

Wood Dale Public Library District  
140 School Street, Wood Dale, Illinois 60191  
November Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
November 16, 2015  
7:30 p.m.

**I. Call to Order**

President Dunn called the November 16, 2015 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 16, 2015 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call:**

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

Absent: None.

Others Present: Bergendorf

**III. Public Comments:** No one was present to provide public comments.

**IV. Secretary's Report:**

- A. Minutes:** October 19, 2015 – Regular Board Meeting of the Board of Library Trustees Minutes; November 9, 2015 – Board of Library Trustees Special Meeting Minutes.

Trustee Zaremba presented the October 19, 2015 – Regular Board Meeting of the Board of Library Trustees Minutes to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the October 19, 2015 – Regular Board Meeting of the Board of Library Trustees Minutes was made by Trustee Norris and seconded by Trustee Winger. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Abstain – Stillabower. Motion passed.

The November 9, 2015 – Board of Library Trustees Special Meeting Minutes was presented to the Board of Library Trustees. A motion to approve the November 9, 2015 – Board of Library Trustees Special Meeting Minutes was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Abstain: Winger. Motion passed.

**V. Financial Report**

**A. Treasurer's Report: Revenue/Expenses by Fund/Investment Report**

Trustee Sparacio presented the Treasurer's Report to the Board of Library Trustees. President Dunn and Director Bergendorf discussed the Library has received 94.68 percent of our tax revenue. President Dunn asked for a motion from the Board to approve the Treasurer's Report. A motion to approve the Treasurer's Report was made by Trustee Winger and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

#### **B. Bill List/Cash Disbursements**

Trustee Sparacio presented the Bill/List Cash Disbursements to the Board. A motion to approve the Bill List/Cash Disbursements was made by Trustee Zaremba and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stalabower, Winger, Zaremba. Motion passed.

#### **VI. Director's Report**

Director Bergendorf informed the Board of Library Trustees that staff from the MAGIC Consortium are visiting the Library on Thursday, November 19. This is an opportunity to work on the automatic renewal program which will be discussed more fully in Continuing Business. She reported the Library is once again partnering with the City of Wood Dale for the community toy drive and is also collecting new or gently used winter coats for the coat distribution program in December. The Art Festival is tomorrow evening, Tuesday, November 17 with awards given at 7:30 p.m. A discussion was held about how the in-house library use mobile laptop program worked. She then reported that many of the remaining items in her Director's Report are agenda items for this evening's meeting. A motion to approve the Director's Report was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stalabower, Winger, Zaremba. Motion passed.

#### **VII. President's Report**

She reported the Library had three BETA tapes of historical community events that were converted to DVD. She also discussed the Library sponsored the 50<sup>th</sup> Anniversary Parade and the conversion of the 8mm film of that event is still in the process of being converted. President Dunn reported the importance of reviewing the board packets prior to the board meeting and discussed a board packet distribution plan. She discussed the upcoming Holiday Open House on Thursday, December 3 and how Trustees should contact Director Bergendorf if they plan to attend and participate. A motion to approve the President's report was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**VIII. Correspondence and Communications:** Director Bergendorf reported the Library received a commercial FOIA request. Trustee correspondence included an invitation to a community event and two emails regarding collection development requests for our Web site. The Board of Library Trustees discussed email reply content and how the by-laws allow President Dunn to speak on behalf of the Board for an email response. A motion to approve the Correspondence and Communications report was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

#### **IX. Legal/Ethics report**

- A. **Legal Memos** – No report.
- B. **Ethics Update** – No report.

## **X. Continuing Business**

### **A. Library Policies and Forms**

- 1. Staff Internet Policy/Computer, Electronic Communication, and Social Media Policy:** Director Bergendorf presented the existing Staff Internet Policy with the proposed modifications and additions. With the recent additions, a new name of Staff Computer, Electronic Communication, and Social Media Policy is more appropriate. She discussed the next step would be taking this policy and merging it with our Technology Use Policy. This would create one comprehensive policy document. Trustee Dunn called for a motion to approve the newly revised and named Staff Computer, Electronic Communication, and Social Media Policy. A motion to approve the Staff Computer, Electronic Communication, and Social Media Policy was made by Trustee Winger and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
- 2. Public Internet Policy:** Director Bergendorf reviewed suggested modifications to make to the Public Internet Policy to ensure our library database subscriptions could be used by patrons while at the Library. Director Bergendorf reported that our Conduct Ordinance covers situations when patrons may disrupt library service through their actions. A motion to approve the Public Internet Policy was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
- 3. Policy on Service to Non-Residents for 2015 – 2016:** Director Bergendorf presented the Policy on Service to Non-Residents for 2015-2016. She reported it outlines governmental cooperation to agencies and the current tax rate for calculating a non-resident fee. She reported the attorney was reviewing this item.

A motion to approve this item pending final review and approval by the attorney was made by Trustee Winger and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

- 4. Freedom of Information Act Information (former Policy):** Director Bergendorf reviewed the new commercial fee additions to the Freedom of Information Act Information with the Board of Library Trustees.

A motion to take a five-minute break at 8:10 p.m. was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed. At 8:21 p.m. the Board of Library Trustees meeting resumed with the following Trustees in attendance: Dunn, Matuszewski, Norris, Sparacio, Stillabower, and Zaremba.

A motion to approve the commercial fee additions to the Freedom of Information Act Information was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

*(Please note: Trustee Winger reentered the meeting at 8:22 p.m.)*

5. **Material Selection Policy:** Director Bergendorf reviewed the Material Selection Policy with the Board of Library Trustees. The Board discussed keeping operational/procedural items separate from the Material Selection Policy. A motion to approve the revisions to the Material Selection Policy was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
6. **Meeting Room Policies and Forms:** Director Bergendorf reported she is still working on this item. A motion to table this item was made by Trustee Sparacio and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

#### **B. Automatic Renewal**

1. **Program Details:** Director Bergendorf discussed that the MAGIC team was visiting the Library on Thursday to work on an implementation schedule. She discussed that all patrons would be opted in for automatic renewal and she will learn more about the program on Thursday. She stated that because items renew two days before the due-date adjustments would need to be made to our circulation loan period for three-day items.
2. **Circulation Loan Periods:** Director Bergendorf reviewed the 3-day circulation items with the Board of Library Trustees. She also discussed the MAGIC Consortium is looking to standardize the circulation of loan items. She also presented the automatic renewal program as an additional opportunity to revise our fine structure, perhaps eliminate fines, and do a fresh start program for patrons with a target implementation for April festivities in recognition of National Library Week. The Board discussed the positive benefits of implementing these programs to better serve our patrons.

A motion to implement the automatic renewal with the fresh start program and the evaluation of our loan period and fees was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

### **XI. New Business**

- A. **Tax Levy Ordinance – Ordinance #7 2015:** The Tax Levy Ordinance – Ordinance #7 2015 was presented to the Board of Library Trustees. President Dunn called for a motion to approve Tax Levy Ordinance – Ordinance #7 2015. Trustee Norris read the following recital and made a motion to approve Tax Levy Ordinance – Ordinance #7 0215 with the following recital “WOOD DALE PUBLIC LIBRARY DISTRICT TAX LEVY ORDINANCE #7 2015 - AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2015, AND ENDING

JUNE 30, 2016, FOR THE WOOD DALE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS.

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WOOD DALE PUBLIC LIBRARY DISTRICT:

Section 1: That a tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Wood Dale Public Library District be and the same is hereby levied for the purposes specified against all taxable property in the Wood Dale Public Library District for the fiscal year. The Total Appropriation - \$ 4,939,100.00; Appropriated from sources other than a current levy - \$ 2,518,626.00; Levied as the General Public Library Tax - \$ 2,037,474.00; Levied from Special Taxes - \$ 383,000.00; Levied Separately from a Special Tax for Bond Payment \$ 0.00; Total Levy - \$ 2,420,474.70," with a second by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

- B. Drug and Alcohol Free Library Policy – Biennial Review:** The Board of Library Trustees reviewed the current Drug and Alcohol Free Library Policy which requires a biennial review. Director Bergendorf reported the policy is effective for the Library and the statement dealing with use of items resulting in impairment. She stated the Library has used this policy when dealing with patrons who are impaired with subsequent patron privilege suspension. The Board of Library Trustees inquired if there were any changes/additions needed due to recent law changes on medical use of marijuana. A motion to approve the Drug and Alcohol Free Library Policy contingent upon final review by the Library Attorney was made by Trustee Sparacio and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
- C. Year Long Reading Program:** Director Bergendorf reviewed and discussed implementing a new Year Long Reading Program for she believes reading is a year-round activity. For participating adults, they have the option of participating in a “Library Challenge” where they learn about a variety of topics. For every ten topics, they receive a prize. Children will earn prizes for every five hours they read and the prize treasure chest during the school year will contain school supply items that are needed in by students. The program is still in development and the Library will be reaching out to the local schools for implementing this program.
- D. Service Initiatives:** Director Bergendorf summarized the variety of new service initiatives being implemented at the Library this fiscal year including: Hoopla, automatic renewal, laptops and iPads available for in-house use, and the upcoming fresh start program.
- E. Per Capita Grant Application – Review, Discussion, and Completion of Requirements:** The Library Director and Board reviewed all of the per capita grant requirements for FY2016. The Library Board and Staff had previously completed the Edge requirement when part of the pilot program. The Library Board having previously

analyzed the library's finances and fiscal climate while preparing the budget for the fiscal year, discussed how library funds are used to support educational programs and training opportunities for patrons. The Library has on average 120 educational programs and training opportunities each month for patrons. This requires a strong financial commitment to staffing, staff continuing education, and patron program funding.

The Library Board and Staff engaged in a discussion on how the library fosters resource sharing. The Library had several examples of how they have fostered resource sharing including making all new library material, except for Quick Picks and Battle of the Books program books when in session, available for interlibrary loan. The Library also shares their discarded material with more than ten other libraries to extend resources to other communities less fiscally fortunate. The mobile library also goes to visit the schools to supplement their local resources. Director Bergendorf reported she will prepare the application for the December board meeting.

## **XII. Executive Session**

- A. 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 9:01 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 Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 9:10 p.m. and return to regular session was made by Trustee Norris and seconded by Trustee Winger. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

## **XIII. Resolution #5 2015 – Resolution Regarding Release of Closed Session Minutes**

Upon return to Regular Session, Trustee Norris recited Resolution #5 2015 – Resolution Regarding Release of Closed Session Minutes. President Dunn asked for a motion from the Board for approval of Resolution #5 2015 – Resolution Regarding Release of Closed Session Minutes. A motion to approve Resolution #5 2015 – Resolution Regarding Release of Closed Session Minutes contingent upon final review of the Library attorney was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**XIV. Adjournment:** A motion to adjourn the November 16, 2015 Regular Board of Library Trustees meeting at 9:12 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.