

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
January Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
January 15, 2018
7:30 p.m.

I. Call to Order

President Winger called the January 15, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on January 15, 2018 at 7:34 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

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

Absent: Matuszewski

Others Present: Bergendorf, Klos

III. Public Comments: There were no public comments.

IV. Secretary's Report - Minutes: The December 18, 2017 – Regular December 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 December 18, 2017 Regular December Board of Library Trustees Minutes of the Wood Dale Public Library District with spelling and attendance corrections was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Sparacio, Winger, Zaremba; Absent: Matuszewski. Motion passed.

V. Financial Report

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

B. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. Trustee Krebasch inquired about the check written to Z-Best Landscaping. Director Bergendorf reported it was the bill to remove the dead and diseased trees on the property. 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, Norris, Sparacio, Winger, Zaremba; Absent: Matuszewski. Motion passed.

VI. Director's Report: Director Bergendorf reviewed her report with the Board. She stated much of her report is focused under items in the New Business section so she will address those topics under New Business. A motion to approve the Director's Report was made by Trustee

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

VII. President's Report: Nothing to report.

VIII. Correspondence: Director Bergendorf discussed the holiday cards the Library received.

IX. Legal/Ethics Report

A. Legal Memos: Nothing to Report.

B. Ethics Update: Nothing to Report.

X. Continuing Business

A. Building Program Update:

1. Authorization for Independent Project Estimate

President Winger reported that Trustee Dunn and he toured the Messenger Public Library with Director Bergendorf and Assistant Director Klos. He reported the building design of Messenger Public Library is very similar to our facility. He and Trustee Dunn discussed the similarities between our facilities. They also discussed the programmatic differences that impact how we operate differently. It was noted Messenger's largest meeting room holds 40 individuals while we often meet our meeting room capacity (117) with our popular programs and the impact of being within walking distance of the junior high. The tour brought ideas to consider as we work on our building project.

Director Bergendorf discussed the range of cost estimates associated with the building program prepared by the architect. Director Bergendorf, Dan Eallonardo, President Winger, and Trustee Dunn have discussed this situation and a proposal was presented to hire an expert to do an in-depth building program cost estimate. An in-depth cost estimate providing firmer figures will help us make better decisions about the direction of the building program. A motion to approve the proposal from Comprehensive Estimating Services with a cost not to exceed \$5,000 was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Winger, Zaremba; Absent: Matuszewski. Motion passed.

2. Drawings and Budget

Director Bergendorf and the Board of Library Trustees reviewed the proposed building program plans. The plans show new services, such as, a designated teen computer lab and teen area; expanded and flexible youth services programming space; three mid-size study rooms; a family bathroom and expanded bathroom capacity; and additional parking spaces. Director Bergendorf talked about the need to design a building that allows providing services to a variety of age groups when they visit the Library concurrently.

B. Per Capita Grant: Director Bergendorf reported the per capita grant was filed by the January deadline. She thanked Trustee Matuszewski for her review of the grant and input into the Safety section of the grant. Director Bergendorf reported Trustee Matuszewski and she discussed scheduling a staff in-service day with a focus on public safety. The Board of Library Trustees concurred with scheduling an in-service day.

C. Meeting Room Policy: Director Bergendorf reported this item is under review by the library attorney.

XI. New Business

A. Ethics Filing

Director Bergendorf distributed a document listing of the names and addresses to be submitted to DuPage County as part of the annual ethics filing. After review and corrections, the information will be submitted to DuPage County as part of their online process.

B. Notice of Availability of Audit Report

Director Bergendorf distributed the Notice of Availability of Audit Report for review by the Board of Library Trustees. Director Bergendorf reported this is an annual notice that is published. A motion to approve the Notice of Availability of Audit Report was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Winger, Zaremba; Absent: Matuszewski. Motion passed.

C. Policies

1. Fund Balance Policy

Director Bergendorf reported this item is under review by the library attorney.

XII. Adjournment

A motion to adjourn the meeting at 8:15 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Sparacio, Winger, Zaremba; Absent: Matuszewski. Motion passed.