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League of Women Voters
Observers Report

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Board meeting attended: Woodridge Public Library

Date and Location of meeting: January 16, 2019 at Woodridge Public Library

Meeting started: 7:30 p.m.   **Meeting adjourned:** 8:28 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

Estimated Number Attending (excluding Board and Staff): 2 (Nancy Staszak, who will be running for a position on the Library Board was there.) There were 4 staff members and a relative of one of them also present at part of the meeting for the employee recognition portion.

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

APPROVAL OF MINUTES OF December 19 MEETING: unanimous approval

PUBLIC COMMENT: none

CONSENT AGENDA: Unanimous approval

LIBRARY DIRECTOR'S REPORT: A digital streaming service called Hoopla has begun. This includes audiobooks, ebooks, graphic novels, music, and digital movies. This is available to patrons with no waiting. A new record was set for streaming library news. Ms. Dubé submitted an application for a $100,000 Live and Learn Grant. She will attend a State of the Village Meeting on the morning of 2/6 at Village Hall. These meetings are usually crowded.
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PRESIDENT'S REPORT: None

NEW BUSINESS:
A.   2018 Staff Recognition; Introduction to Board. Three staff members were
          recognized for length and quality of service to the library. Jo Bullin, a page in the

children's department, has been working at the library for 20 years. Her supervisor, Jane Malmberg, praised her efficiency, neatness, flexibility and pleasantness. Julie Lombardo, head of the circulation department, has been at the library for 25 years. She has been versatile, working on tech issues, as well as interlibrary loan, record keeping, and facilitating book discussion. She is head of the adult volunteers and would like to have another adult volunteer driver for outreach deliveries. Brenda O'Brian, who works in adult services, has been with the library for 30 years. She has worked on interlibrary loans, the Big Read committee, the jigsaw puzzle weekend, and the bestseller display. She is a fiction expert.

B. Legislative Meet Up on February 1, 2019 This will take place 7-10 am at two different locations: Tinley Park and Oakbrook, with different legislators at each location. State Senator John Curran will be at Tinley Park. Congressman Foster and State Rep Anne Stava Murray will be at Oakbrook. Ms. Dubé will probably attend the on at Tinley Park. This is organized by the Illinois Library Association.

C. Technology and E-rate Update An application was filed to obtain e-rate (special discount rate) to replace the wireless access points, which were 8 years old, and the firewall. The current access points are too few and too old. The application requests replacement and increase in number from 8 to 18. The firewall is 7 years old. If the application is accepted, there should be a 60% cost savings. It should be known by February or March whether or not the application is accepted.

D. Technology Plan Staff Technology person Matt Hennessey a plan that documents technology equipment, such as switches, servers, laser printers, etc. There are now 33 PCs, but as more people use their own devices, it is projected that in the future, this number may be reduced to 28. Pam Dubé has a goal of converting the computer training lab to a maker space in March or April. The PCs in the computer lab are old and need to be replaced. The plan is to replace them with laptops and to replace current furniture with modular furniture. More outlets will be needed, as well as electrical re-wiring. (Note: laptops and network servers are not currently eligible for e-rate. To be eligible, a piece of equipment must have to do with telecommunications. The parameters for eligibility are due to be re-analyzed in 2020. Mr. James wanted to know who makes these regulatory decisions.) There was a discussion of feasibility of having backup modems. One modem costs about $200, however, Mr. James explained that this is not practical as problems are usually with the server and by the time a modem switchover could be done, the server problem is usually solved. Our contractor, Computer View Inc. (CVI), keeps track of such things. There was a glitch earlier in the week when SWAN, the catalogue system used to process inter-library loans, switched servers on Sunday evening. This was resolved by Tuesday.

E. Facilities Plan This had to be done in order to apply for a roof repair grant. This involved a great deal of effort. Deb Fowler and Patti Naisbitt assisted in getting the necessary photographs.

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		
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: January 22, 2019

By: Mary Hobein