended.

There has been increased use of the open lobby area for music programs and senior programs, such as cards and games on the 2nd and 4th Friday of the month. The people like the social aspect and it also is easier for people with walkers. The area is also used for impromptu meetings. Pam would like to upgrade the furniture in this area.

NEW BUSINESS:

- A. **Health insurance:** The premiums have gone up every year. Pam Dubé talked the proposed increase from 12 percent down to 9 percent.

UnitedHealthCare provides three plans: Choice Plus PPO, Core PPO and Choice Plus HSA (health savings account). The Choice Plus Plan has a bigger network, but the Core PPO, also has a good network. The proportion of library to employee cost is 80/20 for individual plans and 65/35 for family plans. Lowering the library contribution would not result in a significant cost savings for the library. Some employees choose more expensive plans to insure that they can keep their same doctors. Pam and Tonya Alexander, of human services, will meet tomorrow with employees on an individual basis to discuss their options. There will be a meeting next week for all employees with the insurance broker. The Choice Plus with HSA has a higher deductible (\$2600) than other plans, but the library contributes \$76 per month to the HSA and this money can carry over to the next year. Employees will be given instructions on how to set up their own HSA accounts. The plans are similar in many ways. The board moved and voted to accept the UnitedHealthCare package, to become effective in October.

- B. **FY 2018 preliminary budget discussion:** There will be a 2.1 percent increase in levy tax cap to \$75,714. Pam projects a decrease in revenues due to fines because of automatic renewals.
Expenditures: A line for technology and a line for community engagement were added to the budget. These were previously included in the line for marketing. Now technology is considered part of the budget rather than an afterthought. There are no funds collected for the library from January through May. Therefore, 3-4 months worth of operating expenditure needs to be kept in reserve. Roof repair may be needed this coming year.
The library has two different elevators that were installed by two different companies, Otis and Kone. Therefore, two different companies are used for inspections and repairs. However, repair companies that are not specifically elevator companies are able to provide these services. It was suggested that the library consult with the Park District and Village Hall about the companies they use to see if the library could do better by just using one company.
The new HVAC system has been providing comfortable temperatures. The administrator is supposed to get email notification of alarms. She has been getting up to 10 emails per day, even though there are no problems. Carrier Manufacturer looked at the problem and said there was too much Freon in the coils. Mark Rokicki, the custodian, agrees with the assessment and that the system should be adjusted so as not to overcharge the coils. Judy has found the adult section to be too warm. The ceiling fans don't run because of a change in the lighting that occurred with the renovation due to change in position of the shelves. Pam will check it out. If the fans are not to be used, they will be disconnected.
- C. **Children's Department:** There were 160 responses received for a survey about summer reading. Pam Dubé, Patti Naisbitt, and Jane Malmberg met to discuss this. People liked the online projects but wanted more paper projects for coloring and other activities. They wanted more activities that were not

reading books. Even when people were critical of activities, they were very positive about the staff.

- D. **ILA Conference Trustee Day – Oct. 12:** The conference will be at Tinley Park Conference Center. Pam will attend and asked if board members wish to attend.

UNFINISHED BUSINESS:

Due to Patrick McDonnell’s resignation, committee assignments need to be redistributed. Christopher Tripp will take over his duties on the finance committee and the facilities committee. Jay Tiede offered to assist on the facilities committees. These appointments were voted on and approved.

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,

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: Aug. 24

By: Mary Hobein