

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
March Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
March 21, 2016
7:30 p.m.

I. Call to Order

President Dunn called the March 21, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on March 21, 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, 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: February 22, 2016 – Regular February Board of Library Trustees Meeting
Trustee Zaremba presented the February 22, 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 February 22, 2016 – Regular 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, Winger, Zaremba; Abstain: Stillabower. 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. 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, 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, Stillabower, Winger, Zaremba. Motion passed.

VI. Director's Report

Director Bergendorf reviewed her report with the Board of Library Trustees. Director Bergendorf distributed the draft mobile library wrap design to the Board of Library Trustees. The draft design received favorable review from 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, Stillabower, Winger, Zaremba. Motion passed.

VII. President's Report

President Dunn reported she received a Board of Library Trustees retirement letter from Trustee Stillabower. Trustee Stillabower commented on how she enjoyed her time on the Board but due to personal commitments she needs to retire. President Dunn commended Trustee Stillabower on her service to the Library. The entire Board of Library Trustees thanked Trustee Stillabower for her service. 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.

VIII. Correspondence and Communications: See President's Report above.

IX. 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.

X. Continuing Business

A. Building Renovation Project Update

Director Bergendorf reported she had just received a preliminary building renovation schedule and was going to be reviewing the item in detail. She discussed with the Board of Library Trustees their preferred method for giving input to strategic planning for the project. The Board discussed reviewing information at the regular board meeting and establishing a building committee when the project was at a point of needed specific project review and decision-making.

XI. New Business

A. Personnel Manual Policy Updates

1. Equal Employment Opportunity Policy

Director Bergendorf distributed a copy of an updated Equal Employment Opportunity Policy. Director Bergendorf reported the library lawyer has reviewed this item and

Trustee Sparacio recited this policy. A motion and recital to approve the Equal Employment Opportunity Policy was made by Trustee Sparacio and seconded by Trustee Norris. Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

2. Pregnancy Policy

Director Bergendorf distributed a copy of the Pregnancy Policy. Director Bergendorf reported the library lawyer has reviewed this policy. A motion and recital to approve the Pregnancy Policy was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

3. Sick Time Conversion

Director Bergendorf reported that IMRF at retirement allows sick time to be converted to service credit. She reported IMRF also allows all vacation time to be converted to sick time upon retirement if the Board has an approved policy regarding the vacation time conversion. She reported we currently have a policy in place that allows a certain amount of vacation time to be converted to sick time at the end of each fiscal year. This policy would allow all vacation time to be converted to sick time at any time for a retiree. A motion to approve the conversion of all vacation time to sick time upon retirement was made Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

B. Accountant Contract

The accountant contract for William E. Grigg was presented to the Board of Library Trustees and the fee structure was recited for approval by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

C. Intergovernmental Contracts

1. City of Wood Dale – TIF

Director Bergendorf reported the City of Wood Dale is willing to consider entering into an intergovernmental agreement with the taxing bodies regarding the TIF. This process is at the beginning stages and Director Bergendorf recommends the taxing bodies working cooperatively together on this project.

2. Wood Dale School District #7 – Shared Services

Director Bergendorf distributed a draft of an intergovernmental agreement with Wood Dale School District #7 regarding shared services. She reported the library attorney has reviewed this item. The Board of Library Trustees did not have any further additions. She reported she would share this draft with Wood Dale School District #7 to see if they have any additions or modifications and will hopefully be able to bring a final agreement for passage at the April meeting.

3. MAGIC

Director Bergendorf reminded the Board of Library Trustees that with MAGIC voting to join SWAN, there will be a dissolution of the current MAGIC intergovernmental agreement and a new intergovernmental agreement with SWAN.

XII. Executive Session – No Action.

XIII. Adjournment: A motion to adjourn the March 22, 2016 Regular Board of Library Trustees meeting at 8:39 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.