

Wood Dale Public Library District
Regular Board Meeting Minutes

January 14, 2008
7:30 p.m.

Meeting began at 7:30 p.m.

The meeting was called to order by President Lombardi.

Roll Call:

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

Attendance by Telephone: Zwolfer*

Absent: None.

Others Present: Bergendorf

* Trustee Zwolfer participated via telephone but abstained from all votes.

Town Hall: No one was present for town hall.

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

Treasurer's Report: Revenue/Expenses by Fund: Trustee Winger reviewed the Treasurer's report with the Board. Trustee Winger inquired about the audio adult line. Director Bergendorf reported that the Playaway bill will be reclassified to the prior per capita line. Director Bergendorf also explained that we are looking at how the young adult material is being billed so that we can charge the young adult line. Trustee Winger asked about our construction loan payments. Director Bergendorf reported we are paying the minimum payment and can make a lump sum payment at the end of the fiscal year. This allows the library to collect the maximum amount of interest income. Trustee Sparacio asked about the Federal Grant 1 expenditure line. Director Bergendorf replied we are using the line item until we receive the federal grant funds. Trustee Stillabower asked about the employee professional fees line. Director Bergendorf reported this is the line item for employee and library professional fees, for example, the American Library Association, the Public Library Association, LACONI, and the Illinois Library Association.

Trustee Sparacio asked about the bills from the utilities and having sufficient money to pay these items. Director Bergendorf replied that in our Budget and Appropriation Ordinance, we just list out the total expenditure amount. That means legally during the year we can adjust the individual line items during the year. Trustee Winger inquired about the staff book purchase. Director Bergendorf explained this is where we charge and credit staff purchases. Director Bergendorf reported she would check into this line item since many items were purchased during the holidays. A motion to approve the Treasurer's Report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger; Abstain: Zwolfer. Motion passed.

Bill List/Cash Disbursement: Trustee Winger reviewed the bill list/cash disbursements with the board. Trustee Matuszewski inquired about the programming checks. Director Bergendorf reported these items were for the Youth Services programs scheduled during the school holiday break. Director Bergendorf reported check 29068 was voided because the class Joanna was scheduled to take was cancelled. The following checks were voided because they stuck and printed improperly: 29017, 29018, and 29019. Trustee Sparacio inquired about the check to Seton Identification Products. Director Bergendorf reported it was for the three Smoke-Free Library Campus signs and a No Parking – Fire Lane sign. Trustee Matuszewski asked about the check to DuPage Library System. Director Bergendorf reported that check is for our automation fees and dental insurance. Director Bergendorf reported that the good news is that our circulation is up. The bad news is that the automation fees are based upon collection size and circulation, so our automation bill will go up next fiscal year. Trustee Stillabower inquired about the tuition reimbursement check to Meg Cichantk. Director Bergendorf reported that Meg is in her senior year and she is interested in getting her MLS and becoming a librarian. Trustee Winger inquired about the check to Cintas. Director Bergendorf replied this is for sanitizing our bathrooms. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Sparacio and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger; Abstain- Zwolfer. Motion passed.

Director's Report: Director Bergendorf reported the staff in-service with Itasca Public Library was a great success. The staff from each organization learned a lot from each other. Director Bergendorf reported there was a CAC meeting she attended today. There was a discussion about the taxing bodies being included in two City of Wood Dale Ordinances that requested developer donations/impact fees. She reported that individuals received occupancy permits without paying the impact fees. The City of Wood Dale reported they have instituted new procedures for collecting impact fees prior to occupancy. Director Bergendorf reported she is working with the other intergovernmental leaders to have an ordinance on file that would standardize the developer donation requests. Director Bergendorf thanked everyone for helping with the holiday open house. Director Bergendorf reviewed the status of the data migration and the impact on our library operations with the board. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger; Abstain - Zwolfer. Motion passed.

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

Legal/Ethics Report:

Continuing Business: None.

New Business

A. Auditor Report

Director Bergendorf reported we will need the President and Treasurer to review and sign the reports when the final bound copies are delivered.

B. May Board Meeting

Director Bergendorf asked the Board to check their calendars for rescheduling the May board meeting to the third Monday evening of the Month. The second Monday in May is the start of ALA National Legislation Days in Washington, D.C.

C. Certified Statement of Economic Interest

Director Bergendorf reported she will be certifying and submitting names of Trustees and Staff who need to be submitted to the Office of Dupage County Clerk.

D. Personnel Policies

The board reviewed the following distributed documents: Internet Policy, Technology Policy, Professional Ethics and Staff Competencies. The board will review these documents for approval at the February meeting. All of the present members agreed the policies were appropriate. Director Bergendorf reported she is working on the entire personnel manual and will be bringing additional personnel policy revisions to the board for approval.

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

No discussion needed.

Adjournment

A motion to adjourn the meeting at 8:45 p.m. was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger; Abstain - Zwolfer. Motion passed.