

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
November Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
November 21, 2016
7:30 p.m.

I. Call to Order

President Dunn called the November 21, 2016 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 21, 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, Winger, Zaremba

Absent: Krebasch

Others Present: Bergendorf

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

IV. Minutes: The October 17, 2016 – Regular October Board Meeting of the Board of Library Trustees Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the October 17, 2016 Regular October Board of the Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Winger, Zaremba; Absent: Krebasch; Abstain: Sparacio. Motion passed.

V. Treasurer's Report - Revenue/Expenses by Fund: Trustee Sparacio presented the October 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: Krebasch. Motion passed.

VI. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

VII. Director's Report: Director Bergendorf reviewed her report with the Board. She reviewed and discussed the Per Capita Grant application project with the Board of Trustees. She discussed the impact of the Edge Assessment on the Library: the development of core technology expectations in our job descriptions, the implementation of technology based training for staff, and technology offerings for our patrons. Under the collaborative efforts section, the Board and Director discussed our partnership with the Illinois Food Bank, our participation in eResource

collections, and our policy of not charging fines for our library material. She informed the Board of Library Trustees that the rest of the Per Capita Grant application will be reviewed and discussed at the December meeting.

Director Bergendorf discussed the recent LIRA meeting she attended. She reported our Library received a very favorable worker's compensation rating, so our increase is minimal. We also saw a reduction in our general liability insurance. A motion to approve the Director's Report was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

VIII. President's Report: President Dunn publicly thanked Trustee Krebasch for representing the Library at the Shape of Wood Dale meeting. President Dunn also reported she attend the Annual Art Fair and presented the certificates and awards to the students with Dora Nunez. She reported that Tina Rush was not in attendance at the start of the program but joined later. At the event, the Library had a cake thanking Tina Rush for her efforts in bringing art to the Wood Dale Public Library District. A motion to approve the President's Report was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

IX. Correspondence: President Dunn distributed a thank you letter from Itasca Bank and the enclosed comment cards from the Shape of Wood Dale. The Board reviewed the submitted questions and expressed pleasure at the compliments written by the residents.

X. Legal/Ethics Report

- A. Legal Memos: Director Bergendorf reported that this item is covered under an Ordinance being presented during New Business.
- B. Ethics Update: No report.

XI. Continuing Business

- A. Continuing Education Report: Two continuing education reports involving participation at the Illinois Library Association conference were distributed for the Board of Library Trustees to review. The Board expressed their appreciation for the reports and said it is great to see the efforts of continuing education at our organization.

XII. New Business

- A. Fine Free Program
Director Bergendorf reported on the success of the Fine Free Program, noting it was very popular with the patrons. She discussed that the program was started as a one-year trial during the Wood Dale Road construction project. Director Bergendorf recommended continuing the Fine Free Program. A motion to continue the Fine Free Program was made by Trustee Winger and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

B. Tax Levy Ordinance – Ordinance #9 2016

The Tax Levy Ordinance – Ordinance #9 2016 was presented to the Board of Library Trustees. Trustee Norris recited the Tax Levy Ordinance. Highlights include the Tax Levy Ordinance is for the Fiscal Year starting July 1, 2016 through June 30, 2017. The total appropriation is for \$5,759,100. The total levied for the General Public Library tax is \$2,096,872. The total levied from Special Taxes is \$344,000, for a total tax levy of \$2,440,872. A motion to approve Tax Levy Ordinance – Ordinance #9 2016 was made by President Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

C. Certificate of Compliance – Truth in Taxation Law

The Certificate of Compliance – Truth in Taxation Law was presented to the Board of Library Trustees. This certificate indicated the Library did not increase the levy above five percent and is not required to publish a black border notice. A motion to authorize signature of the Certificate of Compliance – Truth in Taxation Law was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

D. Ordinance Regulating Reimbursement of Travel, Meal, and Lodging Expenses – Ordinance #10 2016

Director Bergendorf reported a new Illinois Statute requires an Ordinance Regulating Reimbursement of Travel, Meal, and Lodging Expenses and new reimbursement procedure in place prior to January 1, 2017. A motion to approve an Ordinance Regulating Reimbursement of Travel, Meal, and Lodging Expenses – Ordinance #10 2016 was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

E. Designation of Local Election Official

It was noted that the Board of Library Trustees designated Director Bergendorf as the Local Election Official several years ago. A motion was made to continue the designation of Director Bergendorf as the Local Election Official was made by Trustee Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

XIII. Executive Session: 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.

A motion to go into Executive Session at 8:23 p.m. for 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 was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

A motion to exit Executive Session at 8:35 p.m. was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

XIV. Adjournment

A motion to adjourn the meeting at 8:38 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.