

League of Women Voters Observers Report

Board meeting attended: Woodridge Public Library

Date and Location of meeting: March 21, 2018 at Woodridge Public Library

Meeting started: 7:30 p.m.

Meeting adjourned: 8:19 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 (P)

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

Minutes of previous meeting were approved: Minutes approved by all Board Members except Mr. Majewski, who abstained.

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

CONSENT AGENDA: approved by all Board Members

LIBRARY DIRECTOR'S REPORT: 40 people participated in the Valentines Teens Activities. There were no comments on the monthly statistical reports or the library income statement.

PRESIDENT'S REPORT: None

NEW BUSINESS:

- A.** Approval of Vendors for E-rate Technology Projects. All contracts are contingent on approval for E-rate. Ms. Dubé proposes the lowest bid for switching and cable equipment, which came from Current Technology. They are able to offer low prices because they do a high volume of business. She proposes CVI for fiber optics and also for installation of current technology equipment. She feels confident that the E-rate will be approved. The Board voted unanimously in favor of these three projects with the two vendors.

- B.** State Library Certification. This involves a very simple form that needs to be submitted annually to be in compliance with the state's library regulations. Ms. Dubé filled out the form. She suggested that from now on this not be an action item, but something that she takes care of and includes in the Director's report. The Board unanimously approved that suggestion as well as the form for this year.
- C.** Approval of the Revised Employee Handbook. 1) Policy is changed to state that what an employee does on a personal social media account can affect the workplace if it is not in compliance with library policies, such as bullying or harassment. 2) Policy regarding sick leave is changed. Previously, employees were allowed to accrue up to 240 days (11 months) of sick leave. Ms. Dubé feels that this length could be a liability. Most other libraries and organizations allow a 3-month (90 day) accrual. She would like to change the policy to a 4-month accrual. Some accrual can be used as service credit at retirement. Five employees currently have in excess of 90 days of sick leave accrued that could be converted to service credit. There is also FMLA, which is leave without pay, but used as job protection during an extended absence. Up to 3 months of FMLA can be used in conjunction with sick and vacation leave. If an employee has used up all these options and comes back to work, and then either gets sick again or has had vacation leave scheduled in advance, they can borrow against future earned leave. If the person then quits – this has never happened – the unearned leave can be deducted from final paycheck. A person can also take leave without pay, if necessary. If you work less than 24 hours per week, you do not qualify for FMLA. However, such an employee can still apply for up to 12 weeks of leave. Tania from H/R advised that asking for employee input on the changes would not be a good idea, as too many opinions would take far too long. She bases this on conversations with H/R people from other libraries. 3) The section on staff conduct, discipline, problem resolutions, and grievances has been streamlined and clarified. Ms. Dubé feels that dealing with such things is her job as director and deleted the section where employees can take these problems to the Board. Employees can already discuss issues privately with H/R.
- The Board unanimously approved the employee handbook changes.
- D.** Strategic Planning Discussion. The NIU Survey Group estimates that it will complete the community survey by the end of May. The results will be emailed to the Board and NIU will also give a presentation to the Board. The Board should have a half-day retreat in July (14 or 21) to discuss strategic planning. So far, the morning of July 14 sounds the best.
- The management team is also talking about the experience people have when entering the library. 81 percent of circulation does not come from people picking up holds, which suggests that people like to browse. Ms. Dubé would like to improve the appearance of the new books display. She is looking at purchasing new shelves, preferably on wheels so things can be easily moved when more room is needed for a program in the lobby of the library. It is also suggested that a new policy on placing holds on new books be instituted, so that only Woodridge residents can reserve the new books for the first 5 or 6 months, rather than

allowing them to go out on inter-library loans during that period. (Many other libraries have that policy.) There are also reports on holds (books that patrons request) and that if there are at least 5 requests for a book that the library does not own, the library should purchase that book. If there are at least 10 requests, the library should purchase 2 copies.

A better mechanism for suggesting titles to patrons was suggested. There are programs that could be installed on the website. For example, if a patron enters their email address on the program and a favorite genre, the patron could be emailed suggested titles. Or, if the patron lists a favorite author, the patron could be notified when a new book comes out by that author. One of the programs being looked at is called Next Reads.

Patti Naisbitt was congratulated for getting good press coverage for library events.

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?			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: March 22, 2018

By: Mary Hobein