

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
April Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
April 16, 2018
7:30 p.m.

I. Call to Order

President Winger called the April 16, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on April 16, 2018 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

Present: Dunn, Krebasch, Matuszewski, Winger, Zaremba

Absent: Norris, Sparacio

Others Present: Bergendorf, Eallonardo

III. Public Comments: There were no public comments.

IV. Secretary's Report - Minutes: The March 19, 2018 – Regular March 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 March 19, 2018 Regular March Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Winger; Abstain: Zaremba; Absent: Norris, Sparacio. Motion passed.

V. Financial Report

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

Please note: Trustee Sparacio joined the board meeting at 7:36 pm.

VI. Director's Report: Director Bergendorf reviewed her report with the Board and noted many items in her report will be covered further in the agenda. 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.

VII. President's Report: No report.

VIII. Correspondence and Communications: No items to report.

IX. Legal/Ethics Report

A. Legal Memos: No items to report.

B. Ethics Update: Director Bergendorf reminded the Trustees to file their Ethics Statement prior to the filing deadline of May 1.

X. Continuing Business

A. Building Program Update

Dan Eallonardo reviewed the building design document (04.03.2018) with the Board of Library Trustees. Items in the plan include: a separate "Teen" computer lab; expanded bathrooms in Youth Services including a family restroom and nursing room; three study rooms; and expanded programming space with flexible walls in Youth Services to facilitate greater patron access and operational efficiencies. He stated we continue to work to address operational work efficiencies in the staff areas to facilitate the delivery of effective library service to the patrons.

He also distributed a timeline of activities and discussed the process of receiving project approval from the City of Wood Dale. It was noted the City of Wood Dale would like the project submitted as a Planned Urban Development project which may require additional documents from the architect and civil engineer. The Board and Dan Eallonardo discussed the potential impact of this project designation on the timeline and steps for authorization. The Board discussed the importance of having the civil engineers present to provide accurate civil engineering information at meetings and having Board representation. The Board discussed having bids opened at the end of October with construction starting in March. Please note: Dan Eallonardo exited the meeting following this agenda item.

XI. New Business

A. Accountant Contract

The contract for accounting services by William E. Grigg, Certified Public Accountant was reviewed by the Board of Library Trustees. A motion to approve the account contract with William E. Grigg, Certified Public Accountant was made by Trustee Krebasch and seconded by Trustee Sparacio with the following fee structure: Monthly Fee - \$775; Annual Statement of Receipts and Disbursements - \$1,000; Work-up of Form 1099 information - \$100; closing general ledger and set-up of new budget data - \$500; and \$75 per hour for additional services. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

B. Certificate of Status of Total Tax Exempt Property

Director Bergendorf presented the annual paperwork for designating the two library properties tax exempt property. A motion approving the Certificate of Status of Total Tax Exempt Property was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

C. Working Budget

Director Bergendorf reported tentative budget information has been received from DuPage County with final figures expected in May.

D. Policy on Service to Non-Residents 2018-2019

Director Bergendorf distributed the Policy on Service to Non-Residents 2018 - 2019. She reported that each year the Board needs to determine our policy and that our non-resident fee is calculated using the tax bill method will be established once we receive final figures from DuPage County. A motion to approve the Policy on Service to Non-Residents 2018-2019 was made by Trustee Sparacio and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.

XII. Executive Session

XV. Adjournment

A motion to adjourn the meeting at 8:53 p.m. was made by Trustee Zaremba and seconded by President Winger. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Winger, Zaremba; Absent: Norris. Motion passed.