

Wood Dale Public Library District
Regular Board Meeting Minutes
April 13, 2009
7:30 p.m.

Meeting began at 7:31 p.m.

The meeting was called to order by President Lombardi.

I. Roll Call:

Present: Dunn, Lombardi, Stillabower, Winger, Zwolfer*

Absent – Matuszewski, Sparacio

Others Present: Bergendorf

Director Bergendorf reported Trustee Matuszewski was ill and would not be attending; Trustee Sparacio will arrive in 15 minutes.

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

III. Minutes: A motion to approve the minutes for the March 9, 2009 regular board meeting was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Stillabower; Absent: Matuszewski, Sparacio; Abstain: Winger, Zwolfer. Motion passed.

IV. Treasurer's Report: Revenue/Expenses by Fund: A motion to approve the Treasurer's Report was made by Trustee Dunn and seconded by Trustee Zwolfer. Trustee Winger inquired about the budget line item for DVD's. Director Bergendorf reported a significant DVD order has started to arrive and a list of new DVD's for patrons to review will be available. Trustee Winger inquired about the status of the construction loan budget line. Director Bergendorf said she will review the budget and can work with Trustee Winger to determine if we need to do any other adjustments. Director Bergendorf reported we have received 98.2 percent of our tax receipts. She pointed out that the income from the personal property replacement tax payout received from the State of Illinois is running lower and may be due to market conditions and the State of Illinois payout schedules. That could be a reflection of the State of Illinois budget. Roll Call Vote- Ayes: Dunn, Lombardi, Stillabower, Winger, Zwolfer; Absent: Matuszewski, Sparacio. Motion passed.

V. Bill List/Cash Disbursements: Trustee Zwolfer inquired about the two payments to Class Act. Director Bergendorf reported one payment is for the Russian Dance Troupe (we had a great turnout) and the puppeteer performance. Trustee Zwolfer inquired about the payment to the Illinois Library Association. Director Bergendorf reported that check is for summer reading supplies. This year's theme is "Read on the Wild Side." (Please note: Trustee Sparacio entered the meeting at 7:37 p.m.) Trustee Winger inquired about the payment to Bryne Electric from the Special Reserve Fund. Director Bergendorf reported this payment is for supplies/work for the electrician who is beginning work at 140 School Street next week. Trustee Winger inquired about the payment to ProPower. Director Bergendorf reported that Tom Meyer has been submitting his credit card receipts for when he purchases building supplies at William Meyer. We have now set-up an account at the store so the Library is directly billed for the purchases. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Zwolfer and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

VI. Director's Report:

Director Bergendorf reported circulation statistics reported for the month were unusually high and is not confident on the reported numbers. She will examine statistics next month to compare results. Director Bergendorf reported that Two Chef's and Café has decided to open to the public on Sunday, so they are not able

to accommodate our group. Director Bergendorf reported she has re-thought the day, and would like to schedule an in-service event at the Library and have an evening picnic. Director Bergendorf she is trying to structure the day as “Living the Life of a Library Patron,” where staff members participate in learning experiences generally experienced by library patrons. A motion to approve the Director’s Report was made by Trustee Winger and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

VII – IX. President’s Report/Correspondence

No President’s Report. Director Bergendorf distributed different library related newsletters for Trustees to share and review.

IX. Legal/Ethics Report

No Report.

X. Continuing Business:

- A. Remodeling Update:** Director Bergendorf reported we are waiting to get final quotes for the Circulation Desk. Director Bergendorf showed samples materials for the Circulation Desk. Director Bergendorf reported we could do greens, blues, and browns for furniture. Director Bergendorf reported a light, glossy top for the countertop is needed for light reflection. There is electrical work started next week and the rough plumbing has been completed and passed inspection. Door hardware and hinges are on order, so we are making good progress. Director Bergendorf reported we need to do property grading to improve the water flow prior to installing the sidewalks and ramp.

XI. New Business:

A. Construction Project – Review of Bids, Recommendation and Award

Director Bergendorf reviewed the submitted bid paperwork with the board including submitted alternates. The Board discussed the submitted bids at great length including the references and contract. Trustee Winger inquired about the holder of the contract. Director Bergendorf reported the Library holds the contract and tonight one of the motions needed is to authorize President Lombardi to sign the contract with attorney AIA addendums, contingent upon attorney review. Trustee Winger inquired about the budget for the project.

Director Bergendorf reported the project is higher than what we originally submitted for the grant (we have included several upgrades to meet ADA requirements), but we have sufficient funds allocated in the special reserve fund, the building and maintenance fund, and the grant fund for the project. Director Bergendorf reported around \$120,000 for a total project cost with \$25,000 of funding from the grant. Director Bergendorf discussed at great length the potential long-term capital budget items and the source of revenue to fund those items. Trustee Winger raised the issue that the lowest bidder did not submit the required paperwork for the bid submission. Trustee Winger recommended going with the second lowest bidder, Modern Builders. (Director Bergendorf exited the meeting briefly to get additional batteries for the recorder.) The Board discussed at length the omission of the bid bond by the lowest bidder and concurred the lowest bidder did not meet bid package requirements.

A motion to award Modern Builders as the lowest qualified bid (having submitted the bid bond at the bid opening) was made by Trustee Winger and seconded by President Lombardi. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

A motion to select Base, Alternate 1 and Alternate 3 was made by Trustee Winger and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

A motion authorizing President Lombardi to sign the contracts contingent upon final attorney review was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

- B. Budget:** Director Bergendorf reported that Itasca Bank and Trust is re-pledging our securities with another banking institution, so President Lombardi will need to sign a letter releasing the securities from the existing bank. Director Bergendorf reported we are transferring additional funds to Itasca Bank and Trust to capture a higher interest rate. Director Bergendorf reported we received tentative levy extension rates from DuPage County. This year, the tax cap allows the budget to increase by 4.1 percent. Next year, the increase will be .1 percent.

Director Bergendorf she is working on long-term budgeting for capital budget items over the next few years. The priority of the capital projects, and costs associated, will determine the amount of projects accomplished over the next few years.

- C. Staff In-Service Day:** A motion to close on Friday, May 15 for the staff in-service day was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

Trustee Winger inquired about the Election results and legal calendar. Director Bergendorf reported that DuPage County now canvasses the election results. New trustees take may take office after the third Monday in May, but must take office within 74 days of the election. Director Bergendorf reported Trustees will take office in June and new board officers are elected at the June meeting. President Lombardi stated we need a notary that evening. Director Bergendorf reported she is a notary and informed the Board that due to upcoming changes in the notary law, we may rethink that service offered.

At 8:29 p.m., a motion to take a brief recess (to accommodate the battery changes) prior to Executive Session was made by Trustee Winger and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

The meeting resumed at 8:41 p.m. with the following Trustees present: Dunn, Lombardi, Sparacio, Stillabower, Winger and Zwolfer.

D. Personnel: See Executive Session

E. Presentation, Discussion, and Action Concerning Acquisition of Specific Property: See Executive Session.

XII. Executive Session

A motion to go into Executive Session at 8:42 p.m., pursuant to Section 120/2(c)(1)(personnel) and Section 120/2(c)(5)(property acquisition) was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

A motion to exit Executive Session and return to Regular Session at 9:04 p.m. was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

A motion authorizing the Director to proceed with the personnel changes as discussed in Executive Session was made by President Lombardi and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.

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

XIV. Adjournment

A motion to adjourn the meeting at 9:06 p.m. was made by Trustee Dunn and seconded by Trustee Zwolfer. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zwolfer; Absent: Matuszewski. Motion passed.