

**League of Women Voters  
Observers Report**

**Board meeting attended:** Woodridge Public Library

**Date and Location of meeting:** May 16, 2018 at Woodridge Public Library

**Meeting started:** 7:30 p.m.

**Meeting adjourned:** 8:26 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 (T), 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) Patricia Harwood (business manager)

**Minutes of previous meeting were approved:** Minutes approved by all Board Members except Mr. Majewski, who abstained, and Ms. Blum, who was tardy

**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

**CONSENT AGENDA:** approved by all Board Members

**LIBRARY DIRECTOR'S REPORT:** Staff members were offered Fred Pryor seminars. Some of these were online and some in person. There was a flat rate, so staff members could take as many of the seminars as they wanted; so staff took full advantage. Some of the subjects were personnel, management and tech. The most popular were tech. The program has been offered for several years now, and seems to have gained momentum.

**PRESIDENT'S REPORT:** None

**NEW BUSINESS:**

- A.** Presentation of Audit by Sikich, LLP and acceptance by Board. The presenter was Anthony Cervini. His report was for the year ending with 12/31/2017. Using generally accepted accounting processes, the library was given the highest allowable financial rating. The statement of assets and liabilities (IMRF pension being a liability) was considered an accurate allocation between the library and

the village. The 2017 asset figures showed a \$150,000 increase over 2016. This was partially due to the fact that expenses for improvement to HVAC and maintenance came in under the budget estimate. There is currently a large reserve fund, but this has to cover 6 months, as additional money from property taxes will not come in until June. The staff and Board members had copies of the report in front of them, but I did not. There was a lot of information that I could not quite digest, but the general view was that the library's finances were in very good shape. The Board members had been given their copies two days in advance. Mr. Thompson expressed the opinion that this was not enough time to give the report an adequate review. Ms. Dubé stated that this will not happen again. Next time, if needs be, the approval of the report will be postponed to the following month's meeting. All but Mr. Thompson vote to approve the report.

- B.** FY Treasurer's Report to be approved. The report was approved unanimously without questions, comments or discussion
- C.** Approval of study room policy. This is the last part of the public spaces document to be revised. The children's study room is only to be used by children or children accompanied by adults. Previously, adults could use the children's room in the evenings, but now there are enough adult study rooms. Parents or tutors often accompany the children. Children with disabilities could be accompanied by therapists. The study rooms are not restricted to library card holders, but non-card holders must present identification. The identification or library card is held while the room is in use. The rooms cannot be reserved online. They must be reserved in person or by phone. To use the adult study rooms, you must be at least 12 years old or accompanied by an adult who is at least 18 years old. The prohibition on bringing food or drink into the study rooms has been removed from the study room policy. The expectation is that people will clean up after themselves.  
The Board unanimously approved the study room policy changes.
- D.** Approval of Programming Policy Having a specific policy about programming is new to Woodridge Public Library, but many libraries have one. The policy looks at the big picture – programs are meant to inform, educate, and entertain the communities, and to support the library's mission and be relevant to the community. Presenters must have expertise and performance experience. The programs must be appropriate. No solicitation is permitted.  
The Board unanimously approved the new program policy.

**UNFINISHED BUSINESS:** None.

**EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC LIBRARY EMPLOYEES:** This was a closed session.

**APPROVAL OF LIBRARY DIRECTOR'S COMPENSATION:** A 3% merit increase in the director's salary was recommended and unanimously approved by the Board.

## 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 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		This had to do with the library director's performance
If there was a closed meeting, was any action taken after the closed session? If so, what action?	x		Library director's salary was approved

**Date Submitted:** May 18, 2018

**By:** Mary Hobein