

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

I. Call to Order

President Winger called the December 17, 2018 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 17, 2018 at 7:38 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

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

Absent: Sparacio

Others Present: Bergendorf, Berg, Klos

III. Public Comments: No one was present for Public Comment. Dan Berg from Sikich, our auditing firm, formally presented himself to the Board of Library Trustees.

IV. Secretary's Report - Minutes: The November 12, 2018 – Regular November 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 November 12, 2018 Regular November Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Matuszewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

V. Financial Report

A. Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the November 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, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

B. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. Trustee Zaremba inquired about the payment to Sikich, Independent Construction Services, and LIRA. Director Bergendorf explained the payments were to Sikich for auditing services, Independent Construction Services is for the services provided by Dan Eallonardo and LIRA is the insurance consortium the Library participates in. 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, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

C. Audit – Presentation and Acceptance: Dan Berg reviewed the audit with the Board of Library Trustees. He reported he issued an unmodified/clean opinion for the Wood Dale Public Library District. He reported we had very little debt, with liabilities being IMRF and accrued vacation. He reported positively on the management of our funds and noted IMRF employer rates are market driven. It was noted our rate for 2019 went down slightly from the 2018 amount. Dan Berg reported the Administrative Team always does a great job getting documents that they need to complete the audit and spoke highly of the organization of our records. Director Bergendorf reported we have a great working relationship with Sikich. Dan Berg noted Director Bergendorf communicates with him about financial/accounting matters during the year and that strengthens their ability to be informed about accounting matter at the Library. He thank the Board of Library Trustees for this audit year. *Please note: Dan Berg exited the meeting at the time of 8 pm.*

A motion to accept the FY2018 Annual Audit was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

VI. Director’s Report: Director Bergendorf reviewed her report with the Board. Director Bergendorf noted we are planning drop-in activities during the holiday break for individuals who are not participating in the BOB program. She also discussed the Communico calendar upgrade with the Trustees. An example of the Literacy Baby Kit was shown to the Board of Library Trustees. The kit contains: a brochure of parent/child reading development activities; a board book featuring an owl; a snuggly baby owl and handmade by staff crochet/fleece blanket and information about the 1,000 Books Before Kindergarten campaign. President Winger noted he was happy to see the upcoming catalog improvement that allows patrons to initiate their own OCLC hold if the material is not available in SWAN. Director Bergendorf also discussed the potential need for an environmental study of the materials above the ceilings. Past reports do not mention material testing above the ceiling level. She reported she will continue to follow-up on this matter. A motion to approve the Director’s Report was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

VII. President’s Report: President Winger thanked the Trustees for their support of the Holiday Open house. A motion to approve the President’s Report was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

VIII. Correspondence: Holiday cards the Library received were passed around for the Trustees to review; a note from Itasca Bank thanked us for participating in the Shape of Wood Dale event and noted receiving only one question about the building project demonstrates community support; a thank you note from the family of a teacher who recently passed away; a thank you note from the Eagle Scout candidate who we supporting by hosting a winter hats, gloves, and scarves clothing collection box; and a thank you note from Literacy DuPage about our shared literacy partnership.

IX. Legal/Ethics Report

- A. Legal Memos:** Nothing to report.
- B. Ethics Update:** Nothing to report.

X. Continuing Business

A. Building Program Update

Director Bergendorf reported we were still working with Com Ed to determine if it was a cost-effective time to install a new HVAC system. She stated we have reviewed a carpet sample in the Prairie Grass line that we feel might be a good fit for the Library. She stated we continue to move forward with the selection of furniture and fixtures with the Administrative Team needing to take the lead in the selection of items.

B. Per Capita Grant Review

The Board of Trustees of the Wood Dale Public Library District reviewed the required sections in the standards document. The Board of Library Trustees felt we did a great job following the recommendations in the Building Planning section and it was noted the Human Resources section was effective in outlining how MLS librarian salaries should be competitive with teachers with Master's degrees and adjusting the salary from a ten to twelve month time period. Trustee Matuszewski stated this information would be helpful for a new Trustee Orientation. Director Bergendorf noted the application is due January 15, 2019.

C. Itasca Bank and Trust Safety Deposit Box

Trustee Zaremba read the resolution authorizing the names of individuals who could access the new, larger safety deposit box. A motion to authorize the names of the individuals with permission to upgrade to a larger safety deposit box was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

XI. New Business

A. Ethics Filing

Director Bergendorf reported she will be submitting Trustee names to DuPage County for the annual ethics filing.

B. Renewal of Wellness Program

Director Bergendorf reported it was time for the renewal of the Wellness Program offered in cooperation with the Wood Dale Park District. A motion to approve the renewal of the Wellness Program was made by Trustee Zaremba and seconded by President Winger. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

C. Pay Period and Dates FY19 and FY20

Director Bergendorf noted with the payday scheduled for January 1, 2019, we have adjusted the pay date to Friday, December 28, 2018. This will mean that personnel expenses and taxes for this quarter will be higher. She also noted that FY20 has 27 pay periods due to leap year so adjustments will be needed to allocate salaries for the year and vacation accruals.

A motion to take a five-minute break at 8:43 p.m. was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

The meeting resumed at 8:53 p.m. with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba.

XII. Executive Session

A motion to go into Executive Session at 8:54 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 Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

A motion to exit Executive Session at 9:05 p.m. was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Krebasch, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

XIII. Adjournment

A motion to adjourn the meeting at 9:06 p.m. was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.