

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
September Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
September 18, 2017
7:30 p.m.

President Winger called the September 18, 2017 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on September 18, 2017 at 7:31 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

I. Roll Call:

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

Absent:

Others Present: Bergendorf, Eallonardo, Klos

II. Public Comment: No one was present for public comment.

III. Minutes: The August 7, 2017 – Regular August 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. Director Bergendorf updated the minutes to reflect the adjournment roll call. A motion to approve the August 7, 2017 Regular August Board of the Library Trustees Minutes of the Wood Dale Public Library District as amended was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

IV. Treasurer's Report - Revenue/Expenses by Fund: Trustee Krebasch presented the August Treasurer's Report. Director Bergendorf noted the Illinois Department of Revenue is advising local governmental entities that there may be an additional change in the amount of Personal Property Replacement Tax received. Director Bergendorf noted she decreased that income line by five percent for the fiscal year but it may be closer to ten percent depending upon what happens at the State of Illinois. A motion to approve the Treasurer's report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

V. 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 Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed. *Please note: President Winger exited the meeting at 7:35 pm during the Bill List/Cash Disbursement list review.*

A motion to take a five minute break at 7:38 p.m. was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

The meeting resumed at 7:42 p.m. with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba.

VI. Director's Report: Director Bergendorf reviewed her report with the Board. She discussed the new website for the Wood Dale Historical Society developed by a staff member. She discussed how this website is a vehicle for the library to have community historical information archived.

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

VII. President's Report: No Report.

VIII. Correspondence: Director Bergendorf distributed a thank you letter from the VFW regarding our donation to Prairie Fest. The VFW also gave the Library a Certificate of Appreciation. The letter from Itasca Bank & Trust Co. regarding the upcoming Shape of Wood Dale was shared with the Board.

IX. Legal/Ethics Report

A. Legal Memos: No memos to report.

1. OMA and FOIA Training Report

A. Presentation of Training Certificates: Director Bergendorf and Joanna Klos presented their 2017 Open Meetings Act and FOIA Training Certificates to the Board. These certificates are kept in the mandatory Administrative files.

B. Review of Binding PAC Opinions: Director Bergendorf reported there have been several new Binding PAC Opinions released by the Office of the Illinois Attorney General since our last training session. Director Bergendorf reviewed Binding PAC opinions from October, 2016 through current-to-date. Many Binding PAC Opinions stressed the need to properly respond to FOIA requests and discussed what is considered (or not) to be a burdensome request. President Winger and Director Bergendorf reminded the Trustees that voicemails are subject to disclosure.

B. Ethics Update: No report.

X. Continuing Business

A. Annual Report Review: Director Bergendorf reviewed the summary sheet of significant service statistics from the annual report with the Board of Library Trustees. It was noted the library circulated 215,624 physical items with an electronic content use of 208,830 for a total of 424,154 resources used.

B. Building Program Update: Director Bergendorf distributed a building plan that met a majority of the items listed in the building program. She reported President Winger and Trustee Dunn received a copy of the plan and cost estimates at a meeting with the architect last week. With revised cost estimates exceeding cost expectations, Director Bergendorf reported the staff is reexamining how to make operational changes to reduce the square footage footprint needed for services. This includes examining how the collection is displayed, how programs are scheduled and program capacity (we may need to pay for two programming sessions with reduced capacity as compared to one large program with high capacity), material loan periods, and collection lifespan.

The Board of Library Trustees discussed prioritizing capital repair needs of the existing facility as well as service priorities. Director Bergendorf distributed a partial listing of building program components and stated she would consult with the facility assessment reports to establish a master list for prioritizing the immediate building needs. Director Bergendorf will also pull information from past patron surveys that ranked desired service priorities. She also will work with staff to identify critical service needs, such as, how to best serve the high number of junior high students who visit the Library after school.

The Board of Library Trustees discussed scheduling a Special Board meeting to meet with the architect. A tentative meeting date of Monday, October 2 at 7:30 pm was proposed.

Please note: Dan Eallonardo exited the meeting.

XI. New Business

A. Public Hearing Report for the Budget and Appropriation Ordinance – Ordinance #8 2017

President Winger reported the Public Hearing for the Budget and Appropriation Ordinance – Ordinance #8 2017 was held on Monday, September 18 at 7:15 p.m. He reported he opened the Public Hearing with a recital of the purpose of the public hearing with an invitation for public comment. It was noted there was no one present for the public hearing nor had the Library received any correspondence about the public hearing.

B. Budget and Appropriation Ordinance – Ordinance #8 2017 Recital and Approval

Trustee Norris presented the Budget and Appropriation Ordinance – Ordinance #8 2017 to the Board of Library Trustees who reviewed and read the document. Trustee Norris recited the following, “Budget and Appropriation Ordinance – Ordinance #8 2017, Wood Dale Public Library District, July 1, 2017 – June 30, 2018. An Ordinance adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Wood Dale Public Library District, DuPage County, Illinois for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 and specifying the objects and purposes for which said appropriations are made and the amount appropriated for each object or purpose. Be it

ordained by the Board of Library Trustees of the Wood Dale Public Library District.” A motion to approve the Budget and Appropriation Ordinance – Ordinance #8 2017 was made by Trustee Norris and seconded by Trustee Krebsch. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**C. Total Compensation Package for the Wood Dale Public Library District 2017
Recital and Approval**

Trustee Norris presented and recited the Total Compensation Package for the Wood Dale Public Library District 2017. The Total Compensation Package for certain employees is available on the Wood Dale Public Library District’s website and is posted and available for public viewing in the Administrative Office at the Library Programming Center. A motion to approve the Total Compensation Package for the Wood Dale Public Library District 2017 was made by Trustee Norris and seconded by Trustee Krebsch. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

D. Illinois Freedom of Information Act Information

Director Bergendorf reviewed the updated information in the Illinois Freedom of Information Act Information sheet. Updated sections include budget information, employee count and listing of Trustees.

E. Medical Insurance Renewal

Director Bergendorf advised the Board of Library Trustees that our medical insurance program with Blue Cross/Blue Shield of Illinois is up for renewal. She reported that Bill Miksch has seen an average of a twenty-five percent increase in insurance premiums and our increase was around seventeen percent. It was noted there was much legislative uncertainty at this current time and our renewal is due by November 1. A motion to approve the insurance renewal with Blue Cross/Blue Shield of Illinois with a not to exceed seventeen percent increase was made by Trustee Norris and Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

F. Resolution #4 2016 – Resolution Regarding Release of Executive Session Minutes

A motion to approve Resolution #6 2017 – Resolution Regarding Release of Executive Session Minutes was made by Trustee Krebsch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

XII. Executive Session: Not needed.

XIII. Adjournment

A motion to adjourn the meeting at 9:15 p.m. was made by President Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.