

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

**I. Call to Order**

President Winger called the August 7, 2017 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on August 7, 2017 at 7:33 p.m. at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call**

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

Absent:

Others Present: Bergendorf, Klos

**III. Public Comments:** No one was present.

**IV. Minutes: July 17, 2017 – Regular July Board of Library Trustees Meeting Minutes**

Trustee Zaremba presented the July 17, 2017 – Regular July Board of Library Trustees Meeting Minutes to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the July 17, 2017 – Regular July Board of Library Trustees Meeting Minutes was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**V. Financial Report**

**A. Treasurer's Report: Revenue/Expenses by Fund/Investment Report**

Trustee Krebasch presented the Treasurer's Report to the Board of Library Trustees. A motion to approve the Treasurer's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**B. Bill List/Cash Disbursements**

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. The Board of Trustees noted the quarterly automation fee payment. A motion to approve the Bill List/Cash Disbursements was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

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

Architect Rick McCarthy was unable to attend the meeting. Director Bergendorf distributed an email from Mr. McCarthy. This email discussed that the current State of Illinois plumbing code requires the Library to expand bathroom facilities. He also informed the board he had been examining west wall structural issues. Director Bergendorf discussed that she felt the current design addressed needed programming space but other space needs were still undetermined (collection, meeting building program goals, and now space requirements for additional restroom facilities).

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

Director Bergendorf distributed an updated report to the Board of Library Trustees. Director Bergendorf informed the Board of Library Trustees she just received notice from the City of Wood Dale a second TIF area on Wood Dale Road just north of the train tracks is being developed. Director Bergendorf informed the Board of Library Trustees that physical material circulation and electronic content use was almost evenly split and will total more than 400,000 items for the year. Director Bergendorf showed the Board of Library Trustees a presentation on the new continuing education database from Lynda.com. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**VIII. President's Report:** President Winger thanked the Library Staff for the Library presence at National Night Out. He stated it was nice to see the community enjoying the mobile library.

**IX. Correspondence and Communications:** Director Bergendorf stated we had received the auditor engagement letter and debt certificate issuance paperwork on behalf of the Board of Library Trustees.

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

- A. Legal Memos** – Nothing to distribute.
- B. Ethics Update** – Nothing to report.

## **XI. Continuing Business**

### **A. Annual Report**

#### **1. Audit of Secretary's Records: Report, Supplemental Statement and Recommendations**

Report: Trustee Matuszewski and Trustee Norris presented several documents outlining their audit of the Secretary's Minutes and Records. A spreadsheet was distributed to the Trustees that outlined documents they reviewed. Documents reviewed included items identified as records we maintain as part of our Freedom of Information Act Statement. They also reported they reviewed the organization of our records and files.

Supplemental Statement: Trustee Matuszewski and Trustee Norris prepared a supplemental statement to accompany the annual report for our records. The supplemental statement noted that while we have no liabilities in our annual report as defined by the federal reporting guidelines, we have the liabilities as outlined in the audit pages from our Annual Financial Report for the year ending June 30, 2016 that extended into FY2017. Also, our Wood Dale Public Library District All Funds Combined Statement of Assets, Liabilities, and Fund Balances (Arising from Cash Transactions – Non GAAP), June 30, 2017 shows deferred tax revenue and pre-collected insurance premiums as a liability that become revenue on July 1, 2017.

Recommendations: Trustee Matuszewski and Trustee Norris commended the Administrative Team on the organization of our records. There were no new recommendations made.

## **2. Authorization for President and Secretary Review and Approval**

Director Bergendorf reported on the status of the Annual Report. A motion for the Board President and Secretary to Review and Approve the Annual Report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

## **XII. New Business**

### **A. Annual Statement of Cash Receipts and Disbursements**

A motion and recital to approve the Annual Statement of Cash Receipts and Disbursements was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

### **B. Ordinance #6 2017 – An Ordinance Levying a Special Tax of .02% for Building and Maintenance**

A recital and motion to approve Ordinance #6 2017 - An Ordinance Levying a Special Tax of .02% for Building and Maintenance was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

### **C. Chief Fiscal Officer Statement of Estimated Revenues**

Director Bergendorf noted the amount of levy increase is below five percent and the revenue statement has a footnote regarding the line of credit. Director Bergendorf recited the document to the Board of Library Trustees. A motion to approve the Chief Fiscal Officer Statement of Estimated Revenues was made by President Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**D. Ordinance #7 2017 - Tentative Budget and Appropriation Ordinance**

Treasurer Krebasch recited Ordinance #7 2017 - Tentative Budget and Appropriation Ordinance. A motion to approve Ordinance #7 2017 - Tentative Budget and Appropriation Ordinance was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**E. Public Hearing Notice for Budget and Appropriation Ordinance**

The Public Hearing Notice for the Budget and Appropriation Ordinance was presented to the Board of Library Trustees. A motion to approve the Public Hearing Notice for the Budget and Appropriation Ordinance was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**F. Auditor Engagement Letter**

Director Bergendorf distributed the Auditor Engagement Letter and discussed the cost was not to exceed \$9,269. A motion to approve the Auditor Engagement Letter from Sikich at a cost not to exceed \$9,269 was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**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.** Executive Session – No action needed.
- B. **5 ILCS 120/2/(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.**

A motion to go into Executive Session at 8:02 pm per **5 ILCS 120/2/(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06** was made by Trustee Norris and seconded by President Winger. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 8:07 p.m. was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**XIV. Adjournment:** A motion to adjourn the August 7, 2017 Regular Board of Library Trustees meeting at 8:08 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll

Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.