

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

I. Call to Order

President Winger called the December 18, 2017 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 18, 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, Winger, Zaremba

Absent: Sparacio

Others Present: Berg, Bergendorf, Klos

III. Public Comments: There were no public comments.

IV. Secretary's Report - Minutes: The November 20, 2017 – Regular November 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 November 20, 2017 Regular November Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Winger, Zaremba; Absent: Norris, Sparacio. Motion passed.

V. Financial Report

A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the November 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, Winger, Zaremba; Absent: Norris, Sparacio. Motion passed.

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

Please note: Trustee Zaremba left the meeting room at 7:33 p.m. and exited the meeting at 7:35 p.m. due to an emergency.

C. Audit Presentation and Acceptance: 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 went through the audit page by page with the Board noting the Library was managing the Library funds very nicely; with reserve levels in the General Fund being very lean with a majority of the Special levy funds having low balances at the end of the fiscal year. 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.

A motion to accept the FY2017 Annual Financial Report was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Winger; Absent: Norris, Sparacio, Zaremba. Motion passed.

A motion to take a five-minute break at 7:55 p.m. was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Winger; Absent: Norris, Sparacio, Zaremba. Motion passed.

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

Please note: Auditor Dan Berg left the meeting room at 7:55 p.m.

VI. Director's Report: Director Bergendorf reviewed her report with the Board. She discussed the recent CAC proposal to fund a mobile food pantry truck for the community. She discussed it would be hosted twice a year at a local school. Funding for the project could be from a combination of CAC fund donations and sponsorship by governmental and business members within the community. The Board also discussed Trustee professional membership in ILA and opted to continue having Trustee Matuszewski, our Ethics Officer, as an ILA member. A motion to approve the Director's Report was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger; Absent: Norris, Zaremba. Motion passed.

Please note: Trustee Sparacio joined the board meeting during the Director's Report at 8:13 p.m.

VII. President's Report: Nothing to report.

VIII. Correspondence: Legal correspondence from the Library Attorney will be reviewed under New Business.

IX. Legal/Ethics Report

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

X. Continuing Business

- A. **Building Program Update:** Director Bergendorf reported we are continuing to work on cost estimates for alternates and looking for ways to bring the project costs down. She reported she is concerned the downgrades in furnishings to save costs will sacrifice the

quality of the project and the ability to provide services to our patrons. We are working to get general price estimates for the alternates from the architect.

- B. Continuing Education Report:** This item will be covered in Per Capita Grant Review and Approval.

XI. New Business

A. Ordinance #10 2017 – Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation

The legal memo from the attorney was reviewed regarding this proposed Ordinance and Policy. Ordinance #10 2017 - Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation was presented to the Board of Library Trustees. Trustee Krebasch recited Ordinance #10 2017 - Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation with a motion to approve by Trustee Krebasch and seconded by President Winger. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger; Absent: Norris, Zaremba. Motion passed.

B. Per Capita Grant Review and Approval

The Board of Library Trustees watched an Active Shooter online training video and reviewed supporting print material sponsored by the United States Department of Homeland Security. The Board then had a discussion with the Library Director on how to apply this material in our Library setting. The Director and the Board also discussed other emergency response scenarios. Trustee Matuszewski volunteered to review Chapter 12 of the Illinois Public Library Standards with the Director as part of the per capita grant requirement. Director Bergendorf said she would have Trustee Matuszewski review the grant report prior to submittal.

Please note: Trustee Zaremba joined the board meeting during the Per Capita Grant Review and Approval at 8:52 p.m.

C. Ethics Filing

Director Bergendorf reported next month she will bring a list of names that need to be submitted to complete the annual ethics filing with county officials.

D. Policies

1. Wellness Program

Director Bergendorf reported the annual Wellness Program with the Wood Dale Park District was up for renewal. She stated she was waiting for the pricing but did not expect a significant increase. A motion to approve continued participation in the Wellness Program if pricing continues to be competitive was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

2. Meeting Room Policy

Director Bergendorf and the Board of Library Trustees discussed priorities and service philosophies in regards to meeting room use by the public and staff. They discussed a proposed list of items to include in a Meeting Room Policy and how to make access to registration online and user friendly. Director Bergendorf thanked the Board of Trustees for their input and reported she will continue to work on developing this policy.

E. Bank Resolutions and Signature Authorizations

Director Bergendorf presented a bank resolution and signature paperwork from Itasca Bank and Trust, Co. Trustee Zaremba recited the bank resolution paperwork. A motion to authorize opening another bank account for credit card transactions was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

XII. Adjournment

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