

## **League of Women Voters Observers Report**

**Board meeting attended:** Woodridge Public Library

**Date and Location of meeting:** August 15, 2018 at Woodridge Public Library

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

**Meeting adjourned:** 8:07 p.m.

**League Observer(s):** Mary Hobein

**Board Members/Trustees present (P) not present (NP) tardy (T):** Jay Tiede (NP), John Majewski (P), Jane Whiteside (P), Judy Bloom (P), Clinton James (P), William J. Thompson, Jr. (NP), Christopher Tripp (P)

**Staff Members Present:** Pam Dubé (Director), Deb Fowler (Adm. Assistant to Director), Patti Naisbitt (Programs 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 JULY 18 MEETING:** approved by all Board Members present. There was a discussion as to whether you would have to abstain from voting on this if you were not present at that meeting. Apparently, the bylaws state that you do not have to abstain.

**PUBLIC COMMENT:** The question was asked as to why the library renewal policy had been changed. Previously, an item could be automatically renewed up to 15 times if no one else had requested the item. Now it is only two. The director said that this was in response to patrons looking for items and not seeing them on the shelves. She said that perhaps an exception could be made for materials being used for ESL students. There was not a definite statement on that matter, but it was something to take under consideration.

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

**LIBRARY DIRECTOR'S REPORT:** There were 899 participants in the children's summer reading activities. The adult summer reading program also went well, however, the director thought that perhaps it was too ambitious to ask for 6 books to be read to earn a mug. For next year, she would consider making it 5 books, or substitute magazines for some of the books. There was no discussion of the July income statement.

**PRESIDENT’S REPORT:** None

**NEW BUSINESS:**

- A. Health Insurance for 2018/2019. The library will continue with United Health Insurance, even though it is more expensive than last year. The director would like to work toward joining the Village’s health plan, but the timing was not right for this year. There is consortium that provides health plans for libraries, but they do not take new member libraries unless they have at least 50 employees. Woodridge does not qualify.
- B. Approval of Homebound Delivery Policy. This is a service that already exists but until now has had no official policy. Volunteers deliver materials to patrons who are homebound. The library’s liability insurance already covers such things as injuries to volunteers from icy sidewalks, etc., but having a policy strengthens that. The new policy defines homebound, outlines the services and how to apply for them, and outlines appropriate behaviors expected between patrons and volunteers.
- C. FY2019 Preliminary Budget Discussion. This is a “first draft” discussion. There is a 2.1% increase in the levy based on Consumer Price Index (CPI). The levy is \$3,758, 445. The roof is over 20 years old and in poor condition, with an expectation that major repairs will be needed by 2020. The plan is to transfer \$150, 000, then \$120, 000, then \$100, 000, respectively, into the building and site fund over the next 3 years in anticipation of the cost of repairs. If the cost of the repair is higher than estimated, there will need to be some belt tightening. There are already some leaks, but not excessive ones. The budget already allows for \$5000 per year for leak repairs. Money for technology is put in the draft budget as a place holder, rather than estimate of actual expenses. The amount of capital revenue is estimated low, as the amount is not reliable and you can’t spend it until you get it.

**UNFINISHED BUSINESS:** Strategic Planning. The director is putting the mission and vision statements into a structured format, which she will bring to a meeting of the department heads. She will present this to the Board in September or October. This may be a 4-year plan, with planning for the subsequent strategic plan to begin during year 3.

**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?	x		
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		
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:** August 22, 2018

**By:** Mary Hobein