

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
November Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
November 12, 2018
7:30 p.m.

I. Call to Order

President Winger called the November 12, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 12, 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, Klos

III. Public Comments: No one was present for Public Comment.

IV. Secretary's Report - Minutes: The October 22, 2018 – Regular October 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 October 22, 2018 Regular October Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

V. Financial Report

A. Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the October 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 Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. Trustee Zaremba inquired about the City of Wood Dale bill for engineering services. Director Bergendorf reported the City is waiving their internal and permit fees for the building project. The Library is responsible when the City of Wood Dale utilizes outside billing services. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Matuszewski and seconded by Trustee Norris. 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. Trustee Norris commended the Library on the support of the Eagle Scout project and staff security awareness training. Director Bergendorf reported we continue to work on the safety deposit box project with Itasca Bank (approved minutes from tonight need to be submitted and then a resolution). She reported the Trunk or Treat event was very successful and showed a variety of images

captured from the event. She reported that audit work continues and after the analysis of the OPEB requirement, the auditors have determined the amount is immaterial and we will not have to repeat this each year unless utilization rates of our health program post- employment changes. She reported we continue to smell gas from the Youth Services Furnace and that piece of equipment is being examined. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

VII. President's Report: President Winger thanked the Trustees for attending all of the meetings at the City of Wood Dale for the library building program. He reported he would be presenting at the Shape of Wood Dale on Wednesday, November 14 which runs from 7 to 9 pm. A motion to approve the President's Report was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

VIII. Correspondence: A thank you note from Jeanna Matuszewski regarding the library donation of Large Print books to some seniors was distributed for the Trustees to review.

IX. Legal/Ethics Report

- A. Legal Memos:** There was a legal memo regarding the passage of the tax levy which is on the agenda for action this evening.
- B. Ethics Update:** Trustee Matuszewski commended everyone for doing a great job at the City of Wood Dale meetings with compliance with the Open Meetings Act statutes.

X. Continuing Business

A. Building Program Update

Director Bergendorf reported there was a meeting with the Com Ed representative and stressed to the architectural team the need to be open to the process. We also discussed the need to reiterate to the architect team and engineering team the base components of the bid due to the engineers being confused as to the status of projects included. She discussed that Director Bergendorf had completed the Com Ed application in July and the architect team did not take action so Director Bergendorf submitted the application in late October. She stressed the importance of the project going out to bid when the Com Ed process is completed, appropriate furniture is selected, and the building program is complete. She reported that Trustee Dunn toured the OPTO facility in Wood Dale. Director Bergendorf showed images of potential items. She reported the timeline is going to bid late spring.

XI. New Business

A. Tax Levy Ordinance – Ordinance #8 2018

Tax Levy Ordinance – Ordinance #8 2018 was presented to the Board of Library Trustees. Trustee Norris recited the Tax Levy Ordinance. Highlights include the Tax Levy Ordinance is for the Fiscal Year starting July 1, 2018 through June 30, 2019. The total appropriation is for \$8,445,629.00. The total levied for the General Public Library tax is \$2,251,000. The total levied from Special Taxes is \$269,000, for a total tax levy of \$2,520,000. A motion to approve Tax Levy Ordinance – Ordinance #8 2018 was made by

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

B. Certificate of Compliance – Truth in Taxation Law

The Certificate of Compliance – Truth in Taxation Law was presented to the Board of Library Trustees. This certificate indicated the Library did not increase the levy above five percent and is not required to publish a black border notice. A motion to authorize signature of the Certificate of Compliance – Truth in Taxation Law was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

C. Policies

1. Material Loan Periods – November 1st Changes

Director Bergendorf reviewed the interlibrary loan material expansion project with the Board of Library Trustees. She reported changes were made based on post migration stabilization of lending and access to materials as it pertains to the upcoming building program.

D. Per Capita Grant Requirements

The Board of Library Trustees and the Library Director reviewed the per capita grant requirements for the application due in January, 2019. As part of the requirement, the Board of Library Trustees reviewed a web-based training video about the National Library Service for the Blind and Physically Handicapped. Trustees also re-reviewed the Veteran’s History Project which was part of a grant done earlier in the year at the Library.

Director Bergendorf inquired about Trustee volunteer plans for the upcoming Holiday Open House.

A motion to take a five-minute break at 8:22 p.m. was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

The meeting resumed at 8:27 p.m. with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba.

XII. Executive Session

A motion to go into Executive Session at 8:30 p.m. for 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 Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 8:53 p.m. was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Krebasch, Norris, Sparacio, Winger, Zaremba. Motion passed.

A motion advising the Director to proceed as discussed in Executive Session was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Krebasch, Norris, Sparacio, Winger, Zaremba. Motion passed.

XIII. Adjournment

A motion to adjourn the meeting at 8:54 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.