

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
February Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
February 27, 2017
7:30 p.m.

I. Call to Order

President Dunn called the February 27, 2017 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on February 27, 2017 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

Present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba

Absent: Winger

Others Present: Bergendorf, Eallonardo, Klos, McCarthy

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

IV. Secretary's Report:

A. Minutes: The January 16, 2017 – Regular January 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 January 16, 2017 Regular January Board of the Library Trustees Minutes of the Wood Dale Public Library District with date corrections was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

V. Financial Report

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

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

VI. Building Renovation Presentation

A. Design Concept: Architect Rick McCarthy presented a conceptual building renovation and addition program. This program incorporated building program suggestions from the last patron survey. The conceptual program featured a quiet reading room, three study rooms, a teen computing area, an adult computing lab, a teen area, and a flexible space programming addition with outdoor features. The flexible programming space could be used for expanding youth, teen, and adult programming.

Rick McCarthy and Dan Eallonardo discussed how this building program, while incorporating an addition, better meets the needs of the patron (as compared to the last schematic design). They also noted an addition would allow the Library to stay on site during a phased building renovation program. This would mean money would not be spent on temporary site plan development and operation. The cost of the building program is estimated to be \$3.5 to \$4.5 million.

The Board discussed the plan and were pleased to see suggestions from the last patron survey implemented into the program. They discussed the ability to provide new services and how the building program provides operational efficiencies in delivering library services. They did note that this plan did not address parking. The group (Board, Director, Rick, Dan) discussed developing a building program taking into consideration parking lot development either in this plan or in the future. The Board concurred they want to explore the new building addition program and how to finance the project.

A motion to take a recess at 8:25 pm was made by President Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

(Please note: Rick McCarthy exited the meeting at this time.)

The Board of Library Trustees returned to the meeting at 8:31 pm. Roll Call- Present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger.

B. President's Report/Financing Options: President Dunn discussed the proposed building program and building program costs. President Dunn indicated the Building Committee had reviewed this plan and discussed the building program costs and were recommending moving forward with this project. President Dunn informed the Board the Library could allocate funds for this project using reserve and existing General Revenue Funds. A motion to approve the President's Report was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

Director Bergendorf then discussed the current financial position of the Library Board; reviewing the amount of funds in the reserve fund and anticipated general revenue funds that could be directed to a building program. She indicated the Board could get additional financing from Itasca Bank and Trust; similar to what the Library did with the last building

program. Director Bergendorf indicated the budget could allow up to \$200,000 yearly loan payment for ten year time period. She discussed an ability to pay more up front due to operational cost savings experienced during a building renovation program. A motion advising Director Bergendorf to discuss financing options with Itasca Bank and Trust was made by Trustee Norris and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

C. Contract Revision: Dan Eallonardo discussed how the architect's contract would need to be revised to reflect the new project costs and direction. He indicated while the architectural firm would be able to utilize some of the existing schematic design; there is a portion of the program that is starting over. Dan Eallonardo indicated he would be discussing these issues with Rick McCarthy in order to have a revised contract presented to the Board of Library Trustees.

VII. Director's Report: A motion to approve the written Director's Report was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

VIII. President's Report: See Section VI. B

IX. Correspondence: President Dunn distributed several thank you letters to the Board of Library Trustees and a donation letter.

X. 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 recent Illinois Supreme Court ruling that outlined the level of detail required in approval motions.

B. Ethics Update: No report.

XI. Continuing Business: No Action Needed.

XII. New Business

A. Appendix A Update - Update for Ordinance #10 2016 Ordinance Regulating Reimbursement of Travel, Meal, and Lodging Expenses

Director Bergendorf reviewed Appendix A with the Library Board of Trustees and noted that the library conference hotels in Springfield were more than the funds outlined in Appendix A for downstate hotels. A motion to amend the hotel amount to \$150 was made by Trustee Norris and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. 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 9:01 pm pursuant to 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 Norris and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

A motion to exit Executive Session and return to regular session at 9:11 pm was made by President Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

XIV. Adjournment

A motion to adjourn the meeting at 9:12 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.