

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
January Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
January 18, 2016
7:30 p.m.

I. Call to Order

President Dunn called the January 18, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on January 18, 2016 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

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

Absent: Matuszewski

Others Present: Bergendorf, Dan Eallonardo

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

President Dunn proposed and the Board concurred with beginning with two agenda items in New Business: Illinois State Library Live and Learn Construction Grant Program – Authorization for Application Development and Submission and Building Renovation Project – Potential Building Improvements Overview and Authorization for Architect.

IV. New Business

A. Live and Learn Construction Grant Program

Dan Eallonardo, Independent Construction Services, and Director Bergendorf gave an overview of the Illinois State Library Live and Learn Construction Grant program and discussed the process for establishing a building renovation project.

A motion authorizing the Director to begin development of the Live and Learn Construction grant application was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

B. Building Renovation Project – Potential Building Improvements and Authorization for Architect

Mr. Eallonardo reported we have an existing relationship with Rick McCarthy whose team worked on the 2008 Facility Assessment. This relationship was confirmed by the library attorney. The Board discussed having Rick McCarthy put together an architect proposal to present to the Board of Library Trustees. The Board discussed potential Special meeting dates in order to accommodate the timeline of the grant submission. The Board of Library Trustees also reviewed a listing of potential building improvements. The Board of Library Trustees discussed the need for prioritization of the list.

A motion authorizing the request for an architectural proposal from Rick McCarthy from StudioGC was made by President Dunn and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

A motion to take a ten-minute break at 8:25 p.m. was made by President Dunn. At 8:35 p.m., the Board of Library Trustees meeting resumed with the following Trustees in attendance: Dunn, Norris, Sparacio, Stillabower, Winger and Zaremba.

V. Secretary's Report:

A. Minutes: December 21, 2015 – Regular Board Meeting of the Board of Library Trustees Minutes

Trustee Zaremba presented the December 21, 2015 – Regular 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 December 21, 2015 – Regular Board Meeting of the Board of Library Trustees Minutes was made by Trustee Winger and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Sparacio, Stillabower, Winger, Zaremba; Abstain – Norris; Absent: Matuszewski. Motion passed.

VI. 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 and Director Bergendorf discussed the Library has received 98.21 percent of our tax revenue. 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 President Dunn. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

B. Bill List/Cash Disbursements

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

VII. Director's Report

Director Bergendorf reviewed her report with the Board including the upcoming food drive in April as part of the Fresh Start program. A motion to approve the Director's Report was made by Trustee Sparacio and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

VIII. President's Report

No report.

IX. Correspondence and Communications: Director Bergendorf distributed several items of correspondence including a few thank you letters and a continuing education opportunity.

X. Legal/Ethics report

- A. Legal Memos** – Director Bergendorf updated the Board of Library Trustees on binding PAC opinions that had been issued after the special board meeting in November, 2015 that focused on legal training.

- B. Ethics Update** – Director Bergendorf reported the process for filing Economic Interest Statements with DuPage County has started.

XI. Continuing Business

A. Service Initiatives

- 1. Fresh Start Program:** Director Bergendorf reported she is working on the details of the Fresh Start Program. The City of Wood Dale Public Works Department asked the Library to partner with a community food drive in April. April features National Library Week. Director Bergendorf reported this was an amazing opportunity to incorporate a “Food for Fines” component as part of our fresh start program. The “Food for Fines” program will run Monday, April 4 through Friday, April 29.

- 2. Per Capita Grant Application:** Director Bergendorf reported that President Dunn reviewed the Per Capita Grant application prior to submission. The Per Capita Grant application was submitted prior to the deadline.

- 3. Video Recording Policy:** Director Bergendorf distributed and the Board of Library Trustees reviewed Open Meetings Act information as it pertains to the video recording of Open Meetings. Director Bergendorf reported she would use this information to draft a video recording policy to present to the Board at the next meeting.

XII. New Business – Continued

- A. Illinois State Library Live and Learn Construction Grant Program – Authorization for Application Development and Submission**
See IV. New Business

- B. Building Renovation Project – Potential Building Improvements Overview and Authorization for Architect**
See IV. New Business

C. Illinois Funds Account Authorization Forms

The Director reviewed the upcoming changes to Illinois Funds with the Board of Library Trustees. A motion authorizing submitting new Illinois Funds Account Authorization Forms was made by Trustee Winger and seconded by Trustee Stillabower. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.

XIII. Executive Session – No Action.

XIV. Adjournment: A motion to adjourn the January 18, 2016 Regular Board of Library Trustees meeting at 8:54 pm was made by Trustee Zaremba and seconded by Trustee Winger. Roll Call Vote- Ayes: Dunn, Norris, Sparacio, Stillabower, Winger, Zaremba; Absent: Matuszewski. Motion passed.