

League of Women Voters Observers Report

Board meeting attended: Woodridge Public Library

Date and Location of meeting: September 20, 2017 at Woodridge Public Library

Meeting started: 7:31 p.m.

Meeting adjourned: 8:10 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. (P), Christopher Tripp

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

Minutes of previous meeting were approved: Jane Whiteside abstained, as she had not been at the previous meeting. All others 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

LIBRARY DIRECTOR'S REPORT: The solar eclipse viewing party was a big success. There were not enough eclipse glasses, but people shared. This prompted social engagement.

The all staff meeting of 8/26 was a safety training conducted by a member of the Fire Department. The staff learned CPR, use of fire extinguisher, and fire procedures. Within a few weeks of this training, the smoke alarm went off and everyone knew exactly what to do.

A new Assistant Administrator, Deb Fowler, was hired and started Monday, 9/18. There were also new hires (2) for the front desk and the children's department.

The circulation numbers increased by 17%, partly due to automatic renewals. This was higher than other libraries, even though those libraries also had automatic renewals.

PRESIDENT'S REPORT: None

NEW BUSINESS:

- A. Final FY 2018 budget discussion: Budget plan for 2018 allows for expenditures of \$3,782,041. This is a \$28,000 increase over last year. The annual budget meeting was today. 97% of this money comes from the levy from property taxes. The other 3% comes from overdue fines and fees for fax and photocopying, nonresident fees and a small state grant. In terms of personnel and maintenance, this year's budget is similar to last year's. The main difference is that technology is a separate item, rather than being distributed among other items. The budget was approved by unanimous vote.
- B. Tax Year 2017 levy resolution: the levy allowance for the library is \$3,681,141. This represents a \$75,000 (2.1%) increase over last year. This accounts for 97% of the budget. The tax cap comes from the CPI. The state keeps 2% of all local taxes. Since Penney's and Sam's Club are leaving Woodridge, there is concern that in the future all new properties are included in the levy. New housing developments are being built on Frontage Road, Seven Bridges, and at Hobson and 355. New property owners must be accounted for when they go on the tax rolls, or that property cannot be used for the levy in the future. The board will consult with Nadine Aletto of the Village finance committee. The board approved the current levy resolution by unanimous vote.

UNFINISHED BUSINESS:

HVAC update: At the June meeting, Ms. Dubé told the Board that Jensen, the contractor, and ALARA, the engineering company, attempted to charge the library an additional \$13,000 for duct work and use of the crane for 2 days instead of 1. She pointed out to them the item in the contract that allowed for the duct work and the use of the crane for 2 days. They dropped the additional charge.

There was an incident of smoke coming from the fan boxes. The problem was resolved by replacing the starters and transformers, which were quite old. Two new virtual frequency drives were installed. These have delayed starts, which are supposed to be better. Controls are working. There will be final testing of the controls by ALARA and Everest. Pam Dubé and Matt Hennesey, the tech manager, will be trained on the controls. In the budget, the item for HVAC repairs has now been reduced.

GENERAL DISCUSSION NOT ON AGENDA: There was a suggestion that several of the study rooms have computers. Patti Naisbitt stated that it would not be a good idea to have computers or chrome books unattended in these rooms, however chrome books can be checked out at the main desk. Since the computer desk also handles scheduling of the study rooms, perhaps chrome books could be checked out from there as well.

Also, the computer training lab is often unused. Pam Dubé would like to see it used for meetings and presentations as well. She would also like to eventually remodel that room with different tables, power plugs, and laptops.

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: September 27, 2017

By: Mary Hobein