



**Observer Report**  
**Woodridge Public Library Board of Trustees**

Observer(s): Mary Hobein

Date: 7/17/2019

<b>Government Body:</b>	
<i>Members Present</i>	<i>Members not Present</i>
John Majewski	Judy Bloom
William Thompson	
Jane Whiteside	
Nancy Staszak	
Joseph Heneghan	
Pam Dubé (director)	
Patricia Harwood (business manager)	
Deb Fowler (assistant to director)	

- Remember:**
- *Always be polite and respectful*
  - *Record the meeting if possible*
  - *Your attendance is about observation not participation. You are there to learn not judge*
  - *Strive for clarity while avoiding bias and partisanship*

<b>General Observations</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Did meeting start on time?	x		
Were the facilities large enough? Could the audience readily hear the proceedings? Handicapped Access?	x		
Was there media coverage?		x	

<b>Illinois Open Meeting Act requirements</b>			
Was the agenda posted 48 hours before the meeting? If so, where?	x		<a href="https://www.woodridgelibrary.org/board-trustees">https://www.woodridgelibrary.org/board-trustees</a>
Did the agenda items clearly describe what was to be discussed	x		
Was background information available to the public?		x	
Were issues adequately discussed?	x		
Was public comment encouraged?	x		
Was the public treated respectfully?	x		

**Agenda and supporting agenda items can be found at:**  
<https://www.woodridgelibrary.org/board-trustees>



**Meetings are streamed and archived at:**

**Not streamed.**

**Minutes are archived at :** <https://www.woodridgelibrary.org/board-trustees>

**Public participation: (estimate of attendance excluding staff and elected officials)**

**Self**

**Public Participation Remarks:**

None

**Presentation by outside contractor and discussion by elected officials, staff and/or administrators:**

None

**Informational Items presented by elected officials, staff and/or administrators:**

A new police station will be built on the grounds of the previous Wilton outlet. There will be a room in the new building for a traffic court. When court is not in session, it can be used as a meeting room that seats about 120 people. The Village asked if the library would like to have use of the room, but the library would have to make a financial contribution. However, the library already has its own meeting facilities and can use the Park District for free or for one time fee for one time use. Ms. Dubé felt that the library should decline the offer and the board agreed.

The Library has a representative on the Village Census Committee. He will try to make the use of library computers for individuals using them to fill out census data as smooth as possible. The library plans to be as involved as possible in the census process.

Per Capita Grant for the library has stabilized to an amount of about \$40,000 annually. The library is to comply with conditions in publications "Serving Our Public" chapter 3 and "Trustee Fact Files" chapter 11-14. These were reviewed and discussed.

It was noted that politicians and others cannot use the library or its grounds to circulate petitions.

However, the library staff can be used to notarize petitions. Currently, Woodridge residents and local officials were informed of the library activities. It was suggested that this be expanded to include non-resident village employees and state employees. State Rep. Ann Stava-Murray (who lives in Naperville) volunteered to participate in the library storytelling program and did so.

Ms. Dubé will notify the board if she sees interesting programs for Trustees continuing education.

The Capital Asset Policy was approved.

**Were any issues on the agenda relevant to any LWV state or local positions or programs?**

Yes

**Do you recommend local League action on any of these issues? If "yes" what action do you recommend?**

If feasible, the League can help the Library publicize the availability of library computers to fill out the census. We may also want to partner with the library, Southwest Suburban Immigrant Project, and Literacy Dupage in helping people for whom English is a second language in filling out the form.



Also, we should inquire of the Village the cost for one-time use of the meeting room at the new police facility. If reasonable, this could be used as a venue for our public meetings. (Note: The Woodridge Park District provides meeting rooms with capacity of about 20 people for free. The larger rooms are quite expensive.)

**Additional Comments/Concerns –**

None at this time

Observation Report filed by: Mary Hobein\_\_\_\_\_

Date: November 27, 2019

Observation Report Reviewed by\_\_\_\_\_ Date\_\_\_\_\_

Observation Report posted by\_\_\_\_\_ Date\_\_\_\_\_