

Wood Dale Public Library District  
Regular February Board Meeting Minutes  
February 14, 2011  
8 p.m.

Meeting began at 8:04 p.m.

The meeting was called to order by President Pro Tem Matuszewski.

**I. Roll Call:**

Present: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Zaremba

Absent: Winger

Others Present: Bergendorf

**II. Town Hall:** No one was present for town hall.

**III. Minutes:** A motion to approve the January 10, 2011 Regular Board Meeting Minutes with corrections was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris Sparacio, Stillabower, Zaremba; Absent: Winger. Motion passed.

**IV. Treasurer's Report:** Trustee Dunn reported the figures look beautiful. (*President Winger entered the Board meeting at 8:08 p.m.*) Trustee Dunn inquired about the type of expenses classified as Other Expenditures in the A3 summary sheet. Director Bergendorf reported Other Expenditures is a summary of our grant expenditures which are detailed in page B5. Director Bergendorf reported we have received almost all of the tax revenue expected for the Library Fund. Trustee Sparacio inquired about the status of our per capita grant expenditures. A motion to approve the Treasurer's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**V. Bill List/Cash Disbursement:** Trustee Sparacio inquired about the audio recordings purchased with the ESL grant. Director Bergendorf reported they were comprised of ESL language learning material and a few examples of classics in American literature. Trustee Stillabower inquired about the check to the Illinois Library Association. Director Bergendorf reported it was for summer reading T-shirts for participants in the Battle of the Books program. Trustee Sparacio inquired about the bill from Anderson Lock. Director Bergendorf reported it was for door stoppers. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**VI. Director's Report:** Director Bergendorf asked if anyone had a question about her report. Trustee Sparacio asked Director Bergendorf to explain how material is shelved. Director Bergendorf gave an overview of how material is currently shelved and different shelving options implemented at other libraries based upon patron browsing and use. Trustee Matuszewski inquired about the snow removal budget line and potential federal reimbursement program. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**VII. President's Report:** President Winger invited other Trustees to attend the Trustee continuing education workshop on February 26 in Lisle. Director Bergendorf mentioned the workshop location in Lisle is convenient to travel to and a good opportunity to learn new things. A motion to approve the President's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**VIII. Correspondence and Legal/Ethics Report:** Trustee Matuszewski reviewed a variety of library articles with the Board.

**IX. Continuing Business:** Nothing to report.

**X. New Business**

**A. Identity Protection Act:** Director Bergendorf reviewed a draft of a recommended Identity Protection Act Policy. Director Bergendorf reported that while our Library does not collect Social Security Numbers as part of the patron registration process, she wanted to review the procedures of other MAGIC libraries before adopting a policy at Wood Dale.

**B. Survey Results- Part II:** Director Bergendorf reported the paper surveys collected at the Library after the Open House closely resemble the responses from the Open House participants. She reported an online survey is available at the library Website.

**C. Personnel/Budget:** Director Bergendorf reported that Library use is up twenty percent this year and additional part-time personnel is still needed to fill in the gaps during high library use times. Director Bergendorf discussed spending additional funds from the personnel line to help meet the growing service needs of the community and the need to adjust next year's budget. She reported we are examining how we can become more effective and efficient with our operations. We are looking at getting an AV dispenser to manage our popular AV collections (DVD, videogames, and music) and examining the emerging role of downloadable media on our collection development and budget for the upcoming fiscal year.

**D. Discussion and Action Concerning Acquisition of Specific Property- Executive Session 120/2(c)(5)(property acquisition):** See Executive Session below.

**E. Review of Executive Session Minutes – Executive Session 120/2(c)(21):** See Executive Session below. No action taken.

A motion to go into Executive Session pursuant to Section 120/2(c)(5)(property acquisition) immediately following a short break was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed. (Board began Executive Session at 9:03 p.m.) A motion to exit Executive Session at 9:22 p.m. and resume regular session was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion advising the Director to proceed as outlined in Executive Session was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote: Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**XII. Adjournment**

A motion to adjourn the meeting at 9:23 p.m. was made by Trustee Zaremba and seconded by Trustee Stillabower. Roll Call Vote - Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion Passed.