

Wood Dale Public Library District  
140 School Street, Wood Dale, Illinois 60191  
June Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
June 20, 2016  
7:30 p.m.

**I. Call to Order**

President Dunn called the June 20, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on June 20, 2016 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call:**

Present: Dunn, Matuszewski, Norris, Sparacio

Absent: Winger, Zaremba

Others Present: Bergendorf, Michael Mackey

**III. Public Comments:** No comments.

**IV. Secretary's Report**

**A. Minutes: May 16, 2016 – Regular May Board of Library Trustees Meeting**

President Dunn presented the May 16, 2016 – 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 May 16, 2016 – Regular Board Meeting of the Board of Library Trustees Minutes was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. 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. A motion to approve the Treasurer's Report was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

(Please note: Trustee Zaremba entered the meeting at 7:34 p.m.)

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

## **VI. Architect's Report: Design Direction Presentation/Review**

Architect Michael Mackey did a lengthy presentation showing revised designs using our existing space. The Trustees were pleased to see our existing space utilized in new ways; creating new flexible programming space areas.

Please note: Trustee Winger entered the board meeting at 7:50 p.m.

A motion to take a break at 8:21 p.m. was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

Please note: Architect Michael Mackey exited the meeting at 8:21 p.m. The meeting resumed at 8:26 p.m. with the following Trustees present: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba.

## **VII. Director's Report**

Director Bergendorf reviewed her report with the Board of Library Trustees. A motion to approve the Director's Report was made by Trustee Zaremba and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

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

President Dunn reported that Director Bergendorf and she attended the dedication for the new water treatment plant. President Dunn also attended the open house for the City of Wood Dale Public Works Department. She reported that she and Trustee Norris met with Director Bergendorf to review the Personnel Staffing project which included reviewing job descriptions and analyzing staffing levels in light of changing library use trends.

**IX. Correspondence and Communications:** Director Bergendorf presented a thank you letter from the Wood Dale Food Pantry on our food donation program as part of our National Library Week/Start Fresh program.

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

**A. Legal Memos** – No memorandums to report.

**B. Ethics Update** – Nothing to report.

## **XI. Continuing Business**

### **A. Continuing Education Report**

Director Bergendorf presented a report on Book Expo by Anna Demitraszek. The Board of Library Trustees expressed their appreciation of the report.

## **B. Job Descriptions and Staffing Levels**

Director Bergendorf distributed a packet of job descriptions for each necessary position at the Wood Dale Public Library District. She reported that each job description contains a level of core qualifications that are expected in every position. She reported the initial samples were reviewed by the library attorney and she has forwarded all of the job descriptions for his review. The Board discussed the importance of having job descriptions for personnel to meet the changing role of the Library. A motion to approve the job descriptions contingent upon final review by the attorney was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

Director Bergendorf distributed two spreadsheets. The first showed a history of the Library's physical and electronic circulation for the past three years. The dramatic decrease in the circulation of physical material was noted; circulation in July, 2013 was 21,204 and last month the physical circulation of items was 8,579. It was noted the circulation of electronic items (downloadable, streaming, databases) has now surpassed the use of electronic resources. Director Bergendorf reported there are more personnel than necessary to support circulation activities and with the changing role of the library, the position of page no longer meets the needs of our Library.

Director Bergendorf reviewed a second spreadsheet that showed the use of the Library's computer labs had dropped significantly, too. In July, 2015, we had 1,820 individuals use our computer labs. For May, 2016, we only had 1,322. These figures support the recent study done by StudioGC that indicated the Library has more computers than necessary to support the demands of our patrons. Director Bergendorf recommended a reduction in the number of computers for public use and personnel hours supporting that function.

## **C. Budget**

Director Bergendorf reviewed the Final EAV budget figures from DuPage County. She noted the Library Fund was receiving less money than last fiscal year and we have a loss of revenue due to the new TIF District.

## **XII. New Business**

### **A. Budget**

Director Bergendorf distributed budget sheets to the Board of Library Trustees. She noted there is less revenue in the Library Fund and keeping things the same as last year would result in a budget deficit. Director Bergendorf distributed a spreadsheet showing a reduction in the personnel budget by adjustments to staffing levels to meet the current needs of the Library. These personnel reductions would be accomplished through retirements, staff attrition, and termination of positions no longer needed to support the changing physical circulation levels and computer lab utilization rate. The Board of Trustees reviewed this document and concurred with making these personnel changes to balance the budget and to reflect actual library needs. Director Bergendorf reported she

would present a balanced budget for the Board of Library Trustees to approve at the July meeting.

**B. Public Library Nonresident Card Participation Program Policy**

Director Bergendorf presented the updated Public Library Nonresident Card Participation Program Policy which contains the new tax rate for purchasing a library card. A motion to approve the Public Library Nonresident Card Participation Program Policy was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**C. Prevailing Rate of Wages Ordinance – Ordinance #1 2016**

The Board of Library Trustees reviewed the presented Prevailing Rate of Wages Ordinance #1 2016. A motion to approve the Prevailing Rate of Wages Ordinance #1 2016 was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**D. Establishing Meeting Dates Ordinance – Ordinance #2 2016**

Director Bergendorf presented the Establishing Meeting Dates Ordinance – Ordinance #2 2016 for the upcoming fiscal year. She stated that this calendar incorporates the meeting dates outlined in the fiscal compliance calendar. A motion to approve Establishing Meeting Dates Ordinance – Ordinance #2 2016 was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**E. An Ordinance Amending the Purpose of the Special Reserve Fund – Ordinance #3 2016**

Director Bergendorf presented An Ordinance Amending the Purpose of the Special Reserve Fund – Ordinance #3 2016 in light of the upcoming building renovation project and projected costs. A motion to approve An Ordinance Amending the Purpose of the Special Reserve Fund – Ordinance #3 2016 was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**F. An Ordinance Transferring Funds to the Special Reserve Fund – Ordinance #4 2016**

The Board of Library Trustees review An Ordinance Transferring Funds to the Special Reserve Fund – Ordinance #4 2016. A motion to approve An Ordinance Transferring Funds to the Special Reserve Fund – Ordinance #4 2016 was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**G. Personnel:** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity – See Executive Session

**H. Discussion and Action Concerning Acquisition of Specific Property- Executive Session 120/2(c)(5)(property acquisition) – See Executive Session**

**XIII. Executive Session**

**A. 5 ILCS 120/2/(c)(1) Personnel:** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

**B. 5/ILCS 120/2(c)(5) Property Acquisition: Discussion and Action Concerning Acquisition of Special Property**

A motion to go into Executive Session at 9:17 p.m. citing 5 ILCS 120/2/(c)(1) Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and 5/ILCS 120/2(c)5 Property Acquisition: Discussion and Action Concerning Acquisition of Special Property was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion to adjourn from Executive Session and return to regular session at 9:32 p.m. was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion advising Director Bergendorf to take personnel and property action as discussed in Executive Session was made by President Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**XIV. Adjournment:** A motion to adjourn the June 20, 2016 Regular Board of Library Trustees meeting at 9:35 p.m. was made by Trustee Zaremba and seconded by Trustee Winger. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.