

League of Women Voters Observers Report

Board meeting attended: Woodridge Public Library

Date and Location of meeting: February 20, 2019 at Woodridge Public Library

Meeting started: 7:30 p.m.

Meeting adjourned: 8:08 p.m.

League Observer(s): Mary Hobein

Board Members/Trustees present (P) not present (NP) tardy (T): Jay Tiede (P), John Majewski (NP), Jane Whiteside (P), Judy Bloom (NP), 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

Estimated Number Attending (excluding Board and Staff): 2 (Nancy Staszak, who will be running for a position on the Library Board was there.)

Agenda can be found at: Woodridge Public Library website:

<http://www.woodridgelibrary.org/board-trustees>

APPROVAL OF MINUTES OF January 16 MEETING: unanimous approval by all present

PUBLIC COMMENT: Ms. Staszak mentioned a problem concerning the SW corner of the parking lot. Ms. Dubé will bring this up with Al Stonitch, the village administrator.

CONSENT AGENDA: Unanimous approval by all present.

LIBRARY DIRECTOR'S REPORT: My Library Rewards software program has been launched. This is an app for computers and phones. Library patrons who register for this app can earn points for items checked out of the library. These points can be applied toward discount coupons or free items from participating local businesses. For example, each item checked out earns 10 points; when 300 points are accumulated, you can get a free cheese pizza from a local business. 133 businesses within a 15 mile radius are participating. Woodridge Public Library is a member of the Chamber of Commerce, and qualifies for a free email blast. Ms. Naisbitt suggested that the email blast be used to advertise the My Library Rewards program. On March 14, there will be a "Library Live and Learn" webinar about grants. One of the library board members will attend a legislator's event on libraries in Oakbrook.

PRESIDENT’S REPORT: None

NEW BUSINESS:

- A. Approval of Illinois Public Library Annual Report (IPLAR). There is a good consolidation of the statistics. There was a 5% increase over last year in the number of programs presented at the library (948programs). There was a 13% increase in attendance. There was increase in circulation, partly because of automatic renewals. 59% of the increase was in children’s and young adult materials. Therefore, the percentage of the budget for children’s and young adult materials will be increased to reflect that. There was an 18% decrease in magazine circulation. Some subscriptions will be cancelled due to lack of popularity. (Some magazines are online.) There was a 20% decrease in public computer usage. When they are replaced, there will be fewer of them There was an increase in people bringing their own devices to the library and making use of the wifi. The report was unanimously approved.
- B. Approval of Revised Policy for Public Comment at Board Meetings Although it has never actually been done, the current policy asks that public commenters give their addresses. That will be removed from the policy. There must also be a provision in the policy to include a time limit for public comments. 30 minutes total appears to be standard, with each person allotted 3 minutes. The people would speak in the order that they signed in to the meeting. The board unanimously approved the policy revision.
- C. Approval of Bulk Laptop Purchase for Computer Training Lab Ms.Dubé conferred with Chris Keefe, who teaches technology classes, Matt Hennessey, library tech supervisor, and Computer View, Inc. (CVI) the library’s tech maintenance contractor. The desktop computers will be replaced with laptops that have 17” monitors. There will be a charging table for storage of the laptops. This can be stored in George Kalinka’s, (head of adult and teen department) office when not in use for classes. Matt Hennessey will monitor them and make sure they are ready for use at the start of a class. Price quotes were on February 7 from HP. Clinton James suggested that Pam Dubé double check the invoice and question HP as to prices on installation and equipment. He had looked online and seen some price discrepancies. He said that prices could fluctuate. Ms. Dubé will do that. Once all of this is done, different furniture will be needed for the computer lab. This can be expensive. The motion for purchase of the laptops was approved unanimously with the caveat that Ms. Dubé will verify the price.
- D.

UNFINISHED BUSINESS: None

General Features

	Yes	No	Comments
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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
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Date Submitted: March 6, 2019

By: Mary Hobein