

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

**I. Call to Order**

President Norris called the July 15, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on July 15, 2019 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

Present: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba  
Absent: Krebasch,  
Others Present: Bergendorf, Klos

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

**III. Secretary's Report**

- A. Minutes: June 24, 2019 - Regular June Board of Library Trustees Meeting Minutes**  
Trustee Zaremba presented the June 24, 2019 – Regular June 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 June 24, 2019 – Regular June Board of Library Trustees Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Zaremba; Abstain: Sparacio, Winger; Absent: Krebasch. Motion passed.

**IV. Financial Report**

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

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

**B. Bill List/Cash Disbursements**

President Norris presented the Bill List/Cash Disbursements to the Board. A motion to approve the Bill List/Cash Disbursements was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

## **V. Director's Report**

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

- 1) Staff is measuring the bookshelves to get the linear feet of books we have per collection. Jenny is developing the master template while working in the juvenile nonfiction area. Once she has worked out the template details, the rest of the staff will use the template for collection measurement.
- 2) The August board meeting is Monday, August 5. Due to timing of board packet preparation, the final cut off for bills is July 24. This will allow our accountant time to process the material.

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

## **VI. President's Report: No report.**

**VII. Correspondence and Communications:** The following items were shared with the Board of Library Trustees: A golf outing invite from the Wood Dale Foundation for Educational Excellence. Director Bergendorf reported an intergovernmental dinner is being planned for September or October. This will be a posted meeting.

## **VIII. Legal/Ethics report**

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

## **IX. Continuing Business**

### **A. FY2020 Budget and Projections**

The Board of Library Trustees reviewed the proposed FY2020 Budget. Director Bergendorf reported most lines are similar. Notable exceptions include additional funds for outreach efforts into the community, increases in insurance, and maintenance supplies. A motion to approve the FY2020 Budget was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

### **B. Building Project Update**

Director Bergendorf reported we plan to reuse components of our existing Public Services Desk. A print-out of designs from StudioGC was reviewed and we felt our materials were of higher quality and functionality. We felt it would be a good savings of tax payer dollars. StudioGC is aiming to have the permit documents submitted to the City of Wood Dale by August 1<sup>st</sup>. The letter asking for the waiver of permit fees has been submitted to the City of Wood Dale. Please remember, outside engineering reviews fees is our responsibility.

## **X. New Business**

### **A. Annual Report**

Director Bergendorf reported Bill Grigg had just dropped off the annual audit box. We often use items in this box for annual report review. Trustee Norris and Trustee Matuszewski will review their schedule. Director Bergendorf reported the annual report is due September 1, 2019. Trustee Sparacio offered to help with the audit if Trustee Norris or Trustee Matuszewski are unavailable.

### **B. Personnel**

Director Bergendorf reported that Angel Flores is leaving to take a position as the Head of Adult Services at a public library. Her last day is Thursday, July 18, 2019. Najera Miljevic has been accepted into the graduate library school program at Dominican University and starts the following week.

## **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 8:03 pm 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 Matuszewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

*Please note: Assistant Director Klos left the meeting at 8:10 pm and Director Bergendorf left the meeting at 8:20 pm.*

*Please note: Director Bergendorf rejoined the meeting at 8:47 pm.*

A motion to exit Executive Session at 8:49 p.m. was made by Trustee Dunn and seconded by Trustee Zaremba. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

**XII. Adjournment:** A motion to adjourn the July 15, 2019 Regular Board of Library Trustees meeting at 8:50 pm was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.