

Wood Dale Public Library District  
Regular Board Meeting Minutes

October 13, 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, Sparacio, Winger, Zwolfer

Absent – Stillabower

Others Present: Bergendorf

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

**III. Minutes:** A motion to approve the minutes for the September 15, 2008 Public Hearing Budget and Appropriation Ordinance was made by Trustee Zwolfer and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Winger, Zwolfer; Absent: Stillabower; Abstain: Lombardi, Sparacio. Motion passed.

A motion to approve the minutes for the September 15, 2008 regular board meeting was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Winger, Zwolfer; Abstain: Lombardi; Absent: Stillabower. Motion passed.

**IV. Treasurer's Report: Revenue/Expenses by Fund:** Trustee Winger inquired about the budgeted amount for fine revenue. Director Bergendorf reported that due to data migration issues, the Library did not charge fines until we were confident they were resolved. Fines were recently implemented so fine revenue will increase in the future. Trustee Winger inquired about the budgeted amount for the construction loan repayment. Director Bergendorf reported the interest rate did increase to  $\frac{3}{4}$  of prime and wanted guidance from the Board regarding a payment schedule. She told the Board she could request a loan payoff letter from Itasca Bank and Trust Co. for evaluation and discussion at the next board meeting. (Trustee Stillabower entered the meeting at 7:34 p.m.)

She informed the board she would make a regular loan payment for November and bring additional long-term budget information to the November board meeting. Trustee Winger inquired about the wire transfer for 140 School Street. Director Bergendorf reported the wire transfer for 140 School Street will be charged to the special reserve fund. Trustee Matuszewski inquired about the status of our legal fees. Director Bergendorf reported she advised the attorney to submit a bill when the amount reached \$5,000. Director Bergendorf reported the next legal bill will contain fees for annexation, attending the public hearings, and other legal documents. Director Bergendorf reported that we only have a few more legal items for attorney review for the year, unless new plans occur, so future attorney bills should be minimal. 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.

**V. Bill List/Cash Disbursements:** Trustee Zwolfer inquired about the legal publication fee. Director Bergendorf reported it was for publishing our Budget and Appropriation Ordinance and next month will contain a legal publication fee for the TITA notice. Trustee Zwolfer inquired about the fees associated with the community newsletter publication. Director Bergendorf reported the Library pays for the number of pages containing Library content and postage is divided among the agencies. Trustee Sparacio inquired about the

utility bills. Director Bergendorf reported the bill is higher because we had the HVAC system working at full-capacity to dry the building out after the recent flooding. Trustee Sparacio inquired about the building and maintenance bills. Director Bergendorf reported many of the bills associated with the flooding can be submitted to the insurance company for reimbursement. Trustee Matuszewski inquired about the architect bill. Director Bergendorf reported the architect quote submitted for the construction grant was \$6,000 and we will be receiving bills in an installment schedule. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

#### **VI. Director's Report:**

Trustee Sparacio inquired if there would be fees to pay fines through the self-checkout machine. Director Bergendorf reported it depends upon how things are set-up. She reported that if a coin-bill machine was attached to the self-checkout unit, there would not be any service fees. If the machine was set-up to credit an Illinois Funds account, there is a transaction fee. Some libraries absorb the fee, while others charge the fee to the patron. The Board of Trustees discussed at great length the continuing education report that outlined what staff learned during their September in-service activities. Director Bergendorf reported that after the closing we have made quite a bit of progress with 140 School Street. The locks on the doors were changed and landscaping improvements were implemented. Director Bergendorf reported the next step is establishing a timeline to implement the special-use permit requirements. She stated she has been working with Norman Eallonardo, the HVAC project manager, to prioritize projects. Mr. Eallonardo has recently managed three new library building projects, and Director Bergendorf reported his input and assistance would be helpful for implementing our upcoming projects. A motion to approve the Director's Report was made by President Lombardi and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

#### **VII. President's Report**

Trustee Lombardi thanked Trustee Matuszewski for speaking at the Shape of Wood Dale meeting.

**VII. Correspondence:** Several items of correspondence were distributed including: a letter from Itasca Bank and Trust Co. reassuring customers about their investments; a thank-you note from a program sponsor; a letter from the Illinois Finance Authority; an invitation from Itasca Bank & Trust Co. to attend their 60<sup>th</sup> anniversary celebration; and a thank-you letter and poem from Becky Guthrie. Director Bergendorf reviewed with the board members the wire transfer request letter that was signed by two library trustees.

#### **IX. Legal/Ethics Report:**

Director Bergendorf reported that all of the Trustees signed their legal ethics statement in May and we need to report this completion in our per capita grant. Director Bergendorf discussed the Illinois Open Meetings Act and Freedom of Information Act with the Board members and reported this item is reported in the per capita grant. Trustee Matuszewski distributed an August article that featured 140 School Street and the agreed upon purchase price. Director Bergendorf reported on a legal memo from the attorney that outlined the Trustee election calendar. Director Bergendorf reported the Library is still a polling place. In the past, we hosted three precincts. She reported that Precinct 44, which has voted at the Library for years, is now voting at the Wood Dale Park District. She asked the Trustees to inform patrons about this change.

**X. Continuing Business: Bank Account Authorizations:** Director Bergendorf reported we are getting paperwork requiring signatures by all of the Trustees in order to complete the change of account authorizations.

## **XI. New Business:**

### **A. Per Capita Grant**

The Director reviewed the per capita grant requirements with the Board of Trustees. A motion to approve the per capita grant contingent upon final review by President Lombardi and Secretary Matuszewski was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

### **B. Resolution to Determine Estimate of Funds Needed for 2008-2009**

Director Bergendorf reported the attorney has reviewed this document. She noted the tax increase is two percent less than last year. A motion to approve the Resolution to Determine Estimate of Funds Needed for 2008-2009 was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

### **C. Establish Public Hearing Pursuant to TITA – Notice of Proposed Property Tax Increase for the Wood Dale Public Library District**

Director Bergendorf reported this is the black border notice printed in the newspaper no more than 14 days or less than 7 days prior to the public hearing. The hearing is on November 10, so the notice will be printed on October 20. A motion to Establish Public Hearing Pursuant to TITA – Notice of Proposed Property Tax Increase for the Wood Dale Public Library District was made by President Lombardi and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

### **D. Building Projects**

Director Bergendorf said this is where she was going to discuss working with Norman Eallonardo, but this topic was discussed earlier in the meeting, and all of the Trustees were agreeable to working with him, so there was not anything further to discuss.

### **E. Presentation, Discussion, and Action Concerning Acquisition of Special Property**

No action was needed.

## **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 8:18 p.m., was made by Trustee Winger and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer.