

Wood Dale Public Library District
Regular December Board Meeting Minutes
December 16, 2013
7:30 p.m.

Meeting began at 7:37 p.m. The meeting was called to order by President Dunn.

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 18, 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, Zaremba. Motion passed.

IV. Treasurer's Report: Trustee Winger 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 Stillabower. 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 Norris 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 Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

VII. President's Report: President Dunn thanked everyone for their participation in the successful Holiday Open House. The Board of Trustees reviewed the event, noting how the scheduled activities flow very nicely without anyone waiting too long to participate in any one single activity.

VIII. Correspondence: No correspondence to review with the Board.

IX. Legal/Ethics Report: No report to review with the Board.

X. Continuing Business

A. Illinois Library Association Insurance Program: Director Bergendorf reported she was in the process of working with the insurance representative to submit paperwork prior to the December 31 deadline. She will continue to work with the representative to move this project forward.

XI. New Business

A. Audit Update: Director Bergendorf reported there were a few items that needed to be revised with the audit. She will work to have the audit completed and submitted by the deadlines. Dan Berg will formally report on the audit at the January board meeting.

- B. 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.
- C. Establishing Meeting Dates Ordinance:** A motion to approve the Establishing Meeting Dates Ordinance was made by Trustee Winger and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
- D. Meeting Room Policy:** The Board reviewed our existing policy and concurred with keeping the intent of the existing policy, as well as working to integrate any revisions suggested by our attorney. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
- E. Drug and Alcohol Policy:** Director Bergendorf distributed an updated Drug and Alcohol Policy that contained language to cover intoxicated behavior and misuse of uncontrolled substances. Director Bergendorf reported on a patron whose intoxicated behavior (using uncontrolled substances readily available over the counter) has resulted in calls to the police and paramedics. Her erratic behavior, often times requiring staff intervention, negatively impacts our ability to provide library service. Director Bergendorf reported this patron was issued a warning to comply with our conduct ordinance. This verbal warning was given by Director Bergendorf while accompanied by local law enforcement. The patron, despite being advised she would risk being barred from the Library, has failed to comply with this directive. The Board concurred with barring this patron for a one-year time period. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.
- F. Conduct Ordinance:** Director Bergendorf forwarded our Conduct Ordinance to the attorney for his review. She will report back if he has any recommendations to our current policy.
- G. Discussion and Action of Specific Property- Executive Session 120/2(c)(5)(property acquisition):** No action taken.
- H. Review of Executive Session Minutes – Executive Session 120/2(c)(21) :** No action taken.

XII. Executive Session: A motion to go into Executive Session at 8:31 p.m. pursuant to Personnel - Executive Session 120/2(c)(1) for informational purposes was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 8:38 p.m. was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Stillabower, Winger, Zaremba. Motion passed.

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

XIV. Adjournment: A motion to adjourn the meeting at 8:39 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.