

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
May Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
May 16, 2016
7:30 p.m.

I. Call to Order

President Dunn called the May 16, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on May 16, 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: Winger

Others Present: Bergendorf, Michael Mackey, Winger (by telephone)*

(Please note: Trustee Winger's telephone presence was as a member of the public for his absence did not fulfill Open Meeting Act guidelines.)

III. Public Comments: No comments.

IV. Secretary's Report

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

Trustee Zaremba presented the April 18, 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 April 18, 2016 – Regular Board Meeting of the Board of Library Trustees Minutes was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: 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. A motion to approve the Treasurer's Report was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. 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 Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

VI. Architect's Report: Design Direction Presentation/Review

Architect Michael Mackey did a presentation on two library design options. Both design options required an addition to the Library. The Board discussed at great length about the priority to reutilize our existing space. The Board of Library Trustees of the Wood Dale Public Library directed the architect to resubmit design options based upon using our existing space.

A motion to take a ten minute break at 8:26 p.m. was made by President Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

Please note: Architect Michael Mackey exited the meeting at 8:26 p.m. The meeting resumed at 8:33 p.m. with the following Trustees present: Dunn, Matuszewski, Norris, Sparacio, 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 Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

VIII. President's Report

No report.

IX. Correspondence and Communications: Director Bergendorf presented an invitation from Fenton High School to attend their Open House.

X. Legal/Ethics report

- A. Legal Memos** – No memorandums to report.
- B. Ethics Update** – Nothing to report.

XI. Continuing Business

A. Trustee Vacancy – Application, Posting, and Appointment Process

Director Bergendorf presented an updated document outlining application, posting, and appointment process for applying to be a Library Trustee. A motion to approve the Trustee Vacancy document was made by Trustee Sparacio and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

B. Continuing Education Report

Director Bergendorf presented a continuing education report on her attendance at Book Expo.

XII. New Business

A. Budget

Director Bergendorf reported the Final EAV budget figures from DuPage County were expected to be realized in two days.

B. Job Descriptions and Staffing Levels

Director Bergendorf reported she is working on a personnel project. She is updating all job descriptions to include qualifications and skills necessary for working in the library industry. She discussed the need for core technology competencies for all staff in an information technology world is crucial. Director Bergendorf also discussed the changing use of the Library and how staffing needs have changed at the Library. Overall physical use of items is dramatically down (almost forty percent) and the use of the computer labs down by almost forty percent. Director Bergendorf asked for two Trustees to volunteer to work on this Personnel Project. President Dunn and Trustee Norris volunteered to work on the personnel project.

C. Public Library Nonresident Card Participation Program

Director Bergendorf reported the Board each year needs to pass a motion to continue our participation in the Public Library Nonresident Card Participation Program. A motion to approve our continued participation in the Public Library Nonresident Card Participation Program was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed. Director Bergendorf reported with this approval she would prepare the Public Library Nonresident Card Participation Policy for FY2017 for approval at the June meeting.

D. Fiscal Compliance Calendar

Director Bergendorf presented the Fiscal Compliance Calendar to the Board of Library Trustees of the Wood Dale Public Library District. A motion to approve the Fiscal Compliance Calendar was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

XIII. Executive Session

- A. 5 ILCS 120/2/(c)1 Personnel: 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.

A motion to go into Executive Session at 8:55 p.m. citing 5 ILCS 120/2/(c)1 Personnel: 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 was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

Please note: Trustee Winger participating as a member of the public ended his telephone participation at this time.

A motion to adjourn from Executive Session and return to regular session at 9:05 p.m. was made by President Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

XIV. Adjournment: A motion to adjourn the May 16, 2016 Regular Board of Library Trustees meeting at 9:06 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.