

Wood Dale Public Library District
Regular December Board Meeting Minutes
December 17, 2012
7:30 p.m.

Meeting began at 7:32 p.m. The meeting was called to order by President Winger.

I. Roll Call:

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

Absent: None

Others Present: Bergendorf

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

III. Minutes: A motion to approve the November 19, 2012 Regular Board Meeting Minutes was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Norris, Matuszewski, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

IV. Treasurer's Report: Trustee Stillabower reviewed the Treasurer's report with the Board of Trustees. A motion to approve the Treasurer's Report was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

V. Bill List/Cash Disbursement: The Board reviewed the bill list with the Library Director. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

VI. Director's Report: The Library Director reviewed her report with the Board of Trustees. The Board discussed the highly successful Holiday Open House and the Library Director thanked the Board for their participation. It was noted the trolley made a significant impact in traffic flow, parking lot safety, and our ability to accommodate the high attendance count. Director Bergendorf noted we received the construction funds from the capital bills grant, so our audit will be revised to reflect this receipt.

Preliminary patron survey results were discussed. Director Bergendorf reported our patrons are slowly transitioning to social media, so the Library will be monitoring this as we move towards social media applications. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

VII. President's Report: President Winger has no report for the evening.

VIII. Correspondence: The following notes were received: a note from the Park District thanking Joy for our participation in the Polar Express program; a card from Joanne Karss in regards to her husband, Roland; and a written note from a patron thanking Meghan and Yvonne for our library service.

IX. Legal/Ethics Report: Trustee Matuszewski reminded the Trustees to complete their Open Meetings Act training by the December 31st deadline.

X. Continuing Business: No discussion.

XI. New Business

- A. Audit Update:** Director Bergendorf reported the audit was being revised to reflect the receipt of the construction grant funds. The audit will be completed by the deadlines and Dan Berg will formally report on the audit at the January or February board meeting. Director Bergendorf reported we implemented the recommended adjustments to the payroll schedule. Director Bergendorf will file all of the audit paperwork by the December 31 deadline with the Board accepting the audit later.
- B. Medical Insurance Update:** Director Bergendorf informed the Board we were staying with Blue Cross/Blue Shield for our medical insurance plans.
- C. Health and Wellness Program:** Director Bergendorf reported that our wellness program with the Wood Dale Park District was up for renewal. The Board concurred with continuing our participation in the intergovernmental wellness program. The Board discussed the family minigolf event at the Library on the evening of Friday, January 18.
- D. Establishing Meeting Dates Ordinance:** Director Bergendorf reported the schedule of having the Board meeting on the third Monday of the month works very well with Administration. A motion to approve the Establishing Meeting Dates Ordinance was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
- E. Library Calendar:** Director Bergendorf reported we will be looking at the shelving project after the holidays. Trustee Zaremba asked about security at the Library. Director Bergendorf reported we do emergency procedures four to seven times a year at the Library. Procedures range from going into emergency lockdown due to a missing child, emergency weather evacuations, or diffusing patron situations.
- F. Discussion and Action of Specific Property- Executive Session 120/2(c)(5)(property acquisition):** No action taken.
- G. Review of Executive Session Minutes – Executive Session 120/2(c)(21) :** No action taken.

XII. Executive Session: No action taken.

XIII. Approval and Review of Executive Session Minutes: No action taken.

XIV. Adjournment: A motion to adjourn the meeting at 8:06 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.