

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

**Board meeting attended:** Woodridge Public Library

**Date and Location of meeting:** September 19, 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 (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 (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 AUGUST 15 MEETING:** approved by all except Mr. Thompson and Mr. Tiede, who abstained.

**PUBLIC COMMENT:** None

**CONSENT AGENDA:** approved by all Board Members after a discussion. The bank register included \$7,000 for Linked in which had bought out Linda.com. There was also a yearly cost of \$34,000 for Proquest which included a large number of databases. Invoice included cost for upgrade of current computers.

**LIBRARY DIRECTOR'S REPORT:** There was a migration of email from Bluetooth to Microsoft Exchange. This was a great improvement with which everyone was happy. Every year there has been an increase in participants for the summer lunch program - this year, it was 1,343 participants, averaging 67 per session. Last year, it was 58 per session. The children's department has provided a craft activity for the kids before the meal. Six teenagers volunteered to help with the program and this worked out very well. The November board meeting will be on the 14<sup>th</sup> to avoid being the night before Thanksgiving. Staff members went to the SWAN conference and gave it positive write-ups. There were speakers there that spoke about dealing with homeless people. This rarely comes up at Woodridge Library, probably because it is not near a train station or a PADS stop. Judy Bloom commented on an improvement in the air conditioning in the

older part of the library. There were no comments on the statistical reports or income statement.

**PRESIDENT'S REPORT:** None

**NEW BUSINESS:**

- A. FY2019 Budget. The budget figure is \$3, 882,133. This is a bit higher than the levy but the difference is made up by other sources, such a late fines. One aspect of the capital plan had to do with repairs to the barrel roof. A consultant (not the original roofer) thought the roof, which had been re-done in 2010, would be good for another 8 years. The budget plan for the roof mentioned at the last meeting still holds. A memo to the Village with a big picture narrative will act as cover memo to the detailed budget documents to be presented. The budget discusses the roof and tech needs. The board unanimously approved the budget.
- B. Tax Year Levy Resolution #18-03. Levy amount - \$3,758, 445 – unanimously approved.
- C. Children's Department Summer Reading Program Sponsors List. Businesses are generous as to items donated for prizes in meeting summer reading goals. Some of them are two-for-one coupons, and Ms. Dubé reviews to make sure these are offers that the parents actually want. Some of the prizes were badges made by the staff and these were very popular.
- D. Strategic Planning. The Mission and Vision statement entails three parts: Engage, Enrich, Enlighten. Ms. Dubé and staff designed a colorful poster as a circular pie shape with “get people involved” and other things in the Engage Pie Piece, “improve people’s lives” in the Enrich Pie Piece, and “empower creativity, new tech, and champion access for all” in the Enlighten Pie Piece. This poster will be posted throughout the library. Benchmarks will be established to determine whether the mission is being met. The Mission and Vision document will be finalized for next month. The Village Finance Officer will be holding a study session on 10/4 at which Ms. Dubé will give a presentation. She will email a copy to the Board Members. She usually presents this to the Library Board at the meeting before the Village Board meeting, but it is being done much earlier this year than in the past. There will be further Village Board meetings on 11/15 and 12/6 regarding the levy determination and approval. Ms. Dubé will attend those meetings as well.
- E. Informal Discussion took place about an e-book platform called Open Sound. Those already familiar did not think this had the best content, but it will be looked into further. Mention was also made of positive articles in the New York Times, the Washington, and PBS Ex Libris program about public libraries.

## 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		
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 25, 2018

**By:** Mary Hobein