

Wood Dale Public Library District  
Regular November Board Meeting Minutes  
November 18, 2013  
7:30 p.m.

Meeting began at 7:30 p.m. The meeting was called to order by President Dunn.

**I. Roll Call:**

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

Absent: Zaremba

Others Present: Bergendorf

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

**III. Minutes:** A motion to approve the October 21, 2013 Public Hearing Minutes for the Proposed Tax Levy was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Stillabower; Abstain: Sparacio; Absent: Zaremba. Motion passed.

A motion to approve the October 21, 2013 Regular Board Meeting Minutes was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger; Absent: Zaremba. Motion passed.

**IV. Treasurer's Report:** Trustee Winger reviewed the Treasurer's report with the Board of Trustees.

*(Please note: Trustee Zaremba entered the meeting at 7:35 pm.)*

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

**VII. President's Report:** No report.

**VIII. Correspondence:** Director Bergendorf reported a letter was received from a patron inquiring about the installation of automatic doors. Director Bergendorf reported this item is on the consideration list for when new carpeting is installed.

**IX. Legal/Ethics Report:** Trustee Matuszewski distributed several newspaper articles featuring local libraries.

**X. Continuing Business**

**A. Building Project Update: Electrical Testing Proposal:** A motion to approve the Electrical Testing Proposal was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

## **XI. New Business**

**A. Tax Levy:** A motion to approve the tax levy contingent upon final review by the attorney was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**B. Certification of Compliance with Truth-in-Taxation Law:** A motion to approve the Certification of Compliance with the Truth-in-Taxation Law was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**C. Illinois Library Association Liability Insurance Program:** Director Bergendorf reported on the proposed insurance cooperative program sponsored by the Illinois Library Association in cooperation with Arthur Gallagher. Arthur Gallagher is the current broker for the Wood Dale Library and we are eligible to transition to this new program. Director Bergendorf reported current Arthur Gallagher clients have seen a reduction in their rates. Director Bergendorf proposed submitting an application to receive a quote for participation. If the insurance is comparable and the quote lower, she recommended the Library participation in the library cooperative. She also stated there is a December 31 deadline to meet in order to participate. A motion approving our participation in the library insurance cooperative if the rate is lower and the coverage is comparable, was made by Trustee Norris and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

**D. Meeting Room Policy and Procedures:** Director Bergendorf distributed a copy of the meeting room policy. She reported a patron inquired about our meeting room policy. Director Bergendorf reported she asked the Library Attorney to review our meeting room policy and suggest recommendations if he felt any were needed. Director Bergendorf reported the demand for the meeting room is great, and often staff finds it difficult to reserve the meeting rooms for library programming. Director Bergendorf is aware of the difficulty in trying to balance library programming needs and the demand for community meeting room space, but is going to review our policy and procedures to see if improvements can be made to improve access to the meeting room facilities for library programming.

**E. Library Calendar:** Director Bergendorf surveyed the Board about continuing to meet on the third Monday of each month. The Board concurred the third Monday of each month worked well for the Board meeting, so Director Bergendorf reported she would draft a meeting ordinance reflecting this schedule.

**F. Discussion and Action Concerning Acquisition 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 8:27 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.