

Wood Dale Public Library District
Regular August Board Meeting Minutes
September 15, 2014
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, Stillabower, Winger, Zaremba

Absent: Sparacio

Others Present: Bergendorf

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

III. Minutes: A motion to approve the August 11, 2014 Regular Board Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Stillabower, Winger, Zaremba; Absent: Sparacio. 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, Stillabower, Winger, Zaremba; Absent: Sparacio. Motion passed.

V. Bill List/Cash Disbursement: Trustee Winger reviewed the bill list with the Board. 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, Stillabower, Winger, Zaremba; Absent: Sparacio. 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 Norris and seconded by Trustee Stillabower. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Stillabower, Winger, Zaremba; Absent: Sparacio. Motion passed.

VII. President's Report: President Dunn reported she has received very positive feedback regarding library service provided by staff. She reported on two specific situations where patrons conveyed their gratitude and appreciation for the welcoming service they received at the Library.

VIII. Correspondence: Trustee Matuszewski shared several newspaper articles about libraries.

IX. Legal/Ethics Report: NA

X. Continuing Business:

A. Building Facilities: NA

XI. New Business

A. Per Capita Grant – Grant Requirements and Approval with Final Review by President and Secretary: Director Bergendorf reviewed and discussed the per capita grant requirements with the Board of Trustees. Director Bergendorf reported the grant application no longer contained a signature section by the President and Secretary. A motion to apply for and submit the per capita grant application was made by Trustee Norris and seconded by Trustee Stillabower. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Stillabower, Winger, Zaremba; Absent: Sparacio. Motion passed.

B. Budget and Appropriation Ordinance – Public Hearing Report and Ordinance Approval:

Director Bergendorf noted no one attended the Public Hearing for the Budget and Appropriation Ordinance, nor did the Library receive any written testimony. A motion to approve the Budget and Appropriation Ordinance was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Stillabower, Winger, Zaremba; Absent: Sparacio. Motion passed.

C. Statement of Cash Receipts and Disbursement: A motion to approve the Statement of Cash Receipts and Disbursements was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Stillabower, Winger, Zaremba; Absent: Sparacio. Motion passed.

D. LIRA Site Visit and Requirements: Director Bergendorf reported the Library was preparing for a visit for an insurance site visit/audit by the LIRA group. She reported this visit was a good opportunity for the library to review our policies and procedures and to make improvements. Director Bergendorf reported she is in the process of updating Library job descriptions and all staff are working on cleaning up their department areas and disposing of items no longer needed. Director Bergendorf reviewed the laws governing the disposal of material with the Board, and noted that items under a certain dollar value can be disposed in a variety of ways including, donation to other libraries, recycle or discard, or fee/free giveaway.

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

F. Discussion and Action Concerning Personnel – Executive Session 120/2(c)(1): No action taken.

XII. Review of Executive Session Minutes: Executive Session Minutes – Executive Session 120/2(c)(21) (executive session minutes): No action taken.

XIII. Executive Session – No action taken.

XIV. Approval of Executive Session Minutes – No action taken.

XV. Adjournment: A motion to adjourn the meeting at 8:07 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Stillabower, Winger, Zaremba; Absent: Sparacio. Motion passed.