

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
May Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
May 21, 2018
7:30 p.m.

I. Call to Order

President Winger called the May 21, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on May 21, 2018 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

Present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba
Others Present: Bergendorf, Eallonardo, Klos

II. Public Comments/Town Hall: There were no public comments.

III. Secretary's Report - Minutes: The April 16, 2018 – Regular April 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 April 16, 2018 Regular April Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Winger, Zaremba; Abstain: Norris, Sparacio. Motion passed.

IV. Financial Report

A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the April's 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. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

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

VI. President's Report: No report.

VII. Correspondence and Communications: The following items were reviewed with the Board of Library Trustees: a thank you letter from Fenton; an invitation to the swearing in of the New Fire Chief; the per capita grant award announcement; and the award letter for the Back to Books grant award.

VIII. Legal/Ethics Report

- A. Legal Memos:** A memo from the tax consortium attorney summarizing their tax objection casework for the year and the financial impact of their work.

- B. Ethics Update:** Director Bergendorf thanked the Board for filing their Ethics Statements.

IX. Continuing Business: No items to report.

X. New Business

A. Budget – Anticipated End of Year

Director Bergendorf reviewed the current and anticipated end of year fund balances for the General Library and Special Reserve Fund. She discussed expenditures expected for the remaining months of May and June. She reviewed current building program funding allocated in the General Library Fund and amounts to transfer to the Special Reserve Fund prior to the end of the fiscal year.

B. Budget – Draft Budget for FY2019

Director Bergendorf reviewed expected income and expenses for FY2019 with the Board of Library Trustees. She reported that final tax distribution numbers from DuPage County arrived that day and match the reported income estimates. She reviewed all line items with the Trustees noting that most line item expenditures were holding steady from previous years. Adjusted line items were primarily associated with upcoming building program expenses.

C. Building Program Update

- 1. Review of Finances:** Director Bergendorf discussed allocated funds for the building program for the next two fiscal years. She reported there is \$4.8 million allocated from the Special Reserve and General Library Funds. There is also \$1,500,000 available from the debt certificate.

- 2. Review of Plan:** Director Bergendorf projected the most recent design development draft with notes outlining areas still needing to be addressed. She also went over the plan in detail; outlining the placement of the collections, rooms, and doors to support efficient and effective operations. She outlining specific services/items being addressed in the plan and other services/items the Board of Library Trustees would need to consider. Items mentioned to consider include the amount of glass in the façade that overlooks the back property of the Library; the City required fence around the property; upgrades to the meeting room and kitchen; skylight windows on the

south side of the Library; electrical upgrades to the parking lot lighting and signage; and other physical facility upgrades. Dan Eallonardo discussed making a list of these items for the estimator to review as part of the next detailed building program estimate. Director Bergendorf reported the building program is very lean and reductions to the program translate to reducing core items such as windows, library shelving and furniture and further delay of certain physical facility repairs and upgrades.

- 3. Timeline of Activities:** Dan Eallonardo discussed the timeline of activities from design work to the process of going to the City of Wood Dale for project approval. When conceptual plans are completed, it is time to share them with the public. The Board of Library Trustees discussed having a community meeting the third week in June after the conceptual plans are presented and approved at the June 18 Board Meeting. The Board of Library Trustees directed Library Administration to establish a community meeting date once the conceptual plans had incorporated the note revisions identified in the current design plan.

Please note: Dan Eallonardo exited the meeting at 9 pm.

A motion to take a five minute break at 9 pm was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

At 9:05 pm the meeting resumed with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, and Zaremba.

D. Resolution #2 2018 – Resolution Abolishing Working Cash Fund

The Board of Library Trustees reviewed the status of the Working Cash Fund. Director Bergendorf reported that according to District Law, the Library can levy for working cash four times during the lifetime of the organization. The Wood Dale Public Library District has levied this fund three times. Director Bergendorf discussed that current Library Law does not allow these funds to be transferred for capital project unless you abolish the fund, while Illinois School Code allows a fund transfer. The Board of Library Trustees reviewed current library law and discussed potential legislative actions impacting the Working Cash Fund. A motion to table this item was made by President Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

E. Fiscal Compliance Calendar

The Board of Library Trustees reviewed the draft Fiscal Compliance Calendar that shows an August and November board meeting adjusted to meet legal calendar deadlines. Director Bergendorf reported she will bring this item to the June Board meeting for approval.

XI. Executive Session: No action

XII. Adjournment

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