

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
January Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
January 28, 2019
7:30 p.m.

I. Call to Order

President Winger called the January 28, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on January 28, 2019 at 7:33 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call:

Present: Krebasch, Norris, Winger, Zaremba

Absent: Dunn, Matuszewski, Sparacio

Others Present: Bergendorf, Klos

III. Public Comments: There were no public comments.

IV. Secretary's Report - Minutes: The December 17, 2018 – Regular December 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 December 17, 2018 Regular December Board of Library Trustees Minutes of the Wood Dale Public Library District with an a scrivener's error date on the agenda adjusted to reflect December 17, 2018 (not 2019) was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Norris, Winger, Zaremba; Absent: Dunn, Matuszewski, Sparacio. Motion passed.

V. Financial Report

A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the December Treasurer's Report. A motion to approve the Treasurer's report was made by Trustee Krebasch and seconded by Trustee Zaremba. Sparacio. Roll Call Vote- Ayes: Krebasch, Norris, Winger, Zaremba; Absent: Dunn, Matuszewski, Sparacio. Motion passed. Director Bergendorf noted that as discussed in a prior meeting, the Maintenance Supply line will be adjusted the following month to reflect the additional funds needed for the public bathroom supplies, public cleaning and maintenance items.

B. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. Trustee Krebasch inquired about the snow removal payment to our plowing company. Director Bergendorf said this payment reflects several dates which required salting due to ice and/or snow plowing. Director Bergendorf noted the payment for the soil borings in areas for the planned additional parking and building expansion. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Krebasch and seconded by Trustee

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

VI. Director's Report: Director Bergendorf reviewed her report with the Board. She reported we made several NAEIR purchases at reduced prices for baby kit supplies, items to distribute to infants to encourage skill development for the Memorial Day Parade, bags to circulate library material, knitting supplies, and other office supply items. Director Bergendorf discussed the forecasted severe weather coming up and the need to keep the building adequately heated and protected during this severe weather event (our failing HVAC in Youth Services and failed temperature control system) and public and staff safety. The Board discussed if the forecasted weather is accurate, a Wednesday closure will be necessary with evaluations for Tuesday evening and Thursday as the weather progresses. The City of Wood Dale is serving as a 24-hour warming center during the upcoming severe weather crisis. A motion to approve the Director's Report was made by Trustee Zaremba and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Krebasch, Norris, Winger, Zaremba; Absent: Dunn, Matuszewski, Sparacio. Motion passed.

VII. President's Report: Nothing to report.

VIII. Correspondence: Wood Dale Gala invitations were distributed to the board members and a memo regarding the Illinois Library Association Legislative Meet-Up event. Trustee Krebasch and Trustee Norris indicated they would be interested in attending the event.

IX. Legal/Ethics Report

- A. Legal Memos:** The Board reviewed the Prevailing Wage memo that outlined recent statutory changes.

- B. Ethics Update:** Director Bergendorf reported she submitted applicable names to DuPage County.

X. Continuing Business

A. Building Program Update

Director Bergendorf discussed a joint meeting was held with Com Ed representatives, Dan Eallonardo, the architect team and the administrative team. The purpose of this meeting was to work on communication; ensuring the entire team understood the scope of the project as well as new elements required as part of the PUD and/or equipment failure or items near the end of their life cycle. Items discussed include sidewalk safety utilizing a snowmelt system, roof, HVAC replacement and efficiencies, and more. This meeting was very productive to refocus the team. Director Bergendorf reported the management team has reviewed suggested fabric designs and she and Joanna will be looking for items better reflecting our building style and feel.

B. Per Capita Grant

Director Bergendorf reported the Per Capita Grant was filed with the Illinois State Library and Interlibrary Loan Statistics will be filled by March 31.

XI. New Business

A. Ethics Filing

Director Bergendorf reminded the Board of Library Trustees that ethics filing is required by all members of the Library Board and qualifying staff members.

B. Policies: Reference and Readers' Advisory Service Policy

The Board of Library Trustees reviewed a draft Reference and Reader's Advisory Service Policy. A motion to approve the Reference and Readers' Advisory Service Policy was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Norris, Winger, Zaremba; Absent: Dunn, Matuszewski, Sparacio. Motion passed.

C. Continuing Education

Director Bergendorf reported that the Youth Services Department is attending an ILA Youth Services Conference in Bloomington, Illinois. This is a wonderful learning event; staff always brings back a new programming or service idea to implement at our Library.

D. Notice of Audit Availability

Trustee Norris recited the Notice of Audit availability with a motion to approve by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Krebasch, Norris, Winger, Zaremba; Absent: Dunn, Matuszewski, Sparacio. Motion passed.

Director Bergendorf also reported about recent FOIA's submitted.

XII. Executive Session: No action needed.

XIII. Adjournment

A motion to adjourn the meeting at 8:14 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Norris, Winger, Zaremba; Absent: Dunn, Matuszewski, Sparacio. Motion passed.