

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
October Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
October 17, 2016
7:30 p.m.

I. Call to Order

President Dunn called the October 17, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on October 17, 2016 at 7:32 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

Present: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba

Absent: Sparacio

Others Present: Bergendorf, Klos

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

IV. Minutes: The September 19, 2016 – Public Hearing Budget and Appropriation Ordinance Meeting Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the September 19, 2016 – Public Hearing Budget and Appropriation Ordinance Meeting Minutes of the Wood Dale Public Library District was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Zaremba; Abstain: Dunn, Winger; Absent: Sparacio. Motion passed.

The September 19, 2016 – Regular September 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 September 19, 2016 Regular September 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, Zaremba; Abstain: Dunn, Winger; Absent: Sparacio. Motion passed.

The October 3, 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 October 3, 2016 Special Board Meeting of the Wood Dale Public Library District Minutes was made by President Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Winger, Zaremba; Abstain: Matuszewski, Norris; Absent: Sparacio. Motion passed.

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

VII. Director's Report: Director Bergendorf reviewed her report with the Board. Trustee Zaremba inquired about the Wood Dale Public Library District being an emergency evacuation site for the 8th graders at Wood Dale Junior High. A motion to approve the Director's Report was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

Please note: Trustee Sparacio entered the meeting at 7:37 p.m. during the Director's Report.

VIII. President's Report: No Report.

VIX. Correspondence: Director Bergendorf reported correspondence would be discussed during the Legal/Ethics Report portion of the agenda.

X. Legal/Ethics Report

- A. **Legal Memos:** Director Bergendorf reported there has been statutory changes to what is required in travel policies for governmental entities. She reported she would be bringing updated documents for the board meeting in November. The new law goes into effect January 1.

It was also noted that the auditor had sent fraud surveys to the Trustees as part of their audit work. Those surveys need to be completed and returned as soon as possible.

XI. Continuing Business

A. Building Program Update

Director Bergendorf distributed a revised floor plan of the potential building renovation. She reviewed each room step by step and noted the following highlights: the mechanical room will not be accessible to the public; improved janitor's closet location; 24-hour area accessible; enhancements to the lobby; enlarged study rooms; and extension of tile in the children's area. The Board discussed it was a priority to use our existing shelving if applicable. The Board also discussed designing the building to take advantage of our outdoor resources.

XII. New Business

- A. **Records Disposal Certificate:** The Records Disposal Certificate was presented to the Board of Library Trustees. A motion to approve the Records Disposal Certificate was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.
- B. **Disposal of Executive Session Digital Audio Recordings prior to April, 2015 (keeping legally mandatory 18 months):** A motion to dispose of Executive Session

Digital Audio Recordings prior to April, 2015 was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

C. Resolution to Determine Estimate of Funds Needed for 2016-2017 Fiscal Year

Trustee Norris presented the Resolution to Determine Estimate of Funds Needed for 2016 – 2017 Fiscal Year to the Board of Library Trustees. A motion to approve the Resolution to Determine Estimate of Funds Needed for 2016 – 2017 Fiscal Year was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

D. Search Warrant Policy

The Board of Library Trustees reviewed an updated Search Warrant Policy. A motion to approve the revised Search Warrant Policy was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

XIII. Executive Session: No action was needed.

XIV. Adjournment

A motion to adjourn the 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, Winger, Zaremba. Motion passed.