

Wood Dale Public Library District
Regular Board Meeting Minutes

November 10, 2008
7:30 p.m.

Meeting began at 7:30 p.m.

The meeting was called to order by President Lombardi.

I. Roll Call:

Present: Dunn, Lombardi, Matuszewski, Stillabower, Zwolfer

Absent – Sparacio, Winger

Others Present: Bergendorf

II. Town Hall: No one was present for town hall.

III. Minutes: A motion to approve the minutes for the October 13, 2008 regular board meeting was made by Trustee Zwolfer and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Zwolfer; Absent: Sparacio, Winger. Motion passed.

IV. Treasurer's Report: Revenue/Expenses by Fund: Trustee Zwolfer inquired if the photocopy service was self-sufficient. Director Bergendorf reported we offer photocopy and printing service. Of the existing photocopiers, one is for public use and the second for staff use. She reported that in the past, we used to provide two free prints and now to receive a laser print, you must pay for it through the print/pay system, so we are capturing more money than in the past. Director Bergendorf reported that public photocopy use in general is down, and will continue to decrease, as people receive, view, and store information differently. Trustee Zwolfer inquired about our periodical budget line. Director Bergendorf reported a majority of periodical subscriptions are renewed in the fall, and the subscriptions cover a one to three year timeframe. Trustee Matuszewski inquired about the budget category for the 140 School Street purchase. Director Bergendorf reported that our accountant is reclassifying that item as a Reserve Fund expenditure and removing it from the property acquisition line in the General Library Fund budget. Director Bergendorf reported we have received 95 percent of our budgeted tax revenue, and expects to receive additional revenue soon due to recent delinquent tax bill notices distributed by DuPage County. A motion to approve the Treasurer's Report was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Zwolfer; Absent: Sparacio, Winger. Motion passed.

V. Bill List/Cash Disbursements: Trustee Matuszewski inquired about the recent landscaping bill from Z-Best. Director Bergendorf reported that was for the completed landscaping work for 140 School Street and future bills from Z-Best would be for snow plowing. Trustee Stillabower inquired about the check to the Bensenville Credit Union. Director Bergendorf reported it is for our employee savings plan and the money is deducted from their paycheck. The Wood Dale Library writes one check for participants. Trustee Stillabower inquired about the LearningExpress Library bill. Director Bergendorf reported it is our new Reference database. Director Bergendorf gave a review of the services offered in this database. This database was purchased with per capita grant funds. 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, Stillabower, Zwolfer; Absent: Sparacio, Winger. Motion passed.

VI. Director's Report:

Director Bergendorf reported library use continues to increase. We are still working to get a handle of on our statistics with the new system. The consortium is purchasing a product called Director's Stations that will improve our ability to retrieve statistics and will make reports much more presentable. Director Bergendorf distributed a map showing a revised plan for a grade separation at Irving Park Road. She reported the City Manager is available to come to our Board meeting to review the plan with the Board members. A motion to approve the Director's Report was made by Trustee Dunn and seconded by President Lombardi. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Zwolfer; Absent: Sparacio, Winger. Motion passed.

VII. President's Report

Trustee Lombardi reported he had attended a roundtable meeting at Fenton High School. The participants of this meeting were parents and representatives from governmental boards in Wood Dale and Bensenville. He reported the Wood Dale Library received praise from participants at the meeting.

VII. Correspondence: President Lombardi distributed an invitation for the DLS Fall Legislative Breakfast was distributed to the Trustees.

IX. Legal/Ethics Report:

Trustee Matuszewski reported on the Villa Park Library Referendum results. She reported that every submitted referendum, regardless of type of taxing body, failed. Trustee Matuszewski reported everyone needed to submit a completed ethics survey to the auditor. Trustee Lombardi read correspondence from Anne Craig regarding a new grant opportunity from the Bill and Melinda Gates Foundation. Director Bergendorf reported grant eligibility is based upon economic need and the age of your computer equipment.

X. Continuing Business: None needed.

Please note: Trustee Winger and Auditor Dan Berg entered the board meeting at 7:50 p.m.

XI. New Business:

F. Audit Report (Moved to first item to discuss on under New Business)

Auditor Dan Berg reviewed the audit with the Board. He reported they issued a clean audit. He discussed at great length his recommendation to revise our pay period schedule to increase the time between work period and employee wage distribution. Auditor Dan Berg and Director Bergendorf discussed with the Board the impact of implementing a new system. Auditor Berg also reviewed with the Board of Trustees IMRF income, how expenses are charged to the IMRF, and the impact of the changing financial markets on IMRF. He reported the audit went very smoothly and staff is very helpful in getting items needed for the audit. Director Bergendorf reported that Auditor Berg and Director Bergendorf will be working with our local attorney to refine how IMRF expenses are developed in our legal documents. A motion to approve the audit report was made by President Lombardi and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Winger, Zwolfer; Absent: Sparacio. Motion passed.

A. Tax Levy Ordinance

Director Bergendorf reported the Tax Levy Ordinance was reviewed and approved by our attorney. A motion to approve the Tax Levy Ordinance was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Winger, Zwolfer; Absent: Sparacio. Motion passed.

B. Certification of Compliance with Truth in Taxation Law

Director Bergendorf reported the attorney reviewed the Certification of Compliance with Truth in Taxation Law. A motion approving the Certification of Compliance with Truth in Taxation Law was made by Trustee Zwolfer and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Winger, Zwolfer; Absent: Sparacio. Motion passed.

C. Establishing Meeting Dates

Director Bergendorf reported a Meeting Dates Ordinance will be presented at the next board meeting.

D. Light Study Proposal

Director Bergendorf discussed the submitted light study proposal with the Trustees. They reviewed the scope of work and submitted price quote. The Board members felt this was a project to move forward with and to work with the vendor to determine an optimum time to conduct a light study (since we have a heavy amount of foliage surrounding the property). The Board also discussed how this project could potentially impact future parking lot repair and maintenance.

E. Medical Insurance Renewal

Director Bergendorf reported we are working on the medical insurance renewal with information to present at the December Board meeting.

F. Audit Report

See above as first item.

G. Existing Debt Certificate Repayment Schedule

The Board of Trustees reviewed the final payoff letter amount regarding the debt certificate from Itasca Bank & Trust Co. The Director informed the Board that the earliest we could pay off the debt certificate would be Wednesday, November 12 due to the Veteran’s Day bank holiday and we would need two Trustees to sign a letter requesting a wire transfer from the Illinois Funds. The Director gave an overview of our existing accounts at Itasca Bank & Trust Co, the interest rate earned at Illinois Funds, and future budget cash flow needs. A motion to authorize two Trustees to request a wire Transfer from the Illinois Funds pay off the debt certificate at Itasca Bank and Trust was made by Trustee Winger and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Winger, Zwolfer; Absent: Sparacio. Motion passed. *Please note: Trustee Sparacio entered the meeting at 8:36 p.m.*

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

No action taken at this time.

XII. Executive Session

None needed.

XIII. Approval of Executive Session Minutes: No action taken at this time.

XIV. Adjournment

A motion to adjourn the meeting at 8:41 p.m. was made by Trustee Zwolfer and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer.