

Wood Dale Public Library District  
140 School Street, Wood Dale, Illinois 60191  
October Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
October 22, 2018  
7:30 p.m.

**I. Call to Order**

President Winger called the October 22, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on October 22, 2018 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

**II. Roll Call:**

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

Absent:

Others Present: Bergendorf, Curiale, Eallonardo, Klos

**III. Town Hall:** Michael Curiale introduced himself but had no public comment.

**IV. Secretary's Report:** The September 17, 2018 – Public Hearing Budget and Appropriation Ordinance Meeting Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the September 17, 2018 – Public Hearing Budget and Appropriation Ordinance Meeting Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Abstain: Matuszewski, Sparacio. Motion passed.

The September 17, 2018 – Regular September Board Meeting of the Board of 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 September 17, 2018 Regular September Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Winger, Zaremba; Abstain: Matuszewski, Sparacio. Motion passed.

**V. Financial Report**

**A. Treasurer's Report: Revenue/Expenses by Fund/Investment Report**

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

**B. Bill List/Cash Disbursements**

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

**VI. Director's Report:** Director Bergendorf reviewed her report with the Board. She noted the upcoming LIRA inspection and requirements we are fulfilling such as staff AED/CPR training and reviewing job descriptions. She discussed the Youth Services staff did a great job hosting and conducting the Kindergarten curriculum for the day when Oakbrook School closed for the building of the Kaboom playground. Trustee Norris mentioned she enjoyed reading the staff ILA training reports and Director Bergendorf reported staff is also working to partner with Literacy DuPage to offer workforce training. 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, Sparacio, Winger, Zaremba. Motion passed.

**VII . President's Report:** President Winger thanked the Board of Library Trustees for attending the City of Wood Dale Community Development Commission hearing for our project. He reminded the Board members to continue to follow Open Meeting Act rules for the upcoming City of Wood Dale meetings and that Director Bergendorf will continue to speak on behalf of the Library along with the building team. He reported he attended the Foundation for Excellence Dinner for District #7 and the donated literacy basket from the Library was well-received. A motion to approve the President'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.

**VIII. Correspondence:** Correspondence received for the month includes: a thank you letter from Wood Dale Community Church for the donation of an older DVD player and DVD's for use during their PADS program; a letter from WD District #7 for hosting kindergarten; and on-going communication from a resident about the need to upgrade the HVAC system in the large auditorium.

#### **IX. Legal/Ethics Report**

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

**B. Ethics Update:** Trustee Matuszewski did a reminder about the Open Meetings Act rules for the next City of Wood Dale committee meeting.

#### **X. Continuing Business**

##### **A. Building Program**

###### **1. Report of PUD Process**

Director Bergendorf reported we are on the City of Wood Dale Committee of the Whole meeting agenda this upcoming Thursday, October 25 and then potentially at the City of Wood Dale Regular Board meeting on November 1 for final approval. Trustee Norris noted she attended the ribbon cutting for the City of Wood Dale clock tower event.

###### **2. Project Timeline**

Director Bergendorf reported we have three parallel tracks running at the same time that need to be coordinated prior to going out to bid. One is the project being designed by the architect team. The second our architectural team working with Com Ed to receive

maximum incentives for the energy efficiencies. The amount of incentive money is significantly reduced if you go out to bid prior to Com Ed review. The third is working with the IT firm on technology plans for the deployment of technology in the new facility. She noted she has informed the architectural team that all of these things need to be accomplished prior to going out to bid. Director Bergendorf also discussed we are reviewing grant opportunities as well to maximum taxpayer savings for this project.

## **XI. New Business**

### **A. Resolution #2 2018 – Resolution to Determine Estimate of Funds Needed for 2018-2019 Fiscal Year**

Trustee Norris presented and recited the Resolution #2 2018 – Resolution to Determine Estimate of Funds Needed for 2018 – 2019 Fiscal Year to the Board of Library Trustees. A motion to approve the Resolution #2 2018 – Resolution to Determine Estimate of Funds Needed for 2018 – 2019 Fiscal Year was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

### **B. Authorized Access to Bank Safe Deposit Box**

Director Bergendorf discussed changing the location of where current automation system back-up tapes are stored. She suggested the bank safety deposit box which would increase the number of people who need access to the bank safety deposit box. This will move the location of our back-ups tapes closer to the Library and provide access for drop-off and retrieval by a key set of individuals if the tapes are needed in an emergency. Director Bergendorf indicated the IT Team (Vicki Mueller and Tom Turnquist), Meghan Maleski (Bank Depositor), Joanna Klos, and Yvonne Bergendorf are suggested staff members to have access to the bank safety deposit box. Trustee Dunn is currently on file and it was suggested to have a second Trustee on file, so Trustee Krebasch was added to the list. There was also a discussion on securing additional documentation beyond our existing fire-proof safe on site with the upcoming building program which may bring the need to get a bigger box. A motion to extend access to the bank safety deposit box to the IT Team, Meghan Maleski, Joanna Klos, Yvonne Bergendorf, Trustee Dunn and Trustee Krebasch with approval to get a bigger safety deposit box was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

### **C. State of Illinois Records Disposal Certificate**

The Board of Library Trustees reviewed the Records Disposal Certificate that was in their board packet. Director Bergendorf indicated this is our annual submission that allows us to legally dispose of allowed records. She noted there is a 60 day waiting time period before record disposal and approving this item will allow us to continue with the disposal of records we do upon the upcoming new calendar year. A motion to approve the Secretary authorizing the State of Illinois Records Disposal Certificate was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**D. Disposal of Executive Session Digital Audio Records prior to April, 2017 (keeping mandatory 18 months)**

Director Bergendorf discussed this is also the time we request from the Board of Library Trustees permission to Dispose of our Executive Session Digital Audio Recordings following statutory guidelines. A motion to approve the Disposal of Executive Session Digital Audio Records prior to April, 2017 was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**E. Authorize Director and Assistant Director to Serve as Election Officials**

With the upcoming election filing, there was a formal request to authorize the Director and Assistant Director to Serve as Election Officials. This would allow both of us to accept documents and serve in this capacity. A motion to authorize Director Bergendorf and Joanna Klos to Serve as Election Officials was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**F. Maintenance Activities for 140 School Street Facility**

Director Bergendorf reported that while we have been busy focusing on the building program for the main library building renovation and addition program, there is maintenance work that needs to be done on the 140 School Street Facility. Director Bergendorf reported she and Joanna Klos are working with Dan Eallonardo to prepare a list of items to address.

**G. Report on Continuing Education Activities**

Director Bergendorf reported two staff members attended the Illinois Library Association Conference and they drove down for the workshop days and did not incur a hotel cost to the Library. She reported they both brought back good ideas and expanding our existing passive programming is very important with the upcoming building program. The Board of Library Trustees indicated they liked reviewing the reports with Trustee Norris noting the report highlighting ideas for teen programming. Director Bergendorf also reported staff will be training for our new AED unit and receive AED and certified CPR training for American Red Cross certification. Staff also received Gang Training Awareness from an item prepared by the Illinois State Police. This item was shared with Trustees and copies were made available for the Board members.

**H. Report on Audit Activities**

Director Bergendorf thanked the Trustees for completing and submitting their audit fraud paperwork. She reported the auditor visit went very smoothly and commended the Administrative Team for their hard work and organization. This hard work combined with staff compliance with operational procedures contributes to a successful audit. She discussed just a few of the myriad of activities they do; pulling staff time cards to check payroll records with payment; invoices tracking ordering, receiving and check clearance; and checking IMRF records for eligibility and accurate reporting. Director Bergendorf discussed there is a new GASB requirement establishing a baseline COBRA/Illinois Municipal Retirement Fund Continuation valuation. Our Library has never had an individual go on COBRA/IMRF continuation, so there has been much negotiation between our auditor and the actuarial firm

about how to establish a baseline. A compromise was met and Director Bergendorf signed off the contract for this service with a fee of \$1,800.

### **I. Medical Insurance Renewal**

Director Bergendorf noted we had reductions in our PPO and HMO plans. The PPO reduction was around 12 percent and the HMO was around 8 percent. She noted there were some changes: the co-pay went from \$30 to \$35; there is a new six tier prescription drug card coverage program that has been implemented by all insurance providers; and some increases in the deductible and maximum out-of-pocket amounts. To counteract these increases, the insurance broker conveyed now the co-pay amounts for office visits and prescription drug coverages are now included in the deductible and maximum out-of-pocket amounts (which they were not before). The insurance broker after reviewing other plans in the market felt our existing plan was superior. Director Bergendorf also discussed these changes with the staff who have been very pleased with our existing plan offerings. After reviewing all of these issues with President Winger and Trustee Krebasch, and in light of receiving significant rate reductions, we are staying with our existing provider with open enrollment beginning Nov. 1, 2018.

A motion to take a break at 8:09 p.m. was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

*Please note: Michael Curiale exited the meeting at this time.*

The meeting resumed at 8:28 p.m. with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba.

### **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)5: The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired

A motion to go into Executive Session at 8:29 p.m. citing 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 5 ILCS 120/2 (c)5: The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired was made by President Winger and seconded by

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

A motion to go back into regular session at 8:55 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.

### **XIII. Adjournment**

A motion to adjourn the meeting at 8:56 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.