

Wood Dale Public Library District
Regular March Board Meeting Minutes
March 14, 2011
7:30 p.m.

Meeting began at 7:39 p.m.

The meeting was called to order by President Winger.

I. Roll Call:

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

Absent: NA

Others Present: Bergendorf

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

III. Minutes: A motion to approve the February 14, 2011 Board Meeting Minutes with corrections was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

IV. Treasurer's Report: Trustee Dunn reported the income levels look better than expected. Trustee Sparacio inquired about the snow removal fees for the year and expected reimbursement from FEMA. Director Bergendorf reported that Gov. Quinn had submitted a disaster request to FEMA but a declaration had not been made at this time. If a declaration is made, a seventy-five reimbursement level is expected. President Winger inquired about our liability insurance figures and the account to charge if expenses for the year exceed account balances. Director Bergendorf reported we can continue to charge the liability insurance fees to the liability insurance fund due to having a sufficient amount detailed in our Budget and Appropriation Ordinance. The other option would be charging the fees to contingency. A motion to approve the Treasurer's Report was made by Trustee Stillabower and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

V. Bill List/Cash Disbursement: Trustee Matuszewski inquired about the payment to Anderson Lock and Amber Mechanical. Director Bergendorf reported it was for the keyless door locks and maintenance on the boiler. Director Bergendorf reported the payment for Mango was an annual licensing fee for the foreign language instruction program that is available on our Web site in the online resources section. Trustee Sparacio inquired about the payment to KI. Director Bergendorf reported it was for furniture to convert the former Director office into a more effective office layout for IT. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Stillabower. 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 inquired about the timeline for the retirement of Mimi Anderson from the City of Wood Dale. Director Bergendorf reported Mimi Anderson had already retired, effective March 10. Trustee Matuszewski inquired about the newsletter and if it were possible to use our Web site and newsletter to promote the success of the Battle of the Book program. Director Bergendorf reported she would work with staff to get team pictures on the Web site and other possible public relations. Trustee Sparacio inquired about the purchase of the early literacy stations. Director Bergendorf reported the computers are for our younger patrons so they would be stand-alone units without Internet access with lower age-appropriate furniture. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

VII. President's Report: President Winger gave an overview of the topics covered at the ILA Trustee workshop he attended. Topics included an overview of the Budget and Appropriation process, personnel, and

advocacy. President Winger reported there are around twenty Illinois bills proposed that effect libraries and it is important for Trustees to be aware of these bills. President Winger encouraged the other Trustees to attend other upcoming ILA events. Director Bergendorf reported the ILA Web site at www.ila.org has a legislative section that keeps up with the bills as they develop. Director Bergendorf thanked the Board members for following up on the federal LSTA funding alert. A motion to approve the President's Report was made by Trustee Dunn 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 reminded the Board members to file their ethic statement with DuPage County by May 1. Trustee Matuszewski distributed several newspaper articles featuring local libraries in the area.

IX. Continuing Business: Nothing to report.

X. New Business

A. Parking Lot Project

1. Review of Needs: Director Bergendorf and the Board discussed important parking lot improvements and priorities for the upcoming parking lot project. The Board also discussed the timeline for the project with tentative plans to begin August 1.

2. Civil Engineering Proposal: A motion allowing the Library Director and consultant to discuss the proposal with the library attorney with approval to negotiate fee and scope with an amount not to exceed \$21,000 was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

B. Staff Inservice: Director Bergendorf discussed with the Board setting a continuing education event for April 29. She asked the Board if we should wait and coordinate with a potential closing due to the parking lot construction. The Board felt we should schedule the event in April due to too many construction variables.

C. Fiscal Compliance Calendar: The Board of Trustees concurred with moving the May board meeting to the third Monday in May in order to seat the newly elected Trustees within the allotted election timeframe. Also, to meet the parking lot construction timeline, the Board agreed it may be necessary to reschedule the June board meeting to accommodate this process.

D. Discussion and Action Concerning Acquisition of Specific Property- Executive Session 120/2(c)(5)(property acquisition): No action taken.

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

Director Bergendorf reported she is reviewing different flooring options. Since the Library may be closed for certain time periods, she is considering the possibility of flooring replacement this summer, too.

XI. Adjournment

A motion to adjourn the meeting at 8:49 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion Passed.