

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
September Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
September 21, 2015
7:30 p.m.

President Dunn called the September 21, 2015 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on September 21, 2015 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

I. Roll Call:

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

Absent: None.

Others Present: Bergendorf

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

III. Minutes: The August 10, 2015 – Regular August Board of Library Trustees Wood Dale Public Library District Meeting Minutes was presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the August 10, 2015 Regular August Board of Library Trustees of the Wood Dale Public Library District was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Abstain: Winger. Motion passed. *(Please note: Assistant Director Joanna Klos joined the meeting at 7:45 pm).*

IV. Treasurer's Report - Revenue/Expenses by Fund: Trustee Sparacio presented the August Treasurer's Report. Director Bergendorf noted the Wood Dale Public Library District has received a little more than fifty percent of our tax receipts for the Library fund. Treasurer Sparacio inquired about the status of the Digital Divide Grant. Director Bergendorf reported we just received a letter from the State of Illinois informing us our final report had been accepted and closed. Trustee Sparacio and Trustee Winger reviewed how special funds could be spent. A motion to approve the Treasurer's report was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

V. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists with inquires made of our Internet fees and our Tutor.com service. 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, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

VI. Director's Report: Director Bergendorf reviewed her report with the Board. She discussed the upcoming projects of the MAGIC Consortium and the automatic renewal program. She

discussed implementing the automatic renewal program would require us to reexamine our loan periods and extend our three-day loan periods to a longer time frame. Trustee Matuszewski and the Board concurred with adding the automatic renewal program to the agenda for the following month. Trustee Winger noted the Community Gala is set for February 27, 2015.

A motion to approve the Director's Report was made by Trustee Norris and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

VII & VIII. President's Report and Correspondence: President Dunn and Director Bergendorf reviewed the following information with the Board. The Library received two FOIA requests this month. President Dunn distributed the following received correspondence: the local school district foundation golf outing invitations, the DCEO closeout letter was shared with the board, and the recently received Illinet Interlibrary Loan brochure. A motion to approve the President's Report was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

IX. Legal/Ethics Report

A. Legal Memos: The Board reviewed a legal memo from the Library attorney about a binding PAC opinion regarding Public Comment guidelines.

B. OMA and FOIA Training Report

1. Presentation of Training Certificates: Director Bergendorf presented her 2015 Open Meetings Act Training Certificate to the Board. She reported she will be doing her FOIA training in October. Assistant Director Joanna Klos presented her 2015 Open Meetings Act Training Certificate and 2015 FOIA Training Certificate to the Board for the Secretary's files. The file was reviewed by the Board which contains the mandatory Open Meeting Act training certificates completed by the Trustees and the annual certificates completed by the OMA and FOIA designees.
2. Review of Binding PAC Opinions: Director Bergendorf reported there has been several Binding PAC Opinions released by the Office of the Illinois Attorney General the past couple of years. Examples include rulings on information required of speakers wishing to provide public comment, the importance of publicly informing the public before taking a vote after exiting Executive session, and the disclosure of invoices for legal services. Director Bergendorf recommended the Board take advantage of the free FOIA and OMA training provided by the Illinois Attorney General as a board continuing education program.
3. Trustee Training Workshop: The Board discussed having everyone retake the Open Meetings Act training offered at the Illinois Attorney General website and to do the FOIA training. New binding PAC opinions are released each year and the Open Meetings Act and FOIA training is updated yearly. The statutes that have also changed. The Board of Library Trustees concurred with implementing an intensive OMA/FOIA continuing education program. The Board of Library Trustees discussed

potential training dates and times for November. Director Bergendorf will follow-up and bring a draft training plan to the October board meeting.

X. Continuing Business – Maintenance Projects: Director Bergendorf reviewed recent repairs to the building including Cybor working on our dry sprinkler system and landscaping around the facility.

XI. New Business

A. Presentation of Annual Report: A presentation of the annual report was made to the Board of Library Trustees of the Wood Dale Public Library District with copy distributed. Director Bergendorf discussed the challenges of the annual report this year, including the automated system being down for periods of time, the system changing saved answers, and discussions with personnel at the Illinois State Library about questions that cite that statutes but require different answers to meet federal reporting guidelines.

Director Bergendorf thanked President Dunn and Secretary Zaremba for their hard work on the annual report. She reported that President Dunn and Secretary Zaremba were active participants who helped review gathered data and proofed the annual report several times. Director Bergendorf noted that President Dunn and Secretary Zaremba were present when the annual report was uploaded and electronically sent to the Illinois State Library. Director Bergendorf stated she recommended a supplemental statement to accompany the annual report as part of the audit of Secretary's Minutes and Records.

Director Bergendorf also thanked Trustee Norris and Trustee Stillabower who audited the Secretary's Minutes and Records including reviewing the progress of the annual report on September 1.

B. Audit of Secretary's Minutes and Records

1. Report: Trustee Norris and Trustee Stillabower presented several documents outlining their audit of the Secretary's Minutes and Records. A spreadsheet was distributed to the Trustees that outlined documents they reviewed. Documents reviewed included items identified as records we maintain as part of our Freedom of Information Act Policy. They also reported they reviewed the organization of our records and files.

2. Supplemental Statement: Trustee Norris and Trustee Stillabower reported how they discussed with Director Bergendorf the need for a supplemental statement to accompany the annual report for our records. The supplemental statement noted that while we had no liabilities in our annual report as defined by the federal reporting guidelines, we have the liabilities as outlined in the audit pages from our Annual Financial report for the year ending June 30, 2014 that extend into FY2015. Also, our Wood Dale Public Library District All Funds Combined Statement of Assets, Liabilities, and Fund Balances (Arising from Cash Transactions – Non GAAP), June 30, 2015 shows deferred tax revenue and medical premiums (pre-collected funds) as a liability that becomes revenue on July 1, 2015.

3. Recommendations: Trustee Norris and Trustee Stillabower reported on updating information to reflect new fiscal year information and processes, such as the Freedom of Information Act Policy, the Total Compensation Package for the Wood Dale Public Library District, updating our by-laws and reviewing our policies to keep them current and relevant.

C. Public Hearing Report for the Budget and Appropriation Ordinance – Ordinance #5 2015

President Dunn reported on the Public Hearing for the Budget and Appropriation Ordinance – Ordinance #5 2015. She reported we had an opportunity for public comment prior to the meeting and opened the Public Hearing with a recital of the purpose of the public hearing. It was noted there was no one present for the meeting nor had the Library received any email or written correspondence about the public hearing.

D. Budget and Appropriation Ordinance: Ordinance #5 2015 Recital and Approval

Trustee Norris presented the Budget and Appropriation Ordinance – Ordinance #5 2015 to the Board of Library Trustees who reviewed and read the document. Trustee Norris recited the beginning portion of the Ordinance which explains the purpose of the Ordinance. Trustee Norris recited the following, “Budget and Appropriation Ordinance – Ordinance #5 2015, Wood Dale Public Library District, July 1, 2015 – June 30, 2016. An Ordinance adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Wood Dale Public Library District, DuPage County, Illinois for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016 and specifying the objects and purposes for which said appropriations are made and the amount appropriated for each object or purpose. Be it ordinance by the Board of Library Trustees of the Wood Dale Public Library District.” President Dunn asked for a motion from the Board to approve the Budget and Appropriation Ordinance – Ordinance #5 2015. A motion to approve the Budget and Appropriation Ordinance – Ordinance #5 2015 was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

E. Total Compensation Package for the Wood Dale Public Library District 2015 Recital and Approval

Trustee Sparacio presented the Total Compensation Package for the Wood Dale Public Library District to the Board of Library Trustees. She recited the following “Total Compensation Package for Wood Dale Public Library District 2015. The total compensation package for certain employees of the Wood Dale Public Library District is provided pursuant to 5 ILCS 120/7.3. A copy of the Wood Dale Public Library District's total compensation package for certain employees is available on the Wood Dale Public Library District's website at www.wooddalelibrary.org and is posted and available for public viewing in the Administrative Office at the Library Programming Center at 140 School Street, Wood Dale, Illinois. (Access to the library Programming Center is via connecting sidewalks from the main library facility at 520 North Wood Dale Road, Wood Dale, Illinois).” She reported that Library Director Yvonne Bergendorf, Assistant Director Joanna Klos, and Youth Services Manager Jenny Collier are employees in this compensation package report. President Dunn called for a motion to approve the Total Compensation Package for the Wood Dale Public Library District. A motion to

approve the Total Compensation Package for the Wood Dale Public Library District 2015 was made by Trustee Matuszewski and seconded by Trustee Stillabower.

Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

F. Illinois Freedom of Information Act Policy

Director Bergendorf reviewed the current Illinois Freedom of Information Act Policy with the Board and noted purposed new additions due to statutory changes that allow fees to be changed as well as fiscal year data and contact telephone and addresses information needed to be changed. She reported she was reviewing the fee item section still with the attorney. President Dunn called for a motion to approve the Illinois Freedom of Information Act Policy. A motion to approve to update the Illinois Freedom of Information Act Policy to reflect the updated information, not including the fee structure, was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

G. Wood Dale Public Library District By-Laws

The Board of Library Trustees reviewed revisions to update the Wood Dale Public Library District By-Laws. It was noted the Trustees received notification in the mail within the mandatory time frame to review by-law revisions. The Board discussed the obligations and responsibilities of the Board members as outlined in the by-laws. President Dunn called for a motion to approve the Wood Dale Public Library District By-Laws. A motion to approve the Wood Dale Public Library District By-Laws was made by Trustee Zaremba and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed. *(Please note: Winger exited the meeting at 8:42 pm after the Wood Dale Public Library District By-Laws vote.)*

H. Public Comment Policy

The Board of Trustees reviewed the newly proposed Guidelines for Public Comment. The revision to the Guidelines for Public Comment removed that individuals are asked to state their address. President Dunn called for a motion to approve the Guidelines for Public Comment. A motion to approve the Guidelines for Public Comment was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

I. Material Selection Policy

The Board of Library Trustees reviewed revisions to our material selection policy and discussed how the changing role of electronic information impacts our collection development expenditures, particularly since both public school district have instituted a one-on-one device program. The Board also discussed the strong amount of budgetary programming support the library provides to the community. The shifting prominence of library programming desired by our community and use of electronic database was noted. The Board also reviewed the request for reconsideration section of our policy. President Dunn called for a motion to approve the revisions to the Material Selection Policy. A motion to approve the Material Selection Policy

was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

J. Technology Use Policy

Director Bergendorf reviewed our current Technology Use Policy and the Board concurred revisions needed to be made to this policy. Director Bergendorf discussed the changing role of mobile devices in the delivery of library services and the need for the Technology Use Policy to complement the Staff Internet Policy. It was noted this item is tied to our existing Staff Internet Policy.

K. Staff Internet Policy

Director Bergendorf discussed the changing role of electronic information and the need to ensure that if staff could access a resource in print, they need to be able to access this type of information electronically. Patrons need to also be able to access this type of information within the Library. Director Bergendorf reported she was still working on these policies. The Board concurred with tabling the Technology Use Policy and Staff Internet Policy until more information is gathered.

L. Social Media Use Policy

Director Bergendorf discussed the need for a Social Media Use Policy and a need to review our existing social media programs. The Board reviewed the Social Media Use Policy. President Dunn called for a motion to pass the Social Media Use Policy. A motion to approve the Social Media Use Policy was made by President Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

Director Bergendorf discussed the need to review our existing social media programs and how all of our technology and internet policies fit together. A motion to reevaluate our social media programs, and to take any appropriate action needed, up to and including suspension of our social media programs was made by President Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

M. Meeting Dates Ordinance – Ordinance #6 2015

Director Bergendorf noted the Board has the option of doing a calendar year or fiscal year ordinance. It was noted we do a Meeting Dates Ordinance in December, while our fiscal compliance calendar we pass mid-year outlines additional dates. The proposed ordinance would integrate our existing meeting schedule with our fiscal compliance calendar. President Dunn called for a motion to approve the Meeting Dates Ordinance – Ordinance #6 2015. A motion to approve the Meeting Dates Ordinance – Ordinance #6 2015 was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

A motion to take a five minute break at 9:24 p.m. prior to going into Executive Session was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

The meeting resumed at 9:31p.m., with the following Trustees in attendance: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba.

XII. Executive Session:

1. 5 ILCS 120/2/(c)1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. *No Action Needed.*
2. 5 ILCS 120/2/(c)21 Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06. *See Below.*

A motion to go into Executive Session at 9:32 p.m., citing 5 ILCS 120/2/(c)21 discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06, was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

A motion to exit Executive Session at 9:54 p.m. and return to regular session was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

XIII. Resolution to Release Executive Session Minutes

Upon return to Regular Session, Trustee Norris recited the entire Resolution #1 2015 – Resolution Regarding Release of Closed Session Minutes. President Dunn asked for a motion from the Board for approval of Resolution #1 2015 – Resolution Regarding Release of Closed Session Minutes. A motion to approve Resolution #1 2015 – Resolution Regarding Release of Closed Session Minutes was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

XIV. Adjournment: A motion to adjourn the September 21, 2015 Board of Library Trustees meeting at 9:59 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.