

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
September Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
September 17, 2018
7:30 p.m.

I. Call to Order

President Winger called the September 17, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on September 17, 2018 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call: Present: Dunn, Krebasch, Winger, Zaremba

Absent: Matuszewski, Norris, Sparacio

Others Present: Bergendorf, Eallonardo, Klos, Julia Patel, Joy Sykes, Elizabeth Veatch

III. Public Comments/Town Hall:

Mrs. Patel addressed the Board of Library Trustees about the location of the handicapped parking stalls and desired a location change to the stalls closest to the main library entrance. Mrs. Patel was informed that the stalls closest to the main library entrance do not meet federal ADA accessibility codes and the current location of the ADA stalls meet accessibility standards. Mrs. Patel inquired who could change the accessibility code and the Board of Library Trustees suggested she contact her federal legislative representatives.

Mrs. Patel also inquired about the change to the adult reading program and felt the program was better when smaller prizes were awarded. Director Bergendorf reported the Library was evaluating the program change and statistics show more people are reporting items read. Director Bergendorf said she would continue to evaluate the program and get feedback from other participants.

Mrs. Sykes gave a lovely presentation about the important role of the Wood Dale Public Library District in the community and the ways the Library supports the VFW. She said the literacy basket provided for the Prairie Fest always receives the most attention and increases raffle ticket sales at the Bingo tent. Mrs. Sykes then presented the Library a VFW Certificate of Appreciation.

A motion to take a five minute break at 7:43 pm was made by Trustee Krebasch and seconded by President Winger. Roll Call Vote-Ayes: Dunn, Krebasch, Winger, Zaremba; Absent: Matuszewski, Norris, Sparacio. Motion passed.

Please note: Mrs. Patel and Mrs. Sykes exited the meeting at 7:43 pm and Trustee Sparacio entered the meeting at 7:45 pm

At 7:49 pm the meeting resumed with the following Trustees present: Dunn, Krebasch, Sparacio, Winger, and Zaremba.

IV. Secretary's Report - Minutes: The August 6, 2018 – Regular August 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 August 6, 2018 Regular August Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.

V. Financial Report

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

VI. Continuing Business - Building Program Update

1. City PUD recommendations & 2. Library Response to PUD recommendations

Listed below is a summary of the significant City of Wood Dale recommendations and the library response for the 520 North Wood Dale Road facility program plans:

- a. **Parking:** Placing additional parking in the south parking lot along the existing Youth Services side entrance was discouraged. The Library agreed to place parking along the existing service drive near the front driving entrance of the Library.
- b. **Screening:** A fence was requested along the service drive section to screen the mobile library and the mechanical units. The Library agreed and is requesting an 8" fence which is allowed on commercial properties.
- c. **Perimeter Fence:** A perimeter fence along the neighboring properties was requested to reduce light trespass and to provide a better buffer to the neighborhood. The Library is requesting an 8" fence which is allowed on commercial properties which will reduce light trespass, improve security along our property (which impacts the pricing for the library insurance pool), and for the safety of younger patrons. There is a retaining wall on the one side of the property and a higher fence will discourage climbing over the fence.

- d. Lighting: Due to how the Library was built in 1981 and the placement of the existing light poles, we are asking for a continued deviation but plan to improve the light trespass by removing the location of a light pole and replacing the 360 degree light fixtures with ones that will direct the lighting into the parking lot area.

3. Design Development

Elizabeth Veatch reported the drawings are in progress and the architect team is preparing a formal response to the City PUD recommendations.

4. Project Timeline

We anticipate going before the City of Wood Dale Community Development Commission on October 15, 2018 which conflicts with our regularly scheduled October board meeting. Director Bergendorf reported she would examine the fiscal compliance calendar for date passage requirements. She will reschedule the meeting to October 22 at 7:30 pm if the statutory timing allows for continued implementation of our legal requirements for the November 12, 2018 board meeting.

Please note: Dan Eallonardo and Elizabeth Veatch exited the meeting at 8:13 pm.

VII. Director's Report

A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.

VIII. President's Report: No Report

IX. Correspondence and Communications: The Library received a thank you note from the Wood Dale Park District for its participation in the Festravaganza event.

X. Legal/Ethics Report

A. Legal Memos: Legal memos contained within the board packet were reviewed with the Board of Library Trustees.

1. OMA and FOIA Training Report

- a. Presentation of Training Certificates

Director Bergendorf and Assistant Director Joanna Klos completed their annual OMA and FOIA training and presented their certificates to the Board of Library Trustees for their review. The Library is legally required to keep these certificates on file in the Administrative Offices.

- b. Review of Binding PAC Opinions

Director Bergendorf reviewed the Binding PAC opinions released from September, 2017 through September, 2018. She stressed the main binding

opinions involve the requirement to respond to a FOIA request in a timely manner and to make proper meeting room seating when a large crowd is expected for a board meeting.

B. Ethics Update: No items to report.

XI. Continuing Business Continued:

A. Annual Report Review: Director Bergendorf gave a brief overview of the Annual Report. She reported that physical material circulation decreased but that was expected due to lengthening loan periods and our migration to SWAN. Program attendance continues to remain very strong with a surge in passive programming statistics. She reported we noted our Tumblebook circulation showed a decrease. We then learned that instead of each individual students in a classroom logging into Tumblebook with their Chromebook, the teachers began data projecting the resource to a screen during breakfast time.

B. Audit Update: Director Bergendorf noted that the auditors will be arriving the second week of October to complete the audit. Audit paperwork has been sent to the auditor for their initial fieldwork. Joanna Klos and Dora Nunez did a great job doing the financial work, while I concentrated on paperwork granting permission to access our records. You should have received an audit fraud survey to complete. Please return this item in a timely manner.

XII. New Business

A. Public Hearing Report for the Budget and Appropriation Ordinance – Ordinance #7 2018

President Winger reported the Public Hearing for the Budget and Appropriation Ordinance – Ordinance #7 2018 was held on Monday, September 17 at 7:15 p.m. He reported he opened the Public Hearing with a recital of the purpose of the public hearing with an invitation for public comment. It was noted there was no one present for the public hearing nor had the Library received any correspondence about the public hearing.

B. Budget and Appropriation Ordinance – Ordinance #7 2018 Recital and Approval

Trustee Krebasch recited the following, “Budget and Appropriation Ordinance – Ordinance #7 2018, Wood Dale Public Library District, July 1, 2018 – June 30, 2019. An Ordinance adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Wood Dale Public Library District, DuPage County, Illinois for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019 and specifying the objects and purposes for which said appropriations are made and the amount appropriated for each object or purpose. Be it ordained by the Board of Library Trustees of the Wood Dale Public Library District.” A motion to approve the Budget and Appropriation Ordinance – Ordinance #7 2018 was

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

C. Approval of Benefit Package for Employees Requiring 6 Day Pre-Posting Prior to Vote

Director Bergendorf reviewed the document outlining our benefit package for employees requiring a six day pre-posting prior to vote. This document was posted on our Website for public view. A motion to approve the Benefits Package for Employees Requiring 6 Day Pre-Posting Prior to Vote was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.

D. Total Compensation Package for the Wood Dale Public Library District 2018

A motion to approve the Total Compensation Package for the Wood Dale Public Library District 2018 was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.

E. Illinois Freedom of Information Act Information

Director Bergendorf reviewed the updated Illinois Freedom of Information Act Information that is posted on our Website and public information boards. A motion to approve the Illinois Freedom of Information Act Information was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.

F. Audit of Secretary's Records: Report, Supplemental Statement and Recommendations

Director Bergendorf reported that Trustee Matuszewski and Trustee Norris had reviewed the Secretary's Records. Their paperwork was presented to the Board of Library Trustees for their review. There were no new recommendations made by the review team. A motion to approve the Audit of Secretary's Records was made by President Winger and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.

G. Annual Statement of Cash Receipts and Disbursements

A motion to approve the Annual Statement of Cash Receipts and Disbursements was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.

XIII. Executive Session: None Needed.

XIV. Adjournment

A motion to adjourn the meeting at 8:37 p.m. was made by Trustee Zaremba and seconded by Trustee Krebasch. Roll Call Vote-Ayes: Dunn, Krebasch, Sparacio, Winger, Zaremba; Absent: Matuszewski, Norris. Motion passed.