

Wood Dale Public Library District  
140 School Street, Wood Dale, Illinois 60191  
August Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
August 6, 2018  
7:30 p.m.

**I. Call to Order**

President Winger called the August 6, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on August 6, 2018 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call:** Present: Dunn, Krebasch, Norris, Winger

Absent: Matuszewski, Sparacio, Zaremba

Others Present: Klos

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

**IV. Secretary's Report - Minutes:** The July 16, 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 July 16, 2018 Regular June 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, Norris, Winger; Absent: Matuszewski, Sparacio, Zaremba. Motion passed.

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

*Please note: Trustee Zaremba entered the meeting at 7:32 pm.*

**B. Bill List/Cash Disbursement:** The Board reviewed the Bill List/Cash Disbursement lists. A question about payments for the community newsletter was asked. Assistant Director Klos replied that payments were for the past three newsletter publications and also clarified a charge made to the consulting line. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

**VI. Director's Report:** Assistant Director Klos reported that the Library's participation at Prairie Fest Resident Night went well with 230 individuals stopping at the Library's "Picture Yourself Reading" photo booth and that the library improvement design boards available for viewing at the Fest generated positive responses. Assistant Director Klos also reported that the Library will be participating in the annual Police National Night Out on August 7 and will be sponsoring the balloon artist and is planning on promoting the Veterans History Project as part of the Project Next Generation grant, as well as showcasing the library improvement design boards to the community.

**VII. President's Report:** President Winger reminded the Board that the Architect Team submitted the PUD application to the City of Wood Dale and that the meeting of the Community Development Committee is on August 20. President Winger also noted that Prairie Fest was a successful event.

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

**IX. Legal/Ethics Report**

**A. Legal Memos:** No items to report.

**B. Ethics Update:** No items to report.

**X. Continuing Business:**

**A. Building Program**

- 1. Timeline of Activities**
- 2. PUD Application**
- 3. Design Development**

This item was discussed in the President's Report.

**B. Annual Report**

- 1. Set Date of Audit of Secretary's Records: Report, Supplemental Statement and Recommendations**

Trustee Matuszewski and Trustee Norris will be setting a date for the Audit of Secretary's Records.

- 2. Authorization for Present and Secretary Review and Approval**

Assistant Director Klos reported that statistics for the annual report are being compiled for the Annual Report and that the report is due September 1. A motion for the Board President and Secretary to Review and Approve the Annual Report was made by Trustee Norris and seconded by Trustee Zaremba. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

## **XI. New Business**

### **A. Ordinance #5 2018 - An Ordinance Levying a Special Tax of .02% for Building and Maintenance**

A recital and motion to approve Ordinance #5 2018 - An Ordinance Levying a Special Tax of .02% for Building and Maintenance was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

### **B. Chief Fiscal Officer Statement of Estimated Revenues**

Assistant Director Klos reported that the amount of levy increase is below five percent and as last year the revenue statement has a footnote regarding the line of credit. A recital and motion to approve the Chief Fiscal Officer Statement of Estimated Revenues was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

### **C. Ordinance #6 2018 - Tentative Budget and Appropriation Ordinance**

Trustee Norris recited Ordinance #6 2018 - Tentative Budget and Appropriation Ordinance. A motion to approve Ordinance #8 2018 - Tentative Budget and Appropriation Ordinance was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

### **D. Public Hearing Notice for Budget and Appropriation Ordinance**

The Public Hearing Notice for the Budget and Appropriation Ordinance was presented to the Board of Library Trustees. A recital and motion to approve the Public Hearing Notice for the Budget and Appropriation Ordinance was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

### **E. Auditor Engagement Letter**

Assistant Director Klos reported that we are awaiting the Auditor Engagement Letter.

## **XII. Executive Session:**

**A. 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.**

**B. 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 per **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 and 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 at 7:48 p.m. was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

*Please note Trustee Sparacio entered the meeting at 7:56 p.m. Also, Joanna Klos exited the meeting at 7:49 p.m. and reentered the meeting at 8:05 p.m.*

A motion to exit Executive Session at 8:11 p.m. was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Sparacio, Winger, Zaremba; Absent: Matuszewski. Motion passed.

## **XII. Adjournment**

A motion to adjourn the meeting at 8:12 p.m. was made by Trustee Norris and seconded by Trustee Zaremba. Roll Call Vote-Ayes: Dunn, Krebasch, Norris, Sparacio, Winger, Zaremba; Absent: Matuszewski. Motion passed.