

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 20, 2017
7:30 p.m.

I. Call to Order

President Winger called the November 20, 2017 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 20, 2017 at 7:31 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

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

Absent: Zaremba

Others Present: Bergendorf, Eallonardo, Klos

III. Public Comments: A college student from COD attended the meeting as part of a political science class assignment. The student did not present testimony.

Please note: Trustee Zaremba entered the meeting at 7:32 p.m. during Public Comments. .

IV. Secretary's Report - Minutes: : The October 16, 2017 – 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 16, 2017 Regular October Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Matuszewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

V. Financial Report

A. Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the October Treasurer's Report. A motion to approve the Treasurer's report was made by Trustee Dunn 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 Bill List/Cash Disbursement lists. President Winger discussed the two bills to StudioGC. Dan Eallonardo noted they are two separate bills since the two separate contracts have different project percentage rates. Trustee Zaremba inquired about a bill payment to Hodges Badge Company, Inc. Director Bergendorf reported it was payment for the award ribbons for the Art Fair Festival. It was noted the art material is returned to the students immediately following the event. It was recommended having the award winners posted on the Library website. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

VI. Continuing Business

A. Building Program Update

Director Bergendorf and Dan Eallonardo discussed the current state of the building program with the Board of Library Trustees. Dan Eallonardo reported the architect brought in additional experts to work on budget estimations due to the complexity of this project. He reported that the renovation work has been divided into three types of renovation categories (heavy, medium, light). He noted we are working to develop and prioritize bid alternates where possible. Director Bergendorf reported that much of the work is difficult to develop into alternates due to the structure and open floor plan of the main library. She also noted that due to the complexity of the project, replacing many of the mechanical systems come at a high fixed cost. The Board of Library Trustees, along with Director Bergendorf and Dan Eallonardo, discussed budget expectations and how to address patron service improvements with building renovation/maintenance repair. Dan Eallonardo stated while the budget estimate is coming in higher than desired, the estimate is more accurate than previous versions. Dan Eallonardo reported that we will continue to work with the architects to develop bid alternates and consider possible cost reductions without sacrificing the quality of workmanship and materials in the main library.

Please note: Dan Eallonardo exited the meeting at 8:14 p.m.

VII. Director's Report: Director Bergendorf reviewed her report with the Board. She discussed the Holiday Open House plans with the Board of Library Trustees and inquired about volunteers. A motion to approve the Director'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.

VIII. President's Report: President Winger reported he attended the Shape of Wood Dale on November 8. He reported the Library received several questions this year that were operational in nature and reviewed the comment cards with the Trustees. He reported we received many compliments about the Library in the meet-and-greet time after the speeches. He also attended the Wood Dale Park District 50th Anniversary celebration for the community.

IX. Correspondence: A thank you note from Calvary Lutheran Church was read by the Board of Library Trustees.

X. Legal/Ethics Report

- A. Legal Memos:** Nothing to Report.
- B. Ethics Update:** Nothing to Report.

XI. New Business

A. Tax Levy Ordinance – Ordinance #9 2017

Tax Levy Ordinance – Ordinance #9 2017 was presented to the Board of Library Trustees. Trustee Krebasch recited the Tax Levy Ordinance. Highlights include the Tax Levy Ordinance is for the Fiscal Year starting July 1, 2017 through June 30, 2018. The

total appropriation is for \$7,649,100. The total levied for the General Public Library tax is \$2,180,000. The total levied from Special Taxes is \$290,000, for a total tax levy of \$2,470,000. A motion to approve Tax Levy Ordinance – Ordinance #9 2017 was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

B. 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 Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

C. Policies

1. Material Loan Periods

The Board of Library Trustees reviewed changes to the material loan periods based upon the migration to SWAN and to extend the time period for people to use items that are not considered new purchases or high-demand items. A motion to approve the Material Loan Period changes was made by President Winger and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

2. Material Selection Policy – Biennial Review

The Board of Library Trustees reviewed the Material Selection Policy of the Wood Dale Public Library District. A motion to approve the Material Selection Policy was made by President Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

3. Drug and Alcohol Free Library Policy – Biennial Review and Alcoholic Beverages on Library District Property Policy

Director Bergendorf presented both policies to the Board and discussed them concurrently since the Alcoholic Beverages on Library District Property Policy would need to be referenced in the Drug and Alcohol Free Library Policy if approved. Director Bergendorf informed the Board of Library Trustees that the statutes now allow alcohol on Library Property under certain circumstances.

She noted that it is a beginning trend for libraries to offer food/beverage pairing programs with samples, an educational program about a beverage industry with samples, or a library fundraiser on site. The Board of Library Trustees and Library Director discussed the library's role in this type of program. Director Bergendorf and the Board discussed a framework for potential future passage of this policy. With this being a new development in library programming, and there being other service priorities, the Board advised monitoring this new programming trend for future consideration.

With the Drug and Alcohol Free Library Policy needing biennial review and approval, a motion to approve the Drug and Alcohol Free Library Policy without including the reference to the Alcoholic Beverages on Library District Policy was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

4. Meeting Room Policy

Director Bergendorf reported she is still working on a draft Meeting Room Policy to bring to them for their review.

D. Per Capita Grant Requirements

The Board of Library Trustees and the Library Director reviewed the per capita grant requirements for the application due in January, 2018. As part of the review of certain chapters in the Trustee Facts File publication, they reviewed the Wood Dale Public Library District by-laws as compared to suggested items outlined in the Trustee Facts File publication. It was noted that the Board of Library Trustees had approved an updated set of by-laws approved by the Library Attorney in 2015. It was also noted the Library had recent active shooter training based on material developed by the United States Department of Homeland Security. Director Bergendorf noted there will be a safety training video and final review of the per capita grant requirements at the December meeting.

E. State of Illinois Records Disposal Certificate

The Board of Library Trustees reviewed the Records Disposal Certificate that was in their board packet. The submission of the Records Disposal Certificate and subsequent approval from the State of Illinois allows the library to legally dispose of allowed local records. A motion to approve the Secretary authorizing the State of Illinois Records Disposal Certificate was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

F. Disposal of Executive Session Digital Audio Records prior to May, 2016 (keeping mandatory 18 months)

A motion to approve the Disposal of Executive Session Digital Audio Records prior to May, 2016 was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion to take a five-minute break at 8:53 p.m. was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

The meeting resumed at 8:58 p.m. with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba.

XII. 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 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 Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 9:06 p.m. was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Krebasch, Norris, Sparacio, Winger, Zaremba. Motion passed.

XIII. Adjournment

A motion to adjourn the meeting at 9:07 p.m. was made by Trustee Zaremba and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.