

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 16, 2017  
7:30 p.m.

**I. Call to Order**

President Dunn called the January 16, 2017 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on January 16, 2017 at 7:32 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call:**

Present: Dunn, Krebasch, Matuszewski, Norris, Sparacio

Absent: Winger, Zaremba

Others Present: Berg, Bergendorf, Klos

**III. Public Comment:** No one was present for town hall.

**IV. Audit Report Presentation:** Dan Berg, auditor from Sikich, Inc, presented the Annual Fiscal Report (audit) to the Board of Library Trustees of the Wood Dale Public Library District. Mr. Berg stated he gave the Wood Dale Public Library District the highest opinion possible. Mr. Berg noted the Library was managing the Library funds very nicely; with reserve levels in the General Fund being very lean and the Special levy funds have low balances at the end of the fiscal year. He noted and reviewed the new way IMRF is represented in the audit. He noted it is an exciting time at the Library with the upcoming capital improvements and thanked the Library Staff for their cooperation with the audit.

*Please note that Trustee Zaremba arrived at 7:33 p.m. and Trustee Winger arrived at 7:35 p.m. Mr. Berg exited the meeting at 7:48 p.m.*

**V. Secretary's Report:**

- A. Minutes:** The December 19, 2016 – Regular December 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 by Trustee Zaremba. A motion to approve the December 19, 2016 Regular December Board of the Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Zaremba; Abstain: Winger. Motion passed.

## **VI. Financial Report**

**A. Treasurer's Report:** Revenue/Expenses by Fund: Trustee Sparacio presented the December Treasurer's Report and noted everything looks in order. A motion to approve the Treasurer's report was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**B. Bill List/Cash Disbursement:** The Board reviewed the current Bill List/Cash Disbursement lists. Trustee Winger inquired about the name change of how the payment is made to the State of Illinois for our Internet service charge. A motion to approve the current Bill List/Cash Disbursement lists was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**VII. Audit Report:** A motion to accept the FY16 Annual Financial Report was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

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

**IX. President's Report:** No Report.

**X. Correspondence:** President Dunn distributed invitations to the Wood Dale Community Gala.

## **XI. Legal/Ethics Report**

**A. Legal Memos:** Director Bergendorf distributed and reviewed a legal memo pertaining to the Open Meetings Act. The Director and Board discussed the level of detail that should be presented in minutes and the importance of presenting a motion with a sufficient detail or recital.

**B. Ethics Update:** No report.

## **XII. Continuing Business**

**A. Per Capita Grant:** Director Bergendorf reported the Per Capita Grant was submitted prior to the designated deadline.

**B. Consolidated Election 2017:** Director Bergendorf reported that all four candidates gave permission for their email to be shared with the Daily Herald. Director Bergendorf reported a library survey is generally emailed to the candidates.

**C. Survey Results:** Director Bergendorf gave a comprehensive review of the Patron Survey with the Board of Library Trustees. Results were shared in three ways: Total Patron Response, Adult/Senior Response, and Teen/Children Response. A majority of patrons felt it was important, very important or mandatory to do a building addition or renovation. Also, a majority of adult patrons indicated support for a capital bond referendum to support a building program.

The following patron requests were shared with the board: separate computer areas for children/teens/adults; quiet reading room; group study rooms; quiet reading room with private study carrels; more seating in Youth services; multiple children's programming rooms; improved lighting; lounge-type area with beverage/snack vending machine; and small group seating.

**D. Building Renovation Project:** Director Bergendorf presented a revised conceptual design incorporating patron requests from the December survey. The presented design showed a building addition. Director Bergendorf discussed the challenges of our existing building and indicated additional Library space is needed to accomplish patron needs. The Board of Trustees expressed interest in the new conceptual design; wanting additional information regarding costs and expressed there be sufficient additional square footage of a building addition. They also expressed the desire to have the set of bathrooms for the Youth Services area very accessible to the programming area and to have a design that utilizes the outdoor property adjacent to Youth Services. Director Bergendorf reported she would convey this feedback to Rick McCarthy and Dan Eallonardo so this information could be incorporated into a presentation to the Board at the February meeting.

### **XIII. New Business**

**A. Community Survey:** Director Bergendorf and the Board of Library Trustees discussed the timing of doing a Community Survey. With the data gathered from the patron survey, and the uncertain status of the building renovation project, it was agreed to not conduct a community survey at this time.

**B. TIF/Joint Review Board Meeting**

Director Bergendorf reported a TIF/Joint Review Board Meeting is being scheduled. Director Bergendorf noted the Library is in the TIF and it will be important to learn if the City of Wood Dale has established an expected fund distribution schedule.

**C. Continuing Education Events**

Director Bergendorf noted an ILA Legislative event is scheduled for February 13, 2017 and inquired regarding attendance. Trustee Winger said he is interested in attending the event.

**D. Resolution #1 2017 – NIMEC Participation**

Director Bergendorf discussed Resolution #1 2017 with the Board of Library Trustees. She explained that we are a member of NIMEC, an electricity consortium, and they plan to go out to bid sometime between February 1 and March 31. When going out to bid, there is a one-day turn-around time when contracts need to be signed. This resolution allows the Director or Assistant Director to enter into the contractual agreement with the Board ratifying the decision at the next board meeting. A motion to approve “A Resolution Authorizing The Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Director or Assistant Director to Approve a Contract with the Lowest Cost Electricity Provider for a Period up to 36 Months,” with the amendment including Assistant Director was made by Trustee Norris and seconded by Trustee Krebsch. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

The Board discussed the regular February board meeting was on President’s Day and there would not be a quorum. It was suggested to reschedule the Board meeting for the fourth Tuesday in February.

**XIV. Executive Session:** No Action Needed.

**XV. Adjournment**

A motion to adjourn the meeting at 8:56 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba; Motion passed.