

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
September Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
September 19, 2016
7:30 p.m.

I. Call to Order

Vice President Matuszewski called the September 19, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on September 19, 2016 at 7:32 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

Present: Krebasch, Matuszewski, Norris, Sparacio, Zaremba

Absent: Dunn, Winger

Others Present: Bergendorf, Klos

III. Town Hall: No one was present for town hall.

IV. Minutes: The August 8, 2016 – Regular August Board Meeting of the Board of Library Trustees Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the August 8, 2016 Regular August Board of the Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

The August 29, 2016 – Special Board Meeting of the Library Trustees of the Wood Dale Public Library District Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the August 29, 2016 Special Board Meeting of the Wood Dale Public Library District Minutes was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

V. Treasurer's Report - Revenue/Expenses by Fund: Trustee Sparacio presented the August Treasurer's Report. A motion to approve the Treasurer's report was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

VI. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

VII. Director's Report: Director Bergendorf reviewed her report with the Board. She presented a revised schedule from the architect. She discussed all of the steps and decisions that need to be made to be ready to go out to bid by December, 2016 and the additional impact of needing to find, evaluate, negotiate, and set-up an alternative site for operations. Director Bergendorf stated she felt more time was needed in the schedule to allow for better decision making and the additional time demand of running a second parallel building project. The Board of Library Trustees concurred with modifying the schedule to allow more time for the project.

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

VIII. President's Report: No Report.

VIX. Correspondence: Director Bergendorf distributed invitation letters from the Wood Dale Foundation for Educational Excellence to participate in their golf outing. Director Bergendorf reported the Library had already donated a reading themed basket for the event. A thank you letter for the donated Prairie Fest reading theme basket from the VFW was shared with the Board of Library Trustees.

X. Legal/Ethics Report

A. Legal Memos: No memos to report.

B. OMA and FOIA Training Report

1. Presentation of Training Certificates: Director Bergendorf and Joanna Klos presented their 2016 Open Meetings Act and FOIA Training Certificates to the Board. Trustee Krebasch presented her 2016 Open Meetings Act Training Certificate. These certificates were placed in the file and the file was reviewed by the Board. This file contains the mandatory Open Meeting Act training certificates completed by the Trustees and the annual certificates completed by the OMA and FOIA designees.
2. Review of Binding PAC Opinions: Director Bergendorf reported there have been several new Binding PAC Opinions released by the Office of the Illinois Attorney General since our last training session. Director Bergendorf reviewed the recent Binding PAC Opinions with the Board of Library Trustees that covered use of personal email accounts, rules regarding Open Meetings and Litigation, and the need to respond to FOIA requests.

XI. Continuing Business

A. Potential Service Locations: Director Bergendorf reported this item will be covered under New Business.

XII. New Business

A. Audit of Secretary's Minutes and Records

1. Report: Trustee Matuszewski and Trustee Norris presented several documents outlining their audit of the Secretary's Minutes and Records. A spreadsheet was distributed to the Trustees that outlined documents they reviewed. Documents reviewed included items identified as records we maintain as part of our Freedom of Information Act Statement. They also reported they reviewed the organization of our records and files.
2. Supplemental Statement: Trustee Matuszewski and Trustee Norris prepared a supplemental statement to accompany the annual report for our records. The supplemental statement noted that while we have no liabilities in our annual report as defined by the federal reporting guidelines, we have the liabilities as outlined in the audit pages from our Annual Financial Report for the year ending June 30, 2015 that extend into FY2016. Also, our Wood Dale Public Library District All Funds Combined Statement of Assets, Liabilities, and Fund Balances (Arising from Cash Transactions – Non GAAP), June 30, 2016 shows deferred tax revenue and pre-collected insurance premiums as a liability that become revenue on July 1, 2016.
3. Recommendations: Trustee Matuszewski and Trustee Norris commended the Administrative Team on the organization of our records.

B. Authorization of Engineering Study

Director Bergendorf distributed an engineering study proposal from StudioGC. Director Bergendorf discussed with the Board of Library Trustees the proposal. The Board of Library Trustees recommended having the proposal broken down to outline costs for the building feasibility study and fees associated with moving the project forward if initial results show the building will meet our needs. A motion requesting Director Bergendorf to request a quote on the building feasibility portion of the study was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

C. Public Hearing Report for the Budget and Appropriation Ordinance – Ordinance #7 2016

Trustee Matuszewski reported the Public Hearing for the Budget and Appropriation Ordinance – Ordinance #7 2016 was held on Monday, September 19 at 7:15 p.m. She reported we had an opportunity for public comment and opened the Public Hearing with a recital of the purpose of the public hearing. It was noted there was no one present for the meeting nor had the Library received any correspondence about the public hearing.

D. Budget and Appropriation Ordinance – Ordinance #7 2016 Recital and Approval

Trustee Matuszewski presented the Budget and Appropriation Ordinance – Ordinance #7 2016 to the Board of Library Trustees who reviewed and read the document. Trustee Matuszewski recited the following, "Budget and Appropriation Ordinance – Ordinance #7 2016, Wood Dale Public Library District, July 1, 2016 – June 30, 2017. An Ordinance adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Wood Dale Public Library District, DuPage County, Illinois for the Fiscal Year beginning July 1,

2016 and ending June 30, 2017 and specifying the objects and purposes for which said appropriations are made and the amount appropriated for each object or purpose. Be it ordained by the Board of Library Trustees of the Wood Dale Public Library District.” Trustee Matuszewski asked for a motion from the Board of Library Trustees to approve the Budget and Appropriation Ordinance – Ordinance #7 2016. A motion to approve the Budget and Appropriation Ordinance – Ordinance #7 2016 was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

**E. Total Compensation Package for the Wood Dale Public Library District 2016
Recital and Approval**

Director Bergendorf presented and recited the Total Compensation Package for the Wood Dale Public Library District 2016. The Total Compensation Package for certain employees is available on the Wood Dale Public Library District’s website and is posted and available for public viewing in the Administrative Office at the Library Programming Center. A motion to approve the Total Compensation Package for the Wood Dale Public Library District 2016 was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

F. Illinois Freedom of Information Act Information

Director Bergendorf reviewed the updated information in the Illinois Freedom of Information Act Information sheet. Updated sections include budget information, employee count, listing of Trustees, and Illinois State Library contact information.

G. Driving for Library Business Policy

Director Bergendorf presented the Driving for Library Business Policy. Director Bergendorf explained the policy outlined is recommended by our library insurance cooperative for it ensures that employees driving on library business are insured. A motion to approve the Driving for Library Business Policy was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

H. SWAN Membership Packet

1. Ordinance Providing for the Execution of An Intergovernmental Agreement Authorizing Membership in SWAN – Ordinance #8 2016

Director Bergendorf reviewed the background of activities leading up to the decision for MAGIC to recommend dissolving and for members to join the SWAN consortium. A motion to approve the Ordinance Providing for the Execution of An Intergovernmental Agreement Authorizing Membership in Swan – Ordinance #8 2016 was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

2. Intergovernmental Agreement Establishing The System Wide Automated Network (“SWAN”) and Authorizing Membership in SWAN
A motion to approve the Intergovernmental Agreement Establishing the System Wide Automated Network (“SWAN”) and Authorizing Membership in SWAN was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

I. Consolidated Election 2017

Director Bergendorf advised the Board of Library Trustees we have three six-year positions and one four-year position up for election in the spring 2017 Consolidated Election.

J. Auditor Engagement Letter

Director Bergendorf distributed the Auditor Engagement Letter and discussed the cost was not to exceed \$9,000. A motion to approve the Auditor Engagement Letter from Sikich at a cost not to exceed \$9,000 was made by Trustee Norris and seconded by Trustee Sparacio.

K. Bank Resolutions and Signature Authorizations

Trustee Zaremba presented the documentation from Itasca Bank to update the signature authorizations on account and read the resolution statement on the paperwork. A motion to approve the updated signature authorizations by resolution was made Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

A motion to take a five minute break at 8:30 p.m. was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

The meeting resumed at 8:37 p.m. with the following Trustees present: Krebasch, Matuszewski, Norris, Sparacio, Zaremba.

XIII. Executive Session: 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 the minutes or semi-annual review of the minutes as mandated by Section 2.06.

A motion to go into Executive Session at 8:37 p.m. for 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 the minutes or semi-annual review of the minutes as mandated by Section 2.06 was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

A motion to exit Executive Session at 8:43 p.m. was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

XIV. Resolution #4 2016 – Resolution Regarding Release of Executive Session Minutes

A motion to approve Resolution #4 2016 – Resolution Regarding Release of Executive Session Minutes was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.

XV. Adjournment

A motion to adjourn the meeting at 8:46 p.m. was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Dunn, Winger. Motion passed.