

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
December Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
December 21, 2015
7:30 p.m.

I. Call to Order

President Dunn called the December 21, 2015 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 21, 2015 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

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

Absent: Norris.

Others Present: Bergendorf

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

IV. Secretary's Report:

A. Minutes: November 16, 2015 – Regular November Board Meeting of the Board of Library Trustees Minutes.

Trustee Zaremba presented the November 16, 2015 – Regular November Board Meeting of the Board of Library Trustees Minutes to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the November 16, 2015 – Regular November Board Meeting of the Board of Library Trustees Minutes was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. 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. Trustee Sparacio noted the Library has received 97 percent of our tax revenue. President Dunn asked for a motion from the Board to approve the Treasurer's Report:Revenue/Expenses by Fund/Investment Report. A motion to approve the Treasurer's Report: Revenue/Expenses by Fund/Investment Report; was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

B. Bill List/Cash Disbursements

Trustee Sparacio presented the Bill/List Cash Disbursements to the Board. The Board of Library Trustees discussed recent landscaping and mobile library repair bills. A motion to approve the Bill List/Cash Disbursements was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

VI. Director's Report

Director Bergendorf reviewed her Board Report with the Board of Library Trustees. The Board noted topics to discuss in the Continuing Business agenda section including the Automatic Renewal and Fresh-Start Program. Director Bergendorf also reviewed library use statistics with the Board and discussed how the construction on Wood Dale Road and Irving Park has impacted the traffic patterns at the Library between 5 and 8 p.m. She reported people are bringing children to scheduled programs, but unplanned drop-in visits have decreased. She discussed utilizing the mobile library during the spring, summer, and fall to serve the southern portion of the library district. A motion to approve the Director's Report was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

VII. President's Report

President Dunn reported more than 100 people attended the Art Show. She reported our room capacity at 116 was full with parents, teachers, and students. She and Director Bergendorf attended the visitation services for Diana Mendez, the wife of former Library Trustee Mendez. She thanked all of the Trustees for their volunteer work efforts and representing the Library at the Holiday Open House of which around 500 people attended. The Board of Library Trustees discussed the Holiday Open House and encouraged prioritizing and expanding services offered to children in the holiday snack area.

Trustee Dunn also reviewed how the Library had sponsored the City of Wood Dale's 50th Anniversary Parade and she had an 8mm film converted to DVD for the library archives. A motion to approve the President's report was made by Trustee Matuszewski and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

VIII. Correspondence and Communications: Director Bergendorf shared the following correspondence items with the Board: Santa letters, a holiday card with a donation to the Library, a thank-you note from the Wood Dale Park District, a response to a Trustee email, the Holy Ghost newsletter featuring the mobile library, and several other general administrative letters. A motion to approve the Correspondence and Communications report was made by Trustee Zaremba and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

IX. Legal/Ethics report

A. Legal Memos – No report.

- B. Ethics Update** – The Library will soon be submitting names to DuPage County for filing Statements of Economic Interests.

X. Continuing Business

A. Service Initiatives

- 1. Automatic Renewal:** Director Bergendorf reported on positive feedback she has received from the automatic renewal program. Patrons are pleased with the expansion of the items from three day loans to seven day loans. She reported when she told a patron that none of their items were overdue and the Library automatically renewed the items for him, he exclaimed, “This Library just keeps getting better and better.”
- 2. Fresh Start Program:** Director Bergendorf reviewed current fine statistics with the board and payment history. She discussed there are operational costs to administer a fine program and the amount of fines and lost items each year is valued significantly less than the amount of items the Library discards in our collection to keep items updated and relevant.

She stated the Library needs to consider the poverty level in our community and make the Library a feasible option for literacy. She also acknowledged we live in a one-on-one technology device program community whose students and families are facing significant transportation issues to travel to and from the Library.

She encouraged a trial time period of no fines and for the fresh-start program to officially be announced in April during National Library Week. The Library could implement no fines immediately; continuing with the existing fine-free period done every Thanksgiving through the New Year.

The Board and Library Director discussed the fine free programs at other libraries and how they ensure material is returned. Director Bergendorf reported we have a collection service in place for patrons that do not return items with a combined value of \$50 or more, so that is an incentive for returning library material. The Board discussed doing a trial period during this construction time period. A motion to approve a pilot Fresh Start Program was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

- B. Per Capita Grant Program:** To complete the final requirement of the Per Capita Grant application, the Board of Library Trustees reviewed and discussed Chapter 5 “Technology,” of Serving our Public 3.0 Standards for Illinois Public Libraries. The Board at this time reviewed the Technology Checklist with the Library Director. A motion to approve the Per Capita Grant application was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

XI. New Business

- A. AXA Letter of Authorization:** Director Bergendorf reported when our AXA representative came to visit the Library, he reported that our AXA account with shares was not properly closed out when we issued the authorization letter for sale and closure. Since the initial sale of the stock, there have been dividends reinvested in the account. He recommended the Board authorize the sale of the shares, dividends are not to be reinvested and our account closed. A motion to sell the AXA shares, request dividends not be reinvested into the account, and to close the account was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.
- B. Audit Review:** Director Bergendorf distributed rough drafts of the audit for the Board of Library Trustees to review. She discussed the current status of the audit and encouraged the Trustees to continue to review the audit and if they have any comments or feedback after the Board meeting to call Director Bergendorf.
- C. Wellness Program:** Director Bergendorf reported the Wellness Program is up for renewal in January and with the same per person renewal cost. A motion to approve renewal of the Wellness Program was made by President Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.
- D. Continuing Education Approval:** Director Bergendorf distributed a cost outline that included fees for attendance at the the Public Library Association Conference in April. A motion to approve the Public Library Association Continuing Education Approval Request was made by Trustee Zaremba and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.

XII. Executive Session: No Action Needed.

XIII. Adjournment: A motion to adjourn the December 21, 2015 Regular Board of Library Trustees meeting at 9:12 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Stillabower, Winger, Zaremba; Absent– Norris. Motion passed.