

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

I. Call to Order

President Winger called the July 16, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on July 16, 2018 at 7:34 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

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

Absent: Sparacio

Others Present: Bergendorf, Eallonardo, Klos

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

III. Secretary's Report - Minutes: The June 18, 2018 – Regular June 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 June 18, 2018 Regular June Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Winger, Zaremba; Abstain: Krebasch. Absent: Sparacio Motion passed.

The June 21, 2018 – Special July 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 June 21, 2018 Special July Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba. Absent: Sparacio. Motion passed.

IV. Financial Report

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

V. Director's Report: Director Bergendorf reviewed her report with the Board. She reported administration had been working on evaluating options for participating in a gas consortium; exploring the electric and gas incentive offerings from applying to participate in the New Construction program managed by Com Ed; and reviewing additional liability insurance needed as part of the building renovation/expansion program. 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, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

VI. President's Report: President Winger thanked the Trustees for attending the Special Board Meeting. He felt community feedback regarding the building renovation/expansion program designs was very positive and the project was well-received.

VII. Correspondence and Communications: Trustee Norris brought in an Administrative Hearing notice involving the Illinois State Library.

VIII. Legal/Ethics Report

A. Legal Memos: No items to report.

B. Ethics Update: No items to report.

IX. Continuing Business:

A. Community Meeting Feedback: The Board of Library Trustees further shared their feedback about the community meeting. It was noted that the plans were positively received by the community and the engineer was very knowledgeable about the project. It was noted that Director Bergendorf spoke about the plans at the following Family Entertainment Night program and invited members of the community to stop by the small meeting room to review the plans. The Board of Library Trustees discussed having the design plans available for public review at Prairie Fest and National Night Out.

B. Review of FY2019 Budget and Projects: Director Bergendorf reviewed the funds available in the General Library Fund and Special Reserve Fund for the building renovation/addition program.

X. New Business

A. Building Program

1. Presentation of Design Plan Estimate

Director Bergendorf passed out an overall project budget to the Board of Library Trustees. It was noted the design plan estimate references construction costs. It was noted the alternate costs are a small portion of the total project cost. It was noted some of the alternates presented are maintenance activities that if not addressed now, will need to be addressed in the future. Overall the second estimate is very similar to the first estimate done; this estimate is higher to account for soft project costs (architect fees, consulting, and escalation).

Please note Trustee Sparacio entered the meeting at 8:01.

2. Timeline of Activities

Dan Eallonardo reported a hard copy of the PUD application was submitted to the City of Wood Dale today. There is a public hearing on August 20. The architect and civil engineer will attend that meeting. The goal is that the CDC makes a recommendation to the City Council. The City Council will approve; hopefully by September 16. Trustee Matuszewski noted that with Board of Library Trustee attendance at the CDC meeting, it is important to not engage in activities to constitute a quorum.

3. Review of Design Plan Component for Construction Documents

The Board of Library Trustees reviewed the Design Plan components. There was a discussion of each design component. The Board reviewed the components, identifying Alternate 1 (Kitchen Expansion), Alternate 2 (Large Meeting Room HVAC), Alternate 4 (Small Group Rooms HVAC) and Alternate 7 (Refinish Wood Ceiling) as part of the base bid package. The Board requested that Alternate 5 (Exterior Lighting) be an alternate for the project. The Board removed Alternate 6 (West Façade Glazing) from the project. Alternate 3 (high density compactable shelving) pricing will be explored further.

4. Authorization for Architect to Move to Construction Documents

A motion to authorize the Architect to move to construction documents incorporating Alternates (1, 2, 4, 7) in the base project with Alternate 5 as a bid alternate was made by President Winger and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Nays: Krebsch. Motion passed. There was a discussion about the vote; noting Trustee Krebsch felt that Alternate 6 (West Façade Glazing) should have been a component of the bid package.

5. Acceptance of IT Proposal from Sentinel

Dan Eallonardo reviewed the IT Proposal from Sentinel with the Board of Library Trustees. When asked about the consideration of other companies, he reported we interviewed three firms but two others needed an initial evaluation to provide a proposal. The IT Proposal from Sentinel was a competitive price and has worked with libraries. A motion to accept the IT Proposal from Sentinel in the amount of \$12,250 was made by Trustee Dunn and seconded by Trustee Krebsch. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba; Motion passed.

A motion to take a five minute recess at 9:21 was made by Trustee Krebsch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

Please note: Joanna Klos exited the meeting at 9:21 p.m.

At 9:48 pm the meeting resumed with the following Trustees: Dunn, Krebsch, Matuszewski, Norris, Sparacio, Winger, Zaremba.

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.

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 9:48 was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 10:47 p.m. was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

XII. Adjournment

A motion to adjourn the meeting at 10:47 pm was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.