

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
September Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
September 16, 2019
7:30 p.m.

I. Call to Order

President Norris called the September 16, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on September 16, 2019 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

II. Roll Call: Present: Dunn, Krebasch, Matuszewski, Norris, Sparacio,
Absent: Winger, Zaremba
Others Present: Bergendorf, Klos

III. Public Comments/Town Hall: There were no public comments.

IV. Secretary's Report - Minutes: The August 5, 2019 – Regular August Board Meeting of the 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 August 5, 2019 Regular August Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. Motion passed.

V. Financial Report

A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the Treasurer's Report. 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, Sparacio; Absent: 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 Sparacio. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. Motion passed.

VI. Director's Report: Director Bergendorf reviewed her report with the Board of Library Trustees. It was noted the Library is hosting the 5th grade classes when the Kaboom playground is built at Westview School. It was noted we are also hosting Mystery in the Library that night. Director Bergendorf reported she was proud of staff offering to work longer shifts to cover these events. President Norris, and the other Trustees concurred, having lunch brought in for staff to assist with meal planning for such a long staff day. Director Bergendorf also reported on the Amazon staffing event. Contingent job offers were made to 125 people over a three-day time period. 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; Absent: Winger, Zaremba. Motion passed.

VII. President's Report: President Norris commended staff on their grant writing activities.

VIII. Correspondence and Communications: Director Bergendorf distributed a thank you note from Amazon commending the Library on our cooperative efforts. The organization was very pleased with our efforts. Director Bergendorf distributed the Portrait of a Graduate email information from WD #7 Superintendent John Corbett. A thank you note from our summer library intern was distributed to the Trustees for their review.

IX. Legal/Ethics Report

A. Legal Memos: Director Bergendorf reviewed several legal memos with the Board of Library Trustees of the following topics: sexual harassment updates, salary history is now off-limits for Illinois employer job applications, and accumulated sick leave (which does not pertain to our Library since we do not pay out accumulated sick leave).

1. OMA and FOIA Training

A. Presentation of Training Certificates: Yvonne Bergendorf and Joanna Klos presented their annual OMA and FOIA training certificates. These certificates show we statutorily complied with this mandatory training requirement. The certificates are kept in a file in administration.

B. Review of Binding PAC Opinions

Director Bergendorf reviewed the September 2018 through current binding PAC opinions with the Board of Library Trustees. It was noted several binding opinions address the responsibility to respond to a FOIA request in the required timeframe and the importance of following Open Meeting Act procedures.

B. Ethics Update: Director Bergendorf reported she is posting an agenda for the September 18, 2019 Elected Officials Event since we will have a quorum attending. While the intent of this meeting is to be a social event, a recent PAC opinion dealt with a social meeting unexpectedly turning into an Open Meeting, so we are prepared to take minutes and record it as an open meeting.

X. Continuing Business:

A. Annual Report Review: Director Bergendorf reported the report was reviewed by the President and Secretary of the Board of Library Trustees prior to submittal. Highlights from the report include having a significant increase in educational items that are streamed as compared to electronic items downloaded with a checkout time period. She noted we had higher attendance at library events despite offering just slightly fewer programs. She also reported the current and upcoming few years is interesting from a statistical standpoint. With the migration, we needed to do several things that impacted circulation, such as the suspension of lending certain types of newer material; suspension of interlibrary loans, adjustments to our loan periods; and adjustments to renewals. The building program with reduced shelving space is also an upcoming impact.

B. Building Program Update

- 1. City Permit Response:** Some of the comments are easy clean-up items making sure related pages match up with each other. Other significant additions include the requirement for additional drinking fountains, the examination of our conduit to light poles, and a variety of plumbing and electrical items.
- 2. Library Response to City Comments:** The Library is meeting with the architectural team tomorrow to review these items.
- 3. Project Timeline:** An updated timeline needs development to take into account additional permit review, the upcoming weather, and procurement time for supplies and material orders.

C. Audit Update: The auditors are here in early October. You should be receiving the annual fraud survey mailed to each Trustee. Thank you for complimenting and returning it in a timely manner.

XI. New Business

A. Public Hearing Report for the Budget and Appropriation Ordinance – Ordinance #7 2019: It was noted no one was present for the Public Hearing for the Budget and Appropriation Ordinance #7 2019 and no correspondence was received to present to the Board of Library Trustees.

B. Budget and Appropriation Ordinance – Ordinance #7 2019 Recital and Approval
Trustee Krebasch recited the Budget and Appropriation Ordinance – Ordinance #7 2019. A motion to approve the Budget and Appropriation Ordinance – Ordinance #7 2019 was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. Motion passed.

C. Approval of Benefit Package for Employees Requiring 6 Day Pre-Posting Prior to Vote

A motion to approve the Benefit Package for Employees Requiring 6 Day Pre-Posting Prior to Vote was made by President Norris and seconded by Trustee Dunn. This included a three percent merit raise for Director Bergendorf. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. Motion passed.

D. Total Compensation Package for the Wood Dale Public Library District 2019

A motion to approve the Total Compensation Package for the Wood Dale Public Library District 2019 was made by President Norris and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. Motion passed.

E. Illinois Freedom of Information Act Information

An updated Illinois Freedom of Information Act Information document was distributed to the Board of Library Trustees for their review. This document is updated annually and posted on our Website.

F. Audit of Secretary's Records: Report, Supplemental Statement and Recommendations

Trustee Norris and Trustee Matuszewski reported on their audit of the Secretary's records. The annual report and the supplemental statement are submitted to the Illinois State Library. There were no recommendations presented at this time.

G. Resolution #1 2019- Resolution Regarding Release of Closed Session Minutes

A motion to approve Resolution #1 2019- Resolution Regarding Release of Closed Session Minutes was made by President Norris and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. Motion passed.

XII. Executive Session: No need for Executive Session.

XII. Adjournment

A motion to adjourn the meeting at 8:27 pm was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Winger, Zaremba. Motion passed.