

Wood Dale Public Library District
Regular Board Meeting Minutes

April 14, 2008
7:30 p.m.

Meeting began at 7:32 p.m.

The meeting was called to order by President Lombardi.

Roll Call:

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

Absent – Winger

Others Present: Bergendorf

Town Hall: No one was present for town hall.

Director Bergendorf reported that Trustee Winger will not be able to attend the meeting this evening.

Minutes: A motion to approve the minutes for the March 10, 2008 regular board meeting minutes was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Lombardi, Matuszewski, Sparacio, Stillabower; Absent: Winger; Abstain: Dunn, Zwolfer. Motion passed.

Treasurer's Report: Revenue/Expenses by Fund: Director Bergendorf reported that Bill Grigg needs to correctly classify the utility gas bill to the correct fund line (originally posted to repairs). Trustee Stillabower inquired about the errors and omission expense in the liability insurance fund. Director Bergendorf explained that is the liability insurance covering the actions of the Trustees. A motion to approve the Treasurer's Report was made by Trustee Zwolfer and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.

Bill List/Cash Disbursement: Trustee Zwolfer inquired if the bill for the Marquette Hotel was for the conference. Director Bergendorf confirmed it was the hotel bill for the library conference. Trustee Sparacio inquired about the bill to Mr. Drain. Director Bergendorf reported it was a bill for toilet repair. Trustee Matuszewski inquired about the debt certificate. Director Bergendorf reported we paid an additional amount for the debt certificate since income interest rates are lower than the interest on the debt certificate. Director Bergendorf reported the interest rate on the debt certificate changes in September and that is when the library will pay of the remaining balance of the certificate. Trustee Matuszewski inquired about the automation equipment and accessories expenses. Director Bergendorf reported it was for receipt printers for the workstations and a scanner for digitizing our records. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.

Director's Report: Director Bergendorf asked if there were any questions about her report. Trustee Matuszewski reported she was excited about the "Connecting Communities" banners printed for the grant project. Director Bergendorf informed the board she ordered another self-check unit. She reviewed the submitted construction grant application with the board and shared supporting documentation and photographs demonstrating the need for the project. Trustee Sparacio inquired if other library staff are involved with grant development. Director Bergendorf reported that Joanna Bednarczyk wrote the cultural diversity grant, Becky assisted with the construction grant, and Jason is working on a technology multimedia grant. Director Bergendorf reported that prior to her arrival there was not a culture of doing grants and she is in the process of motivating and teaching others to write grants. The Trustees discussed that as people get involved and are successful in grant writing, more staff will get involved in grant development. 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, Zwolfer; Absent: Winger. Motion passed.

President's Report and Correspondence: President Lombardi thanked everyone for attending the recognition dinner. President Lombardi said it was rewarding to see people's response to being recognized for their accomplishments. President Lombardi thanked Director Bergendorf for organizing the event. Director Bergendorf reported she has recognition bags to distribute to the Trustees. President Lombardi reminded everyone they need to file an ethics statement by the May 1st deadline. President Lombardi read the per capita grant letter we received from the Secretary of State. A motion to accept the President's report was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.

Trustee Matuszewski inquired if we had received a response to the letter we sent to the zoning board (City of Wood Dale) regarding the zoning meeting and if the Council members had seen our letter. Trustee Zwolfer said he had breakfast with a member who received the letter and he said that it was a good letter and they appreciated hearing from us. Director Bergendorf reported she received an email from the Acting City Manager inquiring about plans for the pond area and our potential participation. She said she plans to discuss the library's position about the conditions of our participation in the project. Trustee Sparacio distributed an email she received from a community member about their views on the proposed project.

Legal/Ethics Report: No report.

Continuing Business: None.

New Business:

A. Accountant Contract

A motion to approve the accountant contract was made by Trustee Dunn and seconded by President Lombardi. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.

B. Authorization to Establish Prime Fund Account at Illinois Funds

A motion to authorize the establishment of a prime fund account at the Illinois Funds was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.

C. Resolution Authorizing Intervention in Certain Tax Appeal Cases

Director Bergendorf reported the board needs to pass the resolution authorizing the legal firm who represents the governmental entities in our joint tax appeal authority to intervene in certain tax appeal cases. President Lombardi will need to sign letters authorizing their representation as well. A resolution authorizing intervention in certain tax appeal cases was made by Trustee Zwolfer and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.

D. Resolution Concerning Developer Donations

This item was tabled. Director Bergendorf reported she is coordinating passage of this resolution in conjunction with the other governmental entities in town. This resolution may appear for passage at the May board meeting.

E. Certificate of Status of Total Exempt Property

This document authorizes that the library has not changed the use of our property and we are still tax exempt. A motion authorizing President Lombardi to sign the certificate of status of total exempt property was made by Trustee Stillabower and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.

E. Presentation, Discussion, and Action Concerning Acquisition of Specific Property

President Lombardi reported we have no update to present and we are still progressing as authorized at the special board meeting.

President Lombardi read a letter from the Wood Dale Park District thanking us for our joint sponsorship of the Red Cross babysitting clinic.

President Lombardi reminded the board that the May board meeting was moved to May 5, 2008 at 7:30 p.m.

Trustee Matuszewski noted it was reported in the DLS newsletter that Director Bergendorf received a grant to attend ALA National Legislation Day.

Executive Session: No need for Executive Session.

Adjournment

A motion to adjourn the meeting at 8:03 p.m. was made by Trustee Dunn and seconded by Trustee Zwolfer.

Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Zwolfer; Absent: Winger. Motion passed.