

Wood Dale Public Library District  
Regular Board Meeting Minutes  
September 14, 2009  
7:30 p.m.

Meeting began at 7:32 p.m.

The meeting was called to order by President Winger.

**I. Roll Call:**

Present: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba

Others Present: Bergendorf

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

**III. Minutes:** A motion to approve the August 10, 2009 Regular Meeting minutes was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Winger, Zaremba; Abstain: Lombardi, Stillabower. Motion passed.

**IV. Treasurer's Report:** Trustee Lombardi reviewed the Treasurer's Report with the Board. Trustee Sparacio inquired about the insurance claim credit (as a result from expenses in last year's flooding). Trustee Matuszewski inquired about the budgeted amount for fines. Director Bergendorf reported she budgets \$1,000 a month for fine revenue. She reported the staff works with patrons to resolve fine issues which results in a portion of actual fines being waived. President Winger inquired about the expenditures charged to the Special Reserve Fund. Director Bergendorf reported we are charging our construction/remodeling fees to the Reserve Fund budget line. Director Bergendorf reported that the Accountant, Bill Grigg, is going to be updating our expenditures charged to the Building and Maintenance Fund which expenditures are charged to the General Fund. A motion to approve the Treasurer's Report was made by Trustee Dunn and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**V. Bill List/Cash Disbursement:** Trustee Matuszewski inquired about the ILA membership fees for Library Trustees. President Winger inquired about the expenses charged to the library programming budget lines. Trustee Matuszewski inquired about the expenses charged to our building project manager. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Lombardi and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**VI. Director's Report:** Director Bergendorf asked the Board if they had any questions about her report. Trustee Sparacio inquired about our existing photocopiers and our current evaluation project involving demonstration copiers. Director Bergendorf reported the staff are working to evaluate the demonstration copiers and developing a priority list of desired properties. Trustee Matuszewski inquired about the library's participation in Prairie Fest and the thank you letter received from the City of Wood Dale. Director Bergendorf reported the event is going to be a four-day event next year and is tentatively scheduled for August 12 – 14.

Director Bergendorf reported that the roof has leaked periodically since coming to work at Wood Dale. She discussed the existing ridge vent with the Board and how the roofing company believes the water is coming in through the ridge vent when it rains with high winds. President Winger asked that Director Bergendorf forward the roofing proposal to him for his review. Director Bergendorf discussed with the Board the existing budget situation for libraries in Illinois. She reported that public library per capita grants are going to be reduced by sixteen percent. She reported some library systems are considering dramatic changes to their services in light of

the existing budget situation. The library systems have been told they cannot make changes to delivery or their automation programs this year, however, that does not mean changes will not occur in the next fiscal year. She discussed the statewide delivery program and the increasing demand for Inter-Library Loan. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

Trustee Matuszewski asked about the summer reading statistics compiled by the Youth Services Department. Director Bergendorf reported that the Youth Services Department compiles the hours by school and forwards reading certificates to the local schools for the children. Director Bergendorf reported there are children who reside in Wood Dale with caregivers and grandparents during the summer and those children are spending time at the Wood Dale Library.

**VII. President's Report:** No report.

**VIII. Correspondence:** The following items of correspondence were reviewed or discussed: VFW – Parade thank you note and thank you notes from Mr. Wilhoit's summer school class.

**IX. Legal/Ethics Report:**

A. **Legal Memos & Ethics Update:** Director Bergendorf reviewed a FOIA information update from the Library Attorney. Trustee Matuszewski distributed two recent newspaper articles involving two area libraries. One involved a \$25,000 donation to the Robbins Library, currently going through a severe financial crisis, by NBA basketball star Dwyane Wade.

**X. Continuing Business:** No action taken. President Winger inquired about our medical insurance renewal timeline. Director Bergendorf reported she is currently working on our existing liability insurance package and will devote time to medical insurance renewal in October.

**XI. New Business**

A. **Per Capita Grant:** Director Bergendorf continued to review the per capita grant requirements with the board. The Board of Trustees reviewed the Administrative Ready Reference Document with the Library Director and compared the existing policies to the policies within the reference document. Director Bergendorf reported the existing policies are based on the previous Administrative Ready Reference Document.

B. **Budget and Appropriation Ordinance:** A motion to approve the Budget and Appropriation Ordinance was made by Trustee Lombardi and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Lombardi, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

C. **Presentation, Discussion, and Action Concerning Acquisition of Specific Property**  
No Action Taken.

**XII. Executive Session**

No action taken.

**XIII. Approval of Executive Session Minutes**

No action taken.

**XIV. Adjournment**

A motion to adjourn the meeting at 8:21 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.