

Wood Dale Public Library District  
140 School Street, Wood Dale, Illinois 60191  
October Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
October 19, 2015  
7:30 p.m.

**I. Call to Order**

President Dunn called the October 19, 2015 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on October 19, 2015 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call:**

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

Absent: Stillabower

Others Present: Bergendorf, Klos

**III. Public Comments:** No one was present to provide public comments.

**IV. Secretary's Report:**

**A. Minutes:** September 21, 2015 – Public Hearing Minutes for the Budget and Appropriation Ordinance – Ordinance #5 2015; September 21, 2015 – Regular September Board of Library Trustees Meeting Minutes

The September 21, 2015 – Public Hearing Minutes for the Budget and Appropriation Ordinance – Ordinance #5 was presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the September 21, 2015 – Public Hearing Minutes for the Budget and Appropriation Ordinance – Ordinance #5 2015 was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

The September 21, 2015 - Regular September Board of Library Trustees Meeting Minutes was presented to the Board of Library Trustees. It was noted the scheduled meeting start time needed to be changed from 7:15 p.m. to 7:30 p.m. A motion to approve the September 21, 2015 – Regular September Board of Library Trustees Meeting Minutes as amended was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Abstain: Winger; Absent: Stillabower. Motion passed.

**V. Financial Report**

**A. Treasurer's Report: Revenue/Expenses by Fund/Investment Report**

Trustee Sparacio presented the Treasurer's Report to the Board of Library Trustees.

President Dunn asked for a motion from the Board to approve the Treasurer's Report. A

motion to approve the Treasurer's Report was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

**B. Bill List/Cash Disbursements**

Trustee Sparacio presented the Bill/List Cash Disbursements to the Board. An inquiry was made about the payment to the mobile library driver. A motion to approve the Bill List/Cash Disbursements was made by Trustee Zaremba and seconded by Trustee Winger. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

A motion to amend the agenda to move New Business – Item A: Medical Insurance Renewal before the Director's Report was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

**VI. New Business**

**A. Medical Insurance Renewal**

Bill Miksch, our insurance broker, reported the results of bidding out our medical insurance plan for renewal. He said our rates had been very stable since 2010. He reported that our existing policy provided by Blue Cross/Blue Shield of Illinois will be available for one more year. He stated that next year, we will need to convert to a plan provided under the Affordable Health Care Act. Mr. Miksch discussed the benefits of our existing plan and how many of his clients pay more for their Affordable Health Care plan with fewer benefits than our existing renewal cost. He discussed the potential of combining future insurance renewal packages supplemented by a HRA or FSA program for our December 1, 2016 renewal.

Upon presentation of the renewal packages, a motion to stay with our existing Blue Cross/Blue Shield of Illinois policies was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed. *(Please note: Mr. Miksch exited the meeting at 8:15 p.m.)*

**VII. Director's Report**

Director Bergendorf informed the Board of Library Trustees that the Shape of Wood Dale was originally cancelled but has been rescheduled for Wednesday, October 21 at 7 p.m. She reported Trustee Matuszewski will be representing the Library at this event. She requested the Board of Library Trustees cast their votes for the art in the Art Festival and the mobile library will be out at schools this week. She reported the Annual Report is available for public inspection. She reported that many of the remaining items in her Director's Report are agenda items for this evening's meeting. She also reviewed new progress on the Library website. A motion to approve the Director's Report was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

### **VIII. President's Report**

President Dunn thanked Trustee Matuszewski for representing the Library at the Shape of Wood Dale. She reported Director Bergendorf and she attended the Memorial event for former Mayor Jerry Greer. President Dunn reported Mr. Greer was very instrumental in helping the progress of the new main library at 520 North Wood Dale Road move forward. She reported the Library plans to do books in Mayor Greer's memory. Books selected will be his love of border collies and service dogs. A motion to approve the President's report was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

**IV. Correspondence and Communications:** Director Bergendorf reported flowers were delivered to the Library with a thank you letter from Wood Dale Calvary Lutheran church thanking us for our service to the community.

### **X. Legal/Ethics report**

**A. Legal Memos** – Director Bergendorf distributed a legal memo and article from the Library attorney about FOIA and to avoid doing emails from personal devices about Library business or during a public meeting.

**B. Ethics Update** – Trustee Matuszewski reminded everyone to return their confidential survey to the auditing firm by September 23. Director Bergendorf reported she posted a link to the public search of the Statement of Economic Interests maintained by DuPage County on the Trustee portion of the Library Website.

### **XI. Continuing Business**

**A. Open Meetings Act Training Date Draft Agenda:** A motion to approve having a Special Board Meeting on November 9, 2015 at 7:30 pm was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

**B. Technology Use Policy:** Director Bergendorf reviewed suggested modifications to make to the Technology Use Policy so staff is able to do their jobs. She stated the Technology Use Policy needs updating to ensure staff is able to use the same criteria for viewing print and electronic material. She discussed the changing use of electronic media in reference/library services and collection development.

She also stated that the Library staff should not be held responsible for the display or transmission of SPAM or other unsolicited items. She also reported that she, as well as automation staff, need to be able to view items in the course of trouble-shooting to keep our network secure and following up on unsolicited SPAM and email.

She reported that in the past, many of these technology policies could be considered standalone policies, but with the changing integration of technology into public library services, we need to examine many of our policies at the same time to make sure they fit together. A motion to approve the Technology Use Policy with the proposed changes was

made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

- C. Staff Internet Policy:** A motion to table this item was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

## **XII. New Business**

- A. Medical Insurance Renewal:** See Section VI.

- B. Resolution #2 2015 – Resolution to Determine Estimate of Funds Needed for 2015-2016 Fiscal Year:** The Resolution to Determine Estimate of Funds Needed for 2015-2016 was presented to the Board of Library Trustees. Trustee Winger did the recital for this item which included the money estimated to be raised by taxation for the 2015-2016 fiscal year upon the taxable property in said Library District is \$2,420,474.70. A motion to approve Resolution #2 2015- Resolution to Determine Estimate of Funds Needed for 2015-2016 Fiscal Year was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

- C. Establish Public Hearing Date pursuant to TITA – Notice of Property Tax Increase for Wood Dale Public Library District:** No Action Needed.

- D. Resolution #3 2015 – Resolution Authorizing Intervention in Certain Tax Appeal Cases:** Trustee Zaremba presented this item and did a recital of Resolution #3 2015 – Resolution Authorizing Intervention in Certain Tax Appeal Cases. Director Bergendorf mentioned this item allows the Wood Dale PLD to participate in the Wood Dale Tax Consortium. A motion to approve Resolution #3 2015 – Resolution Authorizing Intervention in Certain Tax Appeal Cases was made by Trustee Winger and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

- E. Tressler LLP Letters of Authorization:** The Tressler LLP Letters of Authorization were reviewed with the Board. A motion authorizing the Board President to sign both Tressler LLP Letters of Authorization was made by Trustee Winger and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

## **F. Library Policies and Forms**

- 1. Benefits Policy:** The Benefits Policy statement was presented by the Library Director to the Board of Library Trustees for their review. A motion to approve the Benefits Policy was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

2. **Policy on Service to Non-Residents for 2015 – 2016:** Director Bergendorf reported she was working on a draft of this item. A motion to table this item was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
3. **Event Permission/Emergency Information/Photo Release:** The Board of Library Trustees reviewed an Event Permission/Emergency Information/Photo Release Form. The Board made additional language suggestions dealing with minors and to create two separate forms. A motion to approve with modifications and create two Event Permission/Emergency Information/Photo Release forms was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

A motion to take a five minute break at 9 p.m. was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

The Library meeting resumed at 9:05 pm with the following Trustee attendance: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower.

4. **Disposal of Surplus Equipment Policy:** Director Bergendorf reviewed the Disposal of Surplus Equipment Policy. She reported the Policy followed the Illinois Statutes but wanted to explicitly include a statement allowing the Library to directly recycle our electronic computer equipment if not donated to another Library. President Dunn called for a motion to approve the updated Disposal of Surplus Equipment Policy. A motion to approve the Disposal of Surplus Equipment Policy was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
5. **Travel Conference Policy:** The Board of Library Trustees reviewed the Travel Conference Policy. The Board of Library Trustees concurred with adding language that out-of-state air travel is pre-approved and that alcoholic beverages are not reimbursable expenses. President Dunn called for a motion to approve the amended Travel Conference Policy. A motion to approve the Travel Conference Policy with amendments was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
6. **Social Media Policy:** The Director reported on the evaluation of our Social Media Policy. The Director reported she worked with a social media specialist for the drafting of a new Social Media Policy. The Board of Library Trustees reviewed our existing Social Media Policy and the newly proposed Social Media Policy. The Board of Library Trustees suggested inserting the indemnification paragraph from the old

policy into the new policy. President Dunn called for a motion for approval of the Social Media Policy. A motion to approve the newly proposed Social Media Policy was made by Trustee Zaremba and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

7. **Public Internet Policy:** A motion to table this item was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
  8. **Material Selection Policy:** A motion to table this item was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
  9. **Freedom of Information Act Policy:** A motion to table this item was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
  10. **Meeting Room Policy and Forms:** A motion to table this item was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
- G. Records Disposal Certificate:** The Records Disposal Certificate was presented to the Board of Library Trustees for their review. President Dunn called for a motion to approve the Records Disposal Certificate. A motion authorizing the approval of the Records Disposal Certificate was made by Trustee Winger and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
- H. Disposal of Equipment:** Director Bergendorf reported the Library was in the process of preparing computers for disposal for electronic recycling. President Dunn called for a motion to approve the Disposal of Equipment. A motion to approve the Disposal of Equipment for electronic recycle was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.
- I. Disposal of Executive Session Digital Audio Recording prior to April, 2014 (keeping legally mandatory 18 months):** Director Bergendorf reported we have Executive Session Digital Audio Recordings prior to April 2014 that legally could be disposed of. A motion to approve the Disposal of Executive Session Digital Audio Recording prior to April, 2014 was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

**J. Conduct Ordinance #6 2015:** Director Bergendorf presented revisions to Conduct Ordinance #6 2015 that would allow Director Bergendorf to immediately call a parent (rather than only in writing) if a consultation with a minor and parent is needed and other modifications when dealing with Conduct Ordinance violations by a minor. A motion to approve Conduct Ordinance #6 2015 was made by Trustee Winger and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed. *(Please note: The correct Ordinance number is Conduct Ordinance #6B 2015 and the Ordinance is correctly numbered upon signature.)*

**K. Automatic Patron Renewal:** Director Bergendorf explained how the automatic patron material renewal program would work. She discussed the MAGIC Consortium was meeting on November 25 to discuss guidelines for the program. She also explained that because automatic material renewal renews items two day prior to the due date, we need to examine our shorter 3-day loan period items. She reported the MAGIC Consortium is looking at setting consistent loan periods for items, particularly the DVD items. With automatic renewal and the consortium looking at loan periods, changing our 3 day items to 7 days is most likely going to be a recommendation coming from the MAGIC Consortium. A motion to approve participating in the Automatic Patron Material Renewal program, with potential loan period adjustments, was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent – Stillabower. Motion passed.

### **XIII. Executive Session**

**A. 5 ILCS 120/2/(c)21** Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06. *See Below.*

A motion to go into Executive Session at 9:39 p.m., citing 5 ILCS 120/2/(c)21 discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06, was made by Trustee Winger and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

A motion to exit Executive Session at 9:43 p.m. and return to regular session was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

### **XIV. Resolution #4 2015 – Resolution Regarding Release of Closed Session Minutes**

Upon return to Regular Session, Trustee Norris cited Resolution #4 2015 – Resolution Regarding Release of Closed Session Minutes. President Dunn asked for a motion from the Board for approval of Resolution #4 2015 – Resolution Regarding Release of Closed Session Minutes. A motion to approve Resolution #4 2015 – Resolution Regarding Release of Closed Session Minutes was made by Trustee Norris and seconded by Trustee Sparacio.

Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.

**XV. Adjournment:** A motion to adjourn the October 19, 2015 Regular Board of Library Trustees meeting at 9:59 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Stillabower. Motion passed.