

**, League of Women Voters  
Observers Report**

**Board meeting attended:** Woodridge Public Library

**Date and Location of meeting:** July 18, 2018 at Woodridge Public Library

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

**Meeting adjourned:** 8:02 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 (NP), Clinton James (P), William J. Thompson, Jr. (P), Christopher Tripp (P)

**Staff Members Present:** Pam Dubé (Director), Deb Fowler (Adm. Assistant to Director)

**Estimated Number Attending (excluding Board and Staff):** 1

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

**APPROVAL OF MINUTES OF JUNE 20 MEETING:** approved by all Board Members present

**PUBLIC COMMENT:** None

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

**LIBRARY DIRECTOR'S REPORT:** The Director mentioned an incident that was not in her prepared report, as it had occurred earlier that same day. This was a tech problem, as one of the current switches failed and internet connections on library computers went down. New switches had already been purchased but not yet installed. A tech support person from the vendor, Computer View, Inc. (CVI), came out and installed a new switch. His description of the installation was "down and dirty" and done just to make sure that service was up and running immediately. He will return and make sure that everything was totally up to specifications.

Ms. Dubé is holding discussions with Village Administrator Al Stonitsch concerning employee health insurance. The Library only covers 14 people on its current plan, which is becoming increasingly more expensive. The Village covers about 128 people on a Blue Cross Blue Shield HMO plan that is much less expensive than the Library's current plan, which is a PPO. The Village is unionized and appears to be happy with their plan. (There was some discussion as to whether Library employees would be willing to change from a PPO to an HMO.) Combining with the Village would be

advantageous to the Library, but financially disadvantageous to the Village. If the Library and the Village were to combine, the Library would be willing to offer some sort of financial incentive to the Village. The Village Board would need to approve the combination. The next Library Board meeting is on 8/15. It was agreed that an extra meeting, dedicated solely to the insurance issue, should be held after the Village Board's August meeting. This extra meeting is tentatively set for 8/22.

The library's circulation figures have increased by 13% over last year. Much of this is due to the new automatic renewal policy, but even without the renewals, there is an increase.

**PRESIDENT'S REPORT:** None

**NEW BUSINESS:**

- A. Approval of FY19 salary schedule and compensation. The director consulted Illinois Management Association information and found that the library's salary increase proposal is in line with other libraries. She is proposing a 2% regular increase and a 2.5-3.5% merit increase based on employee evaluations. (Last year the merit increase was 2-3%). She also felt that an employee who "meets expectations" should get a little more than the standard 2%. The salary schedule and compensation schedule was approved by all Board Members present.
- B. Approval of Copier/Printer. The library has 5 copier/printer machines. The 5-year contract with Gordon Flesch is due to expire for all but one of the machines, which was added in 2016. Pam Dubé was not happy with this contract. There is a flat monthly fee for usage with what she considered an inflated price for overage and no credit for under usage. She is negotiating for a contract with a different company, Proven. This company is used by the Village and they are satisfied with them. The new contract would include maintenance and supplies (excluding paper), replacement of 4 of the machines, and a flat per copy rate without extra cost for overage. The Library would continue to pay lease to Gordon Flesch on the 5<sup>th</sup> machine, which will be moved to the children's department, but Proven will take over maintenance. People in adult services helped to test out the 4 new, upgraded machines. On per copy basis, the average yearly cost to Gordon Flesch was \$19,900. The estimated yearly cost for Proven is \$10, 506. The new contract was unanimously approved by all Board Members present.

**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 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 posted the agenda the day before the meeting
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:** July 20, 2018

**By:** Mary Hobein