

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
June Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
June 24, 2019
7:30 p.m.

I. Call to Order

President Norris called the June 24, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on June 24, 2019 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

Present: Dunn, Krebasch, Matuszewski, Norris, Zaremba

Absent: Sparacio, Winger

Others Present: Bergendorf, Klos, Eallonardo, Veatch

II. Town Hall: No one was present to provide public comments.

III. Secretary's Report

A. Minutes: May 20, 2019 - Regular May Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the May 20, 2019 – Regular May Board of Library Trustees Meeting Minutes to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the May 20, 2019 – Regular May Board of Library Trustees Meeting Minutes was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

IV. Financial Report

A. Treasurer's Report: Revenue/Expenses by Fund/Investment Report

Trustee Krebasch presented the Treasurer's Report to the Board of Library Trustees. A motion to approve the Treasurer's Report was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

B. Bill List/Cash Disbursements

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. Requests for additional information were made for the newsletter and monthly computer services bill. A motion to approve the Bill List/Cash Disbursements was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

V. Director's Report

Director Bergendorf reviewed her report with the Board of Library Trustees. Highlighted items include:

- 1) Prairie Fest: The Library plans to participate in resident's night with the returning "Picture You Reading" booth. We plan to bring updated renderings of the building program and samples of material selected.
- 2) Summer Lunch Program: We are serving lunches to more than 100 children each week.
- 3) Accountant: Bill Grigg has generously offered to stay on as our accountant through our building program.
- 4) Building: Carpenter bees have taken nest in the eaves on the southern side of the main library. Each spring we plan for the building treatment to prevent this from happening. Unfortunately, the weather has not been cooperating. We need several days of dry weather for the treatment application and time for it to dry into the wood.
- 5) Mobile Library: The brake line failed in the mobile library. Kevin Kirk did a great job finding a local repair shop for towing and repair of the Library. We are very pleased to find an alternative to our previous vendor.

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, Zaremba; Absent: Sparacio, Winger. Motion passed.

VI. President's Report: President Norris thanked Trustee Dunn for attending multiple meetings to assist with finish selections. She also encouraged the Trustees to have library representation at the FY20 food distribution dates at Wood Dale Junior High.

VII. Correspondence and Communications: The following items were shared with the Board of Library Trustees: A thank you letter from Najera's Elmhurst College internship professor, a thank you letter from Humanitarian Service Project regarding our support of their tissue donation program, and pictures from the Memorial Day Parade.

VIII. Continuing Business

A. Building Program Update

1. Building Design Selections

Architect Veatch presented the selected interior finishes and fixtures to the Library Board of Trustees. Items presented include: carpeting, bathroom tile, countertops, lighting fixtures and decorative trim, and other flooring materials. The presented items were positively received by the Board of Library Trustees. The Library asked for updated design boards to be ready for us to show the public at our Prairie Fest booth.

2. Program Timeline

The next step is to present the documents to the City of Wood Dale for permit review. Document review is expected to take four to six weeks. The Board wishes to have final City of Wood Dale review prior to going out to bid. Construction is expected to start before winter. We discussed the need to update the construction budget to reflect

additional repairs and selections. The Board discussed options for the furniture portion of the budget including having a millwork contractor design shelving for the Library as compared to steel units. Architect Veatch will update renderings with selection finishes showing views of the study rooms, expanded programming area, and main floor with light fixtures. The next time the Board will see the Architect is after City review of plans. A phasing plan was reviewed with acknowledgement there will be necessary periods of planned closures as life safety work is being done or relocating service areas.

A motion to take a break at 8:32 pm was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

Please note: Architect Veatch left the meeting at 8:32 pm.

The meeting resumed at 8:39 pm with the following Trustees Present: Dunn, Krebasch, Matuszewski, Norris, Zaremba.

IX. Legal/Ethics report

- A. Legal Memos** – A memo regarding Cannabis Regulation and Tax Act Zoning implications was distributed for the Trustees to review.
- B. Ethics Update** – Nothing to report.

X. New Business

A. Budget FY2019- 2020

Director Bergendorf reviewed the upcoming construction budget with the Board of Library Trustees. She outlined funds available over the next three years to dedicate towards this project and reminded the Board of Library Trustees that some of the costs have already been paid towards this project. Dan discussed the furniture and moving budget still needs to be determined. Director Bergendorf reported she is developing the working budget and it will look similar to last year's budget with exceptions made for the building program. She plans to have the budget ready for the July board meeting.

Please note: Dan Eallonardo left the board meeting at 8:57 p.m.

B. Accountant Contract

President Norris recited the Accountant Contract for William E. Grigg, Certified Public Accountant, for the monthly fee of \$775 plus his additional fee schedule. A motion to approve the Accountant Contract was made by President Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

C. Fiscal Compliance Calendar FY2019-2020

Director Begendorf reviewed the fiscal compliance Calendar FY2019-2020 with the Board of Library Trustees. It was noted the August board meeting is August 5 to accommodate statutory requirements involving legal publication, passage, and filing. A motion to approve the Fiscal Compliance Calendar FY2019-2020 was made by Trustee Krebasch and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

D. Ordinance #1 2019 – An Ordinance Establishing Meeting Dates

Trustee Krebasch presented and recited Ordinance #1 2019 Establishing Meeting Dates Ordinance. This Ordinance establishes that the regular board meeting of the Board of Library Trustees is generally on the third Monday of each and every month at 7:30 p.m. in the Library Programming Center at 140 School Street (aside from adjustments made to accommodate legal guidelines and holidays). A motion was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

E. Ordinance #2 2019 An Ordinance Amending the Purpose of the Special Reserve Fund

Trustee Krebasch recited and made a motion to approve Ordinance #2 2019 An Ordinance Amending the Purpose of the Special Reserve Fund with Trustee Matuszewski seconding. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

F. Ordinance #3 2019 Amendment to the Budget and Appropriation Ordinance #7 2018

Trustee Krebasch recited and made a motion to approve Ordinance #3 2019 Amendment to the Budget and Appropriation Ordinance #7 2018 with Trustee Dunn seconding. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

G. Ordinance #4 2019 An Ordinance Transferring Funds to the Special Reserve Fund

Trustee Krebasch presented Ordinance #4 2019 An Ordinance Transferring Funds to the Special Reserve Fund. The Ordinance outlines transferring \$800,000 from the General Reserve Fund to the Library's Special Reserve Fund. A motion to approve Ordinance #4 2019 An Ordinance Transferring Funds to the Special Reserve Fund was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

H. Annual Report Activities – Audit of Records

Director Bergendorf informed the Board she needed two library trustees to complete the annual audit of the Library records. President Norris and Trustee Matuszewski volunteered for this project.

Please note: Joanna Klos left the meeting at 9:09 pm.

XI. 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 9:10 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 Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

A motion to exit Executive Session at 9:21 p.m. was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.

XII. Adjournment: A motion to adjourn the June 24, 2019 Regular Board of Library Trustees meeting at 9:22 pm was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Absent: Sparacio, Winger. Motion passed.