

Wood Dale Public Library District
Regular Board Meeting Minutes
December 8, 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, Sparacio, Winger, Zwolfer

Absent – None

Others Present: Bergendorf

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

III. Minutes: A motion to approve the minutes for the November 10, 2008 Public Hearing for the Proposed Property Tax Levy was made by Trustee Zwolfer and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Stillabower, Zwolfer; Abstain: Sparacio, Winger. Motion passed.

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

IV. Treasurer's Report: Revenue/Expenses by Fund: Director Bergendorf reported we collected 95.74 percent of the expected revenue for the fiscal year. Interest rates continue to be very low. 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 Winter inquired about the bill for the plastic library card covers. Director Bergendorf reported Exelon is the bill for the electric consortium we participate in for the 520 facility, while 140 School Street is the ComEd bill. Trustee Stillabower inquired about the Janway bill. Director Bergendorf reported that bill was for the paper library card covers. Trustee Sparacio inquired about our gas supplier. Director Bergendorf reported Joanna Klos is exploring to see if there is a natural gas purchasing cooperative we could join as a member. Trustee Zwolfer and Trustee Matuszewski inquired about the architect's bill for the construction project. Trustee Matuszewski inquired about the final auditor bill and our monthly accountant bill. Director Bergendorf reported that our accountant bills a monthly fee and additional fees will be on an upcoming bill associated with end-of-year accounting activities (W-2's, 1099's, etc.) A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed. Trustee Matuszewski inquired about the final payment on our construction loan. Director Bergendorf confirmed it was the final payment on the debt certificate. Trustee Matuszewski inquired about the budget allocated for utility bills. Director Bergendorf reported we experienced a spike in utility usage when we had the flooding because the HVAC system needed to run full-force to dry out the facility. Trustee Matuszewski inquired about the utilities associated with 140 School Street. Director Bergendorf reported one gas utility bill was \$164 and the monthly electric bill was \$31. Director Bergendorf reported we included utilities for both facilities in our budget lines.

VI. Director's Report:

Director Bergendorf thanked the Trustees for their assistance with the Holiday Open House. Director Bergendorf reported we had more than 400 people attend that evening, and the Open House is one of our biggest programming events. Director Bergendorf reported satellite parking with a holiday trolley should be considered due to the popularity of the event. Trustee Matuszewski complimented the library staff on their organization of the event. Director Bergendorf reported she thinks people are beginning to recognize the importance of registering for library events. Trustee Matuszewski inquired about the Love and Forgiveness programming series. Director Bergendorf reported it will be promoted in the upcoming monthly newsletter. Trustee Sparacio inquired about the lighting project. Director Bergendorf reported it has been recommended to have the study done when the foliage is on the trees. Trustee Winger inquired about making a donation to the Toys for Tots program. Director Bergendorf reported she has been considering having people make a donation (food or toys) when they attend a "Family Entertainment Night Program." Director Bergendorf reported there is a coat and toy collection box in the library lobby. 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, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

VII. President's Report

President Lombardi thanked people for their Open House contributions. He liked the timing of our Open House for it helped to kick off the Holiday season festivities in Wood Dale. President Lombardi said it was very busy, but it seemed like activities were more distributed in the facility. President Lombardi reported he heard many compliments about the staff and the library director. Director Bergendorf reported we had all segments from the community attending (all demographics, ages, backgrounds) and the diversity of the community was reflected in the Holiday Open House attendance and it shows how welcoming the library is to all residents in the community. Director Bergendorf, and President Lombardi concurred, that Joanna Klos and Karen Stier Pulver spent the night translating in English, Spanish, and Polish.

VII. Correspondence: President Lombardi noted the ILA Newsletter was received. Director Bergendorf reported not all Trustees receive the publication, but she has copies for Trustees to share.

IX. Legal/Ethics Report: Nothing to report.

X. Continuing Business: None needed.

XI. New Business:

A. Establishing Meeting Dates

Director Bergendorf reported this Ordinance outlines our monthly board meeting for the 2nd Monday of the month at 7:30 p.m. 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. Director Bergendorf gave a review of the Open Meetings Act (requirement for upcoming per capita grant).

B. Medical Insurance

Director Bergendorf reported we went out to bid for our medical insurance package. We received quotes from BlueCross BlueShield of Illinois, Humana, and United Healthcare. BlueCross BlueShield of Illinois had access to our medical insurance history, while the other companies require medical history forms for participants. Director Bergendorf reported BlueCross BlueShield of Illinois provided the most competitive package. Director Bergendorf gave a review of the history of our medical insurance costs, the current participation cost rates, and benefits associated with our plan. A motion approving the medical insurance renewal was made by Trustee Winger and seconded by Trustee Matuszewski. Trustee Matuszewski inquired about the feasibility of altering our insurance renewal discussion schedule. Director Bergendorf reported she discussed having Bill Miksch visit with her in September, however, we often do not receive the renewal information from BlueCross

Blue Shield of Illinois until December for the January renewal. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

C. Budget

Director Bergendorf reported that personnel discussions in Executive Session with the Board may impact the personnel budget.

D. Personnel

See Executive Session below.

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

See Executive Session below.

XII. Executive Session

A motion to take a brief break (8:13 p.m.) and to go into Executive Session (8:17 p.m.), pursuant to Section 120/2(c)(1)(personnel) and Section 120/2(c)(5)(property acquisition) was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

A motion to exit Executive Session and return to Regular Session at 9:33 p.m. was made by Trustee Dunn and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed.

A motion authorizing the Director to work with the attorney to draft a letter to the property owner as discussed in Executive Session was made by President Lombardi and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer. Motion passed

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

XIV. Adjournment

A motion to adjourn the meeting at 9:36 p.m. was made by Trustee Zwolfer and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zwolfer.