

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
March Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
March 18, 2019
7:30 p.m.

I. Call to Order

President Winger called the March 18, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on March 18, 2019 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: Matuszewski

Others Present: Bergendorf, Eallonardo, Klos, Two Guests – Adrienne B. Curiole and Lynn Curiole

Individuals sitting at the board table introduced themselves to the guests at the start of the meeting.

III. Public Comments: There were no formal public comments addressed to the Board of Library Trustees.

IV. Secretary's Report - Minutes: The February 18, 2019 – Regular February 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 February 18, 2019 - Regular February Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Krebasch and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Sparacio, Winger, Zaremba; Abstain: Matuszewski. Motion passed.

V. Financial Report

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

B. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. An inquiry was made about the \$1.99 expenditure to Miller Industrial, Inc. Director Bergendorf informed the Board it was for a replacement latch for the lobby food pantry cabinet. Another inquiry was made regarding the payment to Wood Dale School District #7. Director Bergendorf reported it was for cases of paper which we purchase in cooperation for more competitive pricing. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Norris and seconded by Trustee Dunn.

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 discussed service improvements to the SWAN catalog; the successful Battle of the Book program; the ongoing and upcoming community assistance programs the Library supports; the Library serving as a polling center; and the Library has three college student interns this spring. Trustee Krebasch extended her thanks to the Library Staff and Administration for our commitment to serving the community. 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 members who volunteered at the food pantry distribution at Wood Dale Junior High.

VIII. Correspondence: A thank you letter from Calvary Lutheran expressing gratitude for new partnership opportunities was distributed.

IX. Legal/Ethics Report

A. Legal Memos: The board reviewed the legal memos in their packet that outlined the role of social media accounts and upcoming changes to the minimum wage.

B. Ethics Update: Trustee Matuszewski reminded the members of the Board of Library Trustees to complete their ethics filing.

X. Continuing Business

A. Building Program Update

1. Com Ed Incentive Program: Director Bergendorf reported we are expecting an updated report from ComEd within the next few days.

2. Building Program Update

A. Review of Maintenance Items for Project

Director Bergendorf reviewed maintenance items to include in the building project including: a temperature control system (we have a failed system); re-shingling the roof; and options for improved HVAC operations.

B. Review of PUD Requirements

Director Bergendorf reviewed the scope impact due to PUD requirements. The relocation of the parking lot requires additional grading, sidewalks, and storm water drainage; fencing around the property and screening of the mobile Library; and mandatory lighting changes. Director Bergendorf discussed the maintenance items and PUD requirements will add additional costs to the building program.

- C. **Review of Service Enhancements:** Director Bergendorf discussed upcoming OCLC interlibrary loan access for patrons.

B. ILA Legislative Update

Director Bergendorf passed out handouts from the event for the Board of Library Trustees to review. Trustee Norris gave a report about the event.

XI. New Business

A. Partnership Opportunities: Director Bergendorf reviewed the following new partnership opportunities.

1. **Calvary Lutheran Church:** Director Bergendorf has been meeting with church leadership for partnership opportunities. One idea is to explore if their knitting group members are willing to teach community members how to knit or crochet.
2. **Literacy DuPage:** Director Bergendorf discussed how we are working with Literacy DuPage to recruit volunteers to tutor; more than 300 individuals are on a waiting list. We also are working with Literacy DuPage to inform businesses about their workplace literacy initiatives.
3. **Lutheran Missouri Synod District:** A representative has approached the Library if we would serve as a site for Wellness Days as well as our potential role to be a community kitchen or garden site.

B. Fiscal Compliance Calendar: Director Bergendorf discussed with the Board of Library Trustees to adopt a fiscal compliance calendar with date changes to accommodate legal timelines and to avoid certain holidays when attendance may be problematic.

C. Meeting Dates Ordinance: Director Bergendorf reported she will examine dates and timelines and after a Fiscal Compliance Calendar is adopted, will draft the Meeting Dates Ordinance.

Please note: Dan Eallonardo exited the meeting at 8:17 pm.

D. Budget FY20: Director Bergendorf reviewed the tentative EAV budget figures with the Board of Library Trustees.

A motion to take a break at 8:22 pm was made by Trustee Dunn and seconded by Trustee Matuszewski. The meeting resumed with all Trustees present at 8:47 pm.

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. No action needed.

- 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 8:48 p.m. citing w5 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, Sparacio, Winger, Zaremba. Motion passed.

A motion to exit Executive Session at 9:14 pm was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

XIII. Adjournment: A motion to adjourn the meeting at 9:16 p.m. was made by Trustee Zaremba and seconded by Matuszewski. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.