

Wood Dale Public Library District
Regular Board Meeting Minutes

December 10, 2007
7:30 p.m.

Meeting began at 7:34 p.m.

The meeting was called to order by President Lombardi.

Roll Call:

Present: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer

Absent: None.

Others Present: Bergendorf

Town Hall: No one was present for town hall.

Minutes: A motion to approve the minutes for the November 12, 2007 Public Hearing for the Proposed Property Tax Levy was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

A motion to approve the minutes for the December 10, 2007 regular board meeting was made by Trustee Zwolfer and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

Treasurer's Report: Revenue/Expenses by Fund: Trustee Winger reviewed the Treasurer's report with the Board. Trustee Stillabower asked about the timing of library expenditures and the current status of the percentage of line items spent. Director Bergendorf reviewed the working budget with the board and how expenditures are allocated among our library accounts. She explained how a majority of building and maintenance expenditures are charged to the .02 Building and Maintenance account. There are building and maintenance line items in the general library fund to use if additional expenditures are needed. She explained that some of the income we receive is variable (interest) and some expenditures will not be made until the income is received (per capita grant). She explained that money left in those line items at the end of the year is not lost money, but rather becomes part of our cash-on-hand balances. She explained that the law allows us to collect reserves that equal three times our general income level. (If our budget is 1.7 million, we could have up to 5.1 million dollars in our reserves.)

She explained that some of our existing cash-on-hand will be used to pay towards the debt certificate and for upcoming capital projects. It was noted that the library generally spends all allocated general library fund dollars on core service items (programs, books, personnel), while other funds are allocated project permitting. A motion to approve the Treasurer's Report was made by Trustee Dunn and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

Bill List/Cash Disbursement: Trustee Winger reviewed the bill list/cash disbursements with the board. Trustee Zwolfer inquired about the Oriental Trading Company order (programming supplies). Trustee Stillabower inquired about the cookie order from the Polish and Hispanic bakery (holiday treats for our multi-cultural holiday open house). Trustee Winger inquired about the bill from our participation in the new energy consortium. Trustee Sparacio inquired about the bill for the new Youth Services drinking fountain. A motion to approve the Bill List/Cash Disbursement lists was by Trustee Matuszewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

Director's Report: Director Bergendorf shared with the board progress made on the installation of the drinking fountain and how the water shut-off pipes in that area are non-functional. She surveyed the board members regarding their participation in the holiday open house and explained that Jenny was putting together the staff schedule for the event. She reviewed with the Trustees potential job assignments and gave an overview of the events scheduled that evening. She reported that the Community Service Officers were assisting with traffic, and additional parking was available at the Wood Dale Park District and Wood Dale School District #7.

Trustee Zwolfer asked about the Playaway audiobooks. A brief discussion was held about how Playaway books are circulated and the headphone charge of \$2. Trustee Sparacio inquired about our decision to stay with our current medical insurance provider. Director Bergendorf discussed the recommendation from our insurance broker Bill Miksch. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Lombardi. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

President's Report and Correspondence: President Lombardi thanked the trustees for planning to attend the holiday open house.

Legal/Ethics Report: Trustee Matuszewski distributed an article in the newspaper that featured two opposing viewpoints, authored by two Cook Memorial Library trustees, about library staff monitoring of the use of certain library materials and services by juvenile patrons. She stressed the importance of our Trustees knowing how to respond to patrons who might read this article.

Trustee Zwolfer inquired about the amount of library fines being waived. Director Bergendorf reported that she is aware the amount is higher. She explained that as our circulation increases, the amount of fines levied and collected will increase, as well as the amount waived. She noted that the income from fines collected is exceeding the expected amount. She also noted that with the migration coming, we are cleaning up library patron records – removing individuals no longer residing in Wood Dale who may have had fines or blocks on their library card.

Continuing Business: None.

New Business

A. Auditor Report

Director Bergendorf discussed the draft management letter and audit with the Board. She informed the board that Dan Berg was revising the wording in the letter, but was noting he would like Bill Grigg to list in his reports the debt certificate as a long-term liability and the GASB 34 depreciation schedule. A motion to approve the audit pending final review by the Board President and Treasurer was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

B. Establishing Meeting Dates

A motion to approve the Establishing Meeting Dates Ordinance was made by Trustee Winger and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

C. Smoke-Free Library Campus Ordinance

The board reviewed the legal opinion drafted by a library attorney regarding the Smoke-Free Illinois Act. Director Bergendorf reported she had discussed the Smoke-Free Illinois Act with library attorney Bob Kay as requested at the November Board Meeting. She reported that Section 30 allows the board to limit smoking beyond the minimum requirements. Thus, the board could establish the library as a smoke-free campus. President Lombardi went around the board table and asked each Trustee to give their input on the topic. The board discussed this topic in length. The board discussed the ease of administering the law if the entire campus was smoke-free and how the physical layout of our facility makes it challenging to establish a safe smoking area. Director Bergendorf discussed with the board how smoking is illegal on school property and the rationale and reasoning behind the law. It discussed that the library hosts many school visits and children attend library programs throughout the day and evening here. A motion making the Wood Dale Public Library District a smoke-free campus, effective January 1, 2008, was made by Trustee Zwolfer and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

D. Presentation, Discussion, and Action Concerning Acquisition of Special Property.

Executive Session:

A motion to go into Executive Session was made at 8:52 p.m. pursuant to Section 120/2(c)(5)(property acquisition) was made by Trustee Dunn and seconded by President Lombardi. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

A motion to exit Executive Session at 8:57 p.m. and resume regular session was made by Trustee Zwolfer and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

Adjournment

A motion to adjourn the meeting at 8:57 p.m. was made by Trustee Zwolfer and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.