

Wood Dale Public Library District  
140 School Street, Wood Dale, Illinois 60191  
April Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
April 15, 2019  
7:30 p.m.

**I. Call to Order**

President Winger called the April 15, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on April 15, 2019 at 7:32 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, Eallonardo, McCarthy, Miljevic, Veatch

Everyone at the table introduced themselves to Library Intern Miljevic.

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

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

**V. Continuing Business**

The Board of Library Trustees moved Continuing Business as the next item to discuss. Director Bergendorf requested that the Board of Library Trustees skip down to V.B.2.B., Review of Project Estimated Costs, with the other agenda items discussed in depth after the architect presentation. Director Bergendorf reiterated the project scope has increased due to requirements of the PUD and the replacement of end of life facility items including the main HVAC unit, boiler, and roof. Please skip to V.B.2.B for the next discussed item and then return back to V.A. Budget Review.

**A. Budget Review: See below**

**B. Building Program Update: See below**

**1. Com Ed Incentive Program**

**2. Building Program Update**

**A. Review of Pre-Construction Program Goals**

**1. Maintenance and Operational Efficiencies**

**2. Service Improvements for Patrons**

Director Bergendorf distributed a compiled building program list from years ago that detailed maintenance, operational efficiencies, and service improvements desired by the Library. The Board of Library Trustees reviewed this list and Director Bergendorf noted we had achieved most of our items outlined on the list. Although we did not have a back-up generator, since the list had been compiled, Com-Ed upgraded our electrical service. We do have a new UPS in the budget. We also discussed an outdoor sign is something for the future, yet wiring has been planned for ease of installation later. While not getting a DVD dispensing unit, we are exploring other options. Overall, many of the desired items have been included in the building program.

Director Bergendorf also outlined the amount of money in the Reserve Fund, money allocated in the General Fund for the project that due to the project delay will be moved to the Reserve fund, and money outlined next year in the General Fund for this project. We do have a gap for paying for the project, but the established line of credit and any grant funds we receive is sufficient to cover the cost of the construction program. She also noted we have a significant amount of money built into the budget line contingency that could be used to cover the gap if things go well on the project.

It was also noted that although the size of our facility is increasing, with the Com Ed incentives and energy savings, the cost of our utilities decrease which is financially advantageous. There was discussion of how the work would be phased on the project, with having the back half of the library done first and the front portion second. Director Bergendorf indicated meeting room use by the public ceases in July as we use the meeting rooms as a staging areas. Adult and Youth Services will share the large meeting room for programming while the smaller meeting room will become the Youth Services offices.

### **B. Review of Project Estimated Cost**

Director Bergendorf passed out a large-print report outlining the estimated project costs. Dan Eallonardo reported the architect was here to present the updated budget and the additional costs from the last budget estimate. Director Bergendorf reported some costs have been paid, such as, a portion of architect fees, site work (soil borings, survey), PUD costs, so further in the board meeting we will review costs to deduct from the preset project estimate. Architect McCarthy indicated an additional \$753,000 has been added to the project that includes re-roofing the entire main Library building, redoing the HVAC units, and lighting requirements in the PUD. Dan Eallonardo conveyed that much of this work needs to be done in the near future and it makes financial since to take advantage of the economy of scaling.

Dan Eallonardo explained that alternates are included in the budget (community kitchen, large meeting room HVAC replacement, exterior lighting, and refinishing the wood ceiling.) There was a discussion of developing a bid strategy that works with the budget and striking a balance.

Please Note: A motion to take a recess at 8:07 pm was made by President Winger and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed. Architect McCarthy and Architect Veatch exited the meeting.

The meeting resumed with all Trustees present at 8:19pm. (Please return to top of Continuing Business.)

**C. Fiscal Compliance Calendar – Draft to Review:** Director Bergendorf reviewed meeting dates with the Board of Library Trustees to solicit their input.

## **VI. Financial Report**

**A. Treasurer’s Report - Revenue/Expenses by Fund/Investment Report:** Trustee Krebasch presented the April Treasurer’s Report. A motion to approve the Treasurer's report was made by Trustee Norris and seconded by Trustee Sparacio. 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. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**VII. Director’s Report:** Director Bergendorf reviewed her report with the Board. A motion to approve the Director’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. President’s Report:** President Winger congratulated Trustee Norris and Trustee Sparacio on their reelection to the Board of Library Trustees. A motion to approve the President’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.

**IX. Correspondence:** Several thank you letters were distributed to the Board for their review.

## **X. Legal/Ethics Report**

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

**B. Ethics Update:** Trustee Matuszewski reminded the members of the Board of Library Trustees to complete their ethics filing. Director Bergendorf indicated there were three outstanding filings needed for our organization and now that it has past the income tax filing deadline the ethics report needs submission.

## **XI. New Business**

**A. Authorization to Move Forward With Continued Design Development and Construction Documents for Bid:** A motion to authorize StudioGC to move forward with continued Design Development and Construction documents for bid based upon the updated information was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**B. Appendix Update for Ordinance #10 2016 – Ordinance Regulating Reimbursement of Travel, Meal, and Lodging Expenses:** Director Bergendorf discussed with the Board of Library Trustees how the Appendix needed to be updated to reflect 2019 IRS mileage reimbursements and federal per diem changes to meals and hotel rates. A motion to approve the Appendix Update for Ordinance #10 2016 was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**C. Accountant Options:** It was with deep sadness to announce our accountant Bill Grigg is retiring at the end of the fiscal year. Director Bergendorf reported she received some recommendations from our auditing firm Sikich and she will reach out to other Library Directors for suggestions.

**D. Policy on Service to Non-Residents 2019 – 2020:** A motion to approve the Policy on Service to Non-Residents 2019-2020 was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

## **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.

A motion to go into Executive session at 9:12 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 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 9:27 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 9:28 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.