

Wood Dale Public Library District  
140 School Street, Wood Dale, Illinois 60191  
February Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
February 26, 2018  
7:30 p.m.

**I. Call to Order**

President Winger called the February 26, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on February 26, 2018 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call:**

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

Absent: Norris

Others Present: Bergendorf, Eallonardo, Klos, McCarthy

**III. Public Comments:** There were no public comments.

**IV. Continuing Business – A. Independent Project Estimate**

President Winger recommended moving to Continuing Business for item A. Independent Project Estimate. President Winger reported that he and Trustee Dunn met with Dan Eallonardo and Rick McCarthy to discuss the Independent Project Estimate. They reviewed building construction and FFE (Furniture, Fixtures, Equipment) costs with a twenty percent contingency covering building design and construction. The cost estimate totaled just under \$4.3 million. It was noted there are costs for technology consulting, building project management and other soft costs not outlined in the construction budget that need further detail. Director Bergendorf discussed the balance of controlling costs, the quality of fixtures, and benefits gained from the project. Benefits include: additional parking, expanded and flexible programming space in Youth Services, new bathrooms located adjacent to Youth Services, defined Teen Area and Computer Lab, updated systems (fire sprinkler, electric, network), new carpeting and additional lighting, three study rooms, and more efficient workspaces. The Board of Library Trustees discussed moving forward with Design Development and having another estimate done prior to releasing bid documents for as design details are developed, costs will be better defined; a fall construction timeline was discussed.

A motion to take a small break was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed. The meeting resumed at 8:05 pm with the following Trustees in attendance: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba.

**V. Secretary's Report - Minutes:** The January 15, 2018 – Regular January Board Meeting of the 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 January 15, 2018 Regular January Board of Library Trustees Minutes of the Wood Dale Public Library District was made by

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

## **VI. Financial Report**

- A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report:** Trustee Krebasch presented the January Treasurer's Report. A motion to approve the Treasurer's report was made by Trustee Dunn and seconded by President Winger. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.
- B. Bill List/Cash Disbursement:** The Board reviewed the Bill List/Cash Disbursement lists. Items discussed include: a payroll check with reduced net pay; Project Next Generation expenditures; Genealogy Conference registration; and book reimbursement payments made through interlibrary loan and reciprocal borrowing programs. Director Bergendorf noted the reimbursement program will change when we join SWAN in May. 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, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

**VII. Director's Report:** Director Bergendorf reviewed her report with the Board and discussed programming challenges with the teens on early dismissal day. She discussed different strategies and noted the importance of the proposed building program enhancements. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

**VIII. President's Report:** President Winger reported he attended the Illinois Library Association Legislative Meet-Up in Oak Brook with items to discuss under Legal/Ethics Report. A motion to approve the President's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio. Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

**IX. Correspondence and Communications:** No items to report.

## **X. Legal/Ethics Report**

- A. Legal Memos:** The Board of Library Trustees reviewed two legal summaries of current and proposed legislation on the federal and state level.
- B. Ethics Update:** Director Bergendorf noted the Ethics Statements from DuPage County should be mailed in early March with a filing deadline of May 1.

## **XI. Continuing Business**

- A. Independent Project Estimate: See Section IV.**

**B. Meeting Room Policy:** Director Bergendorf distributed a draft of the Meeting Room Policy. This policy allows for requesting dates six months in advance with the reservation confirmed one month prior to the start of the quarter. A motion to approve the Meeting Room Policy was made by Trustee Sparacio and seconded by Trustee Krebasch. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

**C. Fund Balance Policy**

Director Bergendorf reported this item is under review and ties in with an item under New Business.

**XII. New Business**

**A. Working Cash Fund**

Director Bergendorf reported that with the changes in the tax cap law, the attorney recommended that the Board of Library Trustees consider abolishing the Working Cash Fund. The Board of Library Trustees would pass a resolution outlining the abolishment of the fund and the funds in the Working Cash Fund would transfer to the General Fund. The Board of Library Trustees concurred with the recommendation and Director Bergendorf reported she would work on this item with the attorney.

**XIII. Executive Session: 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 8:43 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 President Winger and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

A motion to exit Executive Session at 8:50 p.m. was made by Trustee Krebasch and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

**XIV. Resolution #1 2018 – Resolution Regarding Release of Executive Session Minutes**

A motion to approve Resolution #1 2018 – Resolution Regarding Release of Executive Session Minutes was made by Trustee Krebasch and seconded by President Winger. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

**XV. Adjournment**

A motion to adjourn the meeting at 8:52 p.m. was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.