

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
June Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
June 18, 2018
7:30 p.m.

I. Call to Order

President Winger called the June 18, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on June 18, 2018 at 7:34 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

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

Absent: Krebasch

Others Present: Bergendorf, Eallonardo, Klos, Studio GC Team (Rick McCarthy, Isela Catania and Elizabeth Veatch)

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

III. Secretary's Report - Minutes: The May 21, 2018 – Regular May 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 May 21, 2018 Regular May Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Matuszewski seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

IV. Financial Report

A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report: Director Bergendorf presented the May Treasurer's Report. She noted the Miscellaneous Income reflects the MAGIC reimbursement. She also requested approval to reallocate \$4,000 in the library material lines; moving \$4,000 from the Material Processing line to the Adult Book line. A motion to approve the Treasurer's report and to reallocate \$4,000 in the library material lines was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

B. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. A questions was asked about a charge to the public relations line. Director Bergendorf replied it was the charge for the infant sippy cups for the Memorial Day Parade. 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, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. 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. President Winger asked Director

Bergendorf to further explain the portion of her report that discussed collection management. Director Bergendorf reported that we are evaluating access to resources now that we are completely migrated to SWAN. She reported that despite our smaller size, the Wood Dale PLD consistently ranks near the top when examining multiple copies of popular material. With 97 libraries supporting resource sharing, we need to evaluate the quantity that we order. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

VI. President's Report: President Winger reported he attended the City of Wood Dale Public Works Open House. He reported he received many good words about Director Bergendorf and the Wood Dale Public Library District. Trustee Dunn reported she attended as well and had a similar experience.

VII. Correspondence and Communications: The following items were reviewed with the Board of Library Trustees: a thank you letter from a staff member and an informational design sheet about the White Oaks Development from the Wood Dale Park District. The Board of Trustees reported they had received the reverse 911 message about the upcoming Library Public Meeting. Director Bergendorf reported she also sent individual letters to nearby property owners and was trying to make personal contact via telephone. She reported that people were very positive about the project and appreciative of the personal outreach.

VIII. Legal/Ethics Report

A. Legal Memos: No items to report.

B. Ethics Update: No items to report.

IX. Continuing Business: No items to report.

X. New Business

A. Building Program

1. Presentation of Design Plan

The architectural team from StudioGC presented design documents to the Board of Library Trustees. These designs showcased the renovation and expansion plans. The Board of Library Trustees reviewed documents highlighting service improvements for the patrons including: an expanded Youth Services Program Room with flexible walls to better serve multiple Youth and Adult programming needs; an expanded "Teen/Tween Area" featuring dedicated seating, collection space, and computer lab; an updated Early Learning Area where play and exploration help build early literacy skills; three new small-group study rooms, integrating technology and furniture to bring people and information together for greater learning and collaboration; new furniture and seating with options for single or group study, conversation and reading; additional restroom facilities in the Youth Services area including a family restroom and a quiet room that

can serve as a nursing room or low sensory space for children with special needs; designated library areas for quiet reading and study; updating or replacing many original 1981 building systems at or beyond their end of life including electrical and plumbing; improved lighting, new carpeting and network wiring; additional parking and an integration of nature and natural lighting into the Library to take advantage of our beautiful setting.

2. Timeline of Activities

Dan Eallonardo reviewed the Timeline of Activities with the Board of Library Trustees. The next steps are having the Board of Library Trustees authorize the design plans and authorize sending the plans to the estimator. The estimator will take a couple of weeks to review the plans and compile an estimated project cost. The Board of Library Trustees will need to review the project cost report and approve moving forward with Construction Documents. He also discussed the process of submitting the plans to the City of Wood Dale as a PUD application for their review and approval.

3. Authorization of Design Plan

A motion to authorize the presented design plans was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

4. Authorization to Submit to Estimator for Project Component Costs

A motion to authorize submitting the design plan to the estimator for project component costs was made by President Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

5. Community Meeting Date

Director Bergendorf reviewed with the Board of Library Trustees the community meeting date of Thursday, June 21 at 6 pm. She noted it will be a posted meeting since there will be a quorum with the Trustees in attendance.

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

Please note: Dan Eallonardo, Rick McCarthy, Isela Catania, and Elizabeth Veatch exited the meeting at 9 pm.

At 9:11 pm the meeting resumed with the following Trustees present: Dunn, Matuszewski, Norris, Sparacio, Winger, and Zaremba.

B. Budget – FY2019

To begin, Director Bergendorf reviewed the current and anticipated end of year fund balances for all of the library funds. She discussed expenditures expected for the remaining months of June. She then reviewed the FY2019 budget with the Board of Library Trustees.

Indicating most lines not associated with building activities were remaining consistent from last year and additional changes would only be made if end-of-year reports indicated a need for adjustment. A motion to approve the FY2019 Budget was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

C. Fiscal Compliance Calendar FY2019

A motion to approve the Fiscal Compliance Calendar FY2019 was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

D. Ordinance #1 2018 – An Ordinance Ascertaining the Prevailing Wage Rate

Trustee Norris recited and made a motion to approve Ordinance #1 2018 – An Ordinance Ascertaining the Prevailing Wage Rate and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

E. Ordinance #2 2018 – An Ordinance Establishing Meeting Dates

Trustee Norris recited and made a motion to approve Ordinance #2 2018 – An Ordinance Establishing Meeting Dates and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

F. Ordinance #3 2018 – Amendment to the Budget and Appropriation Ordinance #8 2017

Trustee Norris recited and made a motion to approve Ordinance #3 2018 – Amendment to the Budget and Appropriation Ordinance #8 2017 and seconded by President Winger. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

G. Ordinance #4 2018 – An Ordinance Transferring Funds to the Special Reserve Fund

Trustee Norris recited and made a motion to approve Ordinance #4 2018 – An Ordinance Transferring Funds to the Special Reserve Fund and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

H. Annual Report Activities – Audit of Records

Trustee Norris and Trustee Matuszewski volunteered to conduct the annual audit of records as part of our annual report activities. The annual report is due September 1.

XI. Executive Session: 5 ILCS 120/2/(c)1 Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Please note: Joanna Klos exited the meeting at 9:48 p.m.

A motion to go into Executive Session 5 ILCS 120/2/(c)(1) Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity at 9:49 p.m. was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

A motion to exit Executive Session at 10:01 p.m. was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

XII. Adjournment

A motion to adjourn the meeting at 10:02pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.