

Wood Dale Public Library District
Regular Board Meeting Minutes

June 8, 2009
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, Winger, Zaremba

Absent: Sparacio

Others Present: Bergendorf

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

III. Trustee Oath of Office: Yvonne Bergendorf, serving as a Notary Public, administered the Trustee Oath of Office to Trustee Stillabower and Trustee Zaremba.

(Trustee Sparacio entered the meeting at 7:34 p.m.)

IV. Election of Officers:

A motion to nominate Trustee Winger as President of the Board of Trustees was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion to nominate Trustee Matuszewski as Vice President was made by Trustee Sparacio and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion to nominate Trustee Sparacio as Secretary was made by Trustee Matuszewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion to nominate Trustee Lombardi as Treasurer was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

V. Minutes: A motion to approve the May 11, 2009 Regular Meeting minutes was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zaremba; Abstain: Matuszewski. Motion passed. *(Trustee Matuszewski exited the meeting at 7:39 p.m.)*

VI. Treasurer's Report: President Winger inquired about the status of the audio and DVD media line. Director Bergendorf reported that bills being approved this month and year-end bills will deplete this line item. President Winger inquired about the special reserve fund expenditures. Director Bergendorf reported these expenditures are for work on 140 School Street. President Winger inquired about the uses for the working cash fund. Director Bergendorf reported the working cash line has several legal restrictions on how it is used and public library districts can levy working cash up to four times during their lifetime. Trustee Sparacio inquired about how the expenses are allocated in the building and maintenance fund. Director Bergendorf reported that in our Budget and Appropriation Ordinance, we specify an overall dollar expenditure amount and break it down within components in our working budget. We have combined general building and equipment maintenance

contracts in one working budget line item. A motion to approve the Treasurer's Report was made by Trustee Dunn and seconded by Trustee Zaremba. Roll Call Votes – Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zaremba; Absent – Matuszewski. Motion passed.

VII. Bill List/Cash Disbursement: President Winger inquired about the bill from Interact. Director Bergendorf reported this bill is for the cabling and equipment necessary to connect 140 School Street and the main library facility. President Winger inquired about the bill from Precision Metal. Director Bergendorf reported it is for the doors, framing, and locks at 140 School Street. Trustee Sparacio inquired about the payment to the Director of Illinois Employment. Director Bergendorf reported that is fees associated with unemployment. Trustee Stillabower inquired about the payment to Blue Cross/Blue Shield of Illinois. Director Bergendorf reported this is a monthly payment that includes the employee and employer portion. The amount charged to our medical insurance line is the employer portion. Trustee Sparacio inquired about the annual organizational membership fee to the American Library Association. Director Bergendorf reported this fee is for our organization and does not include individual memberships. President Winger inquired about the expenditure to 4Imprint, Inc. Director Bergendorf report this is for prizes for the adult summer reading program. President Winger inquired about the payment to Valley Fire Protection Systems. Director Bergendorf reported this bill is associated with the sprinkler system that failed 12-hours after the annual inspection. Director Bergendorf reported when they returned a second time, they replaced worn parts that should have been caught during the initial visit, so she negotiated a lower bill. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Lombardi and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Lombardi, Sparacio, Stillabower, Winger, Zaremba; Absent – Matuszewski. Motion passed.

VIII. Director's Report: Director Bergendorf asked the Board if there were any questions or comments about her report. Trustee Lombardi shared a plaque Director Bergendorf received from Illinois Secretary of State Jesse White for serving six-years on the Illinois State Library Advisory Committee. (*Trustee Matuszewski returned to the meeting at 7:56 p.m.*) Director Bergendorf distributed the fiscal compliance calendar to the board. She reported that for the first time in many years we do not need to move the September board meeting to the third Monday to meet fiscal calendar guidelines. She reported we will adopt this calendar in July.

Director Bergendorf asked that the board meet at the end of June for a year-end wrap-up of the bills. Since the board meeting was so early this month, there will be a significant number of bills arriving for them to approve. The board concurred to try to schedule a meeting for Monday, June 29 at 7:30 p.m. A motion to approve the Director's Report was made by Trustee Lombardi and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

IX. President's Report: President Winger thanked Trustee Lombardi previously serving as President and his leadership.

X. Correspondence: Director Bergendorf reported she will share a per capita grant requirement memo later in the agenda. She reported she received a legal memo from the attorney regarding a FOIA court case requesting items in an individuals' personnel file. Director Bergendorf informed there is current legislation that will broaden the scope of FOIA requests, so she will keep them apprised of upcoming changes.

XI. Legal/Ethics Report: No report.

A. Legal Memos & Ethics Update

XII. Continuing Business

A. **Remodeling Update:** Director Bergendorf reviewed the status of the remodeling projects at 140 School Street with the Board. She reported we are still waiting to receive the permit for the sidewalks and grading work. She said the plumber is arriving on Wednesday to set the ADA plumbing fixtures.

- B. Construction Project:** Director Bergendorf reviewed the main library construction project with the Board. The wall was removed, holes have been cut for the windows, the doors are on order, and the electrician will arrive next week so we can then work on data cabling.

XIII. New Business

A. Per Capita Grant

Director Bergendorf reviewed the Library District Act Illinois Statutes with the Board of Trustees (a requirement of the per capita grant) and discussed applicable policies the Library has to meet statutory requirements.

B. Budget

Director Bergendorf reviewed the budget with the Board of Trustees.

C. Ordinance Transferring Funds to the Special Reserve Fund

A motion to approve the Ordinance Transferring Funds to the Special Reserve Fund was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Votes - Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

D. Amendment to the Budget and Appropriation Ordinance

No action taken at this time.

E. Prevailing Wage Ordinance

A motion to approve the Prevailing Wage Ordinance was made by Trustee Lombardi and seconded by Trustee Stillabower. Roll Call Votes - Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

F. Bank Account Authorizations

A motion to update all existing financial accounts to reflect current signatures was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Votes - Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

G. Personnel

No action taken at this time.

F. Presentation Discussion and Action Concerning Acquisition of Specific Property

See Below.

XIV. Executive Session

A motion to take a brief recess at 8:31 p.m. was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Votes - Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion to go into Executive Session pursuant to Section 120/2(c)(21) (review of executive session minutes) and Section 120/2(c)(5)(property acquisition) was made by Trustee Lombardi and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 8:59 p.m. and resume regular session was made by Trustee Sparacio and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

XV. Approval of Executive Session Minutes

A motion to keep Executive Session minutes dated March 8, 2004 – May 14, 2007 closed was made by President Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

XVI. Adjournment

A motion to adjourn the meeting at 9:01 p.m. was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.