

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
February Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
February 22, 2016
7:30 p.m.

I. Call to Order

President Dunn called the February 22, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on February 22, 2016 at 7:32 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

Present: Dunn, Matuszewski, Norris, Sparacio, Zaremba

Absent: Stillabower, Winger

Others Present: Bergendorf, Dan Berg

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

IV. Secretary's Report

A. Minutes: January 18, 2016 – Regular January Board of Library Trustees Meeting

Trustee Zaremba presented the January 28, 2016 – 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 January 18, 2016 – Regular Board Meeting of the Board of Library Trustees Minutes was made by President Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Stillabower, Winger. Motion passed.

B. Minutes: February 2, 2016 – Special Board of Library Trustees Meeting

Trustee Zaremba presented the February 2, 2016 – Special 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 February 2, 2016 – Special Board Meeting of the Board of Library Trustees Minutes was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio; Abstain – Zaremba; Absent: Stillabower, Winger. Motion passed.

Please note: Trustee Winger entered the meeting at 7:34 p.m.

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

VI. Audit Presentation and Acceptance

Auditor Dan Berg presented and reviewed the audit to the Board of Library Trustees. He informed the Board that the Library was very cooperative with the audit. He stated that financial practices and reports we control were in order. He reviewed each fund with the Board of Library Trustees. He also reviewed new GASB practices. He reported that there was a new GASB statement in regarding to auditing our IMRF funds, and unfortunately, we did not receive the necessary statements from IMRF and they could not provide them at our follow-up request. Due to not receiving this paperwork, our audit needed a modification statement covering this issue. He stated he has spoken with IMRF and the needed statements are slated to be issued for this current fiscal year so he expects the modification statement to be removed next year. A motion to accept the audit was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

A motion to take a five-minute recess at 7:59 p.m. was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

The Board of Library Trustees of the Wood Dale Public Library District returned to session at 8:03 p.m. with the following Trustees present: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba.

VII. Director's Report

Director Bergendorf reviewed her report with the Board of Library Trustees. A motion to approve the Director's Report was made by Trustee Norris and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

VIII. President's Report

No report.

IX. Correspondence and Communications: Director Bergendorf distributed several items of correspondence and communications. A motion to approve this report was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

X. Legal/Ethics report

- A. Legal Memos** – No memorandums to report.
- B. Ethics Update** – Trustee Matuszewski reminded Board members about the importance of filing Economic Interest Statements with DuPage County. A motion to approve the Ethics Update report was made by President Dunn and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

XI. Continuing Business

- A. Fresh Start Program:** Director Bergendorf reported she is working on the details of the Fresh Start Program. The “Food for Fines” program will run Monday, April 4 through Friday, April 29. Fines/fee will be waived when an individual brings in a non-perishable food item. The program is good for library fines and not for lost or damaged items from other libraries.
- B. Live and Learn Construction Grant Update and Approvals:** Director Bergendorf reported that despite our best efforts, we are not going to be able to meet the Live and Learn Construction Grant application deadline due to challenges with lighting design.
- C. Building Renovation Project:** Director Bergendorf reported work continues on the building renovation project and more details will be forthcoming in regards to building program and timeline schedule.
- D. Video Recording Policy:** Director Bergendorf presented the Video Recording Policy that had been reviewed by the Library Attorney. After the Board’s review, President Dunn called for a motion to approve the Video Recording Policy. A motion to approve the Video Recording Policy was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.
- E. AXA Resolution:** Director Bergendorf reported ComputerShare requested a resolution by the Board of Library Trustees was needed to move the project forward. A motion to approve the AXA Resolution was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

XII. New Business

- A. Notice of Availability of Audit Report:** The Notice of Availability of Audit Report was presented to the Board of Library Trustees. A motion to approve the Notice of Availability

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

B. Memorial Day Weekend - Parade and Parking Lot Sealcoating: Director Bergendorf reported that due to construction on Wood Dale Road, the Parade Route would be on Addison Road. There was discussion about the impact of staging this Parade, route distance, and potential challenges. Director Bergendorf reported she would bring more information to the Board of Library Trustees when information became available.

Director Bergendorf discussed with the Board of Library Trustees the need for parking lot and sealcoating and with the Parade route being at a new location (and patrons not using our lot for Parade seating), this could be an opportunity to have this type of work done over Memorial Day weekend. She discussed the proposed project and how having three days in a row to complete this work would be advantageous to the Library.

XIII. Executive Session – No Action.

XIV. Adjournment: A motion to adjourn the February 22, 2016 Regular Board of Library Trustees meeting at 8:38 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.