

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
July Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
July 18, 2016
7:30 p.m.

I. Call to Order

President Dunn called the July 18, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on July 18, 2016 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

Present: Dunn, Matuszewski, Sparacio, Zaremba

Absent: Norris, Winger

Others Present: Bergendorf

III. Public Comments: No comments.

IV. Secretary's Report

A. Minutes: June 20, 2016 – Regular May Board of Library Trustees Meeting

Trustee Zaremba presented the June 20, 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. It was noted that President Dunn presented the Secretary's report at the June board meeting. A motion to approve the June 20, 2016 – Regular Board Meeting of the Board of Library Trustees Minutes as amended was made by President Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Norris, 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 President Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Zaremba; Absent: Norris, 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 Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Zaremba; Absent: Norris, Winger. Motion passed.

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

President Dunn reported that President Dunn and Director Bergendorf had another meeting with the architects and reviewed updated design plans.

Please note: Nicci Krebasch entered the board meeting at 7:39 p.m.

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

VIII. President's Report

President Dunn reported Director Bergendorf and she met with the architect to discuss requested additions to the draft library plans. She reported the architects do not have updated material for the Board of Library Trustee for this meeting. A motion to approve the President's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Zaremba; Absent: Norris, Winger. Motion passed.

IX. Correspondence and Communications: President Dunn reviewed the following items with the Board of Library Trustees: a legal memo from the attorney, an announcement welcoming the new Roselle library director, and an application from Nicolina Krebasch for the open Trustee position.

X. Legal/Ethics report

- A. Legal Memos** – No memorandums to report.
- B. Ethics Update** – Trustee Matuszewski distributed a newspaper article about the changing programming role of a public library for the Board of Library Trustees to review.

XI. Continuing Business

A. Continuing Education Report

Director Bergendorf reported on a recent Public Library Statistical report that showed the changing role and use of public libraries: programming use is up, circulation of physical items is down, and use of electronic items is rising. It was noted the theme of the newspaper article reflected the results in the Public Library Statistical report.

B. Budget

Director Bergendorf distributed a revised working budget to the Board of Library Trustees. The working budget showed income and expenditures for FY2017. Director

Bergendorf noted the working budget reflected a reduction in the personnel line to balance the budget. A motion to approve the working budget was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Zaremba; Absent: Norris, Winger. Motion passed.

XII. New Business

A. Audit of Secretary's Records

Director Bergendorf stated she needed two Trustees to do an audit of the Secretary's Records. Trustee Matuszewski and Trustee Norris were assigned this task.

B. Annual Report

Director Bergendorf reported work has started on gathering data for the annual report which is due September 1.

C. Per Capita Grant

Director Bergendorf noted that Per Capita Grant income was received at the end of the FY2016 fiscal year. She reported we received about 2/3 of the original grant amount. This grant money will be spent the FY2017 fiscal year.

D. Personnel Benefits

Director Bergendorf reported that with the reduction in the personnel line, all salaries for FY2017 will be at the FY2016 level. She noted that, in lieu of raises, the Board of Library Trustees could consider raising the amount of sick leave awarded to make the Library's benefit package competitive to neighboring libraries. A motion to amend the sick leave policy and award three additional days to full-time staff, with a one-time prorated award to part-time staff, was made by President Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Zaremba; Absent: Winger; Abstain: Norris. Motion passed.

Please note: Trustee Norris entered the meeting at 8:02 p.m.

E. Trustee Application

The Board of Library Trustees reviewed the Trustee Application from Nicolina Krebsch.

F. Trustee Interview

A motion to go into Executive Session 5 ILCS 120/2/(c)(3), the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance at 8:02 p.m. was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

A motion to exit Executive Session at 8:20 p.m. was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

G. Trustee Appointment: A motion to appoint Nicolina Krebasch to the Board of Library Trustees was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

H. 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 – Executive Session 5 ILCS 120/2/(c)(1) – See Executive Session – Session Two

I. Discussion and Action Concerning Acquisition of Specific Property- Executive Session 120/2(c)(5)(property acquisition) – See Executive Session - Session Two

A motion to take a five minute break was made by President Dunn and seconded by Trustee Matuszewski. Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

The meeting resumed at 8:30 p.m. with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba.

XIII. Executive Session – Session Two

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.

B. 5/ILCS 120/2(c)(5) Property Acquisition: Discussion and Action Concerning Acquisition of Special Property

A motion to go into Executive Session- Session II at 8:31 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 and 5/ILCS 120/2(c)5 Property Acquisition: Discussion and Action Concerning Acquisition of Special Property was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

A motion to adjourn from Executive Session and return to regular session at 9:01 p.m. was made by President Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

A motion to award Director Bergendorf 3 additional sick days and 3 additional personnel days was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

XIV. Adjournment: A motion to adjourn the July 18, 2016 Regular Board of Library Trustees meeting at 9:04 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.