

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
October Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
October 21, 2019
7:30 p.m.

I. Call to Order

President Norris called the October 21, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on October 21, 2019 at 7:30 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191.

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

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

IV. Secretary's Report - Minutes:

- A. September 16, 2019 – Public Hearing Budget and Appropriation Ordinance Meeting Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the September 16, 2019 Public Hearing Budget and Appropriation Ordinance Meeting Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio; Abstain: Winger; Absent: Krebasch, Zaremba. Motion passed.
- B. The September 16, 2019 – Regular September 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 September 16, 2019 Regular September Board of Library Trustees Meeting Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio; Abstain: Winger; Absent: Krebasch, Zaremba. Motion passed.
- C. September 18, 2019 – Governmental Elected Officials Event Meeting Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the September 18, 2019 Governmental Elected Officials Event Meeting Minutes with the correction of removing Trustee Winger as absent was made by Trustee Dunn and seconded by Trustee Winger. Roll Call Vote-Ayes: Dunn, Winger; Abstain: Matuszewski, Norris, Sparacio; Absent: Krebasch, Zaremba. Motion passed.

V. Financial Report

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

VI. Director's Report: Director Bergendorf reported on the success of the Open House Chicago event and a correction was made to the Year-Round Reading program statistics mentioned in the Director's Report. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger; Absent: Krebasch, Zaremba. Motion passed.

VII. President's Report: President Norris encouraged Trustees to volunteer of the upcoming Food for Families event on November 12, 2019 from 3:30 – 6 pm at the Wood Dale Junior High. She reported that she would be presenting at the upcoming Shape of Wood Dale meeting on November 13, 2019 at 7 pm.

VIII. Correspondence and Communications: The following correspondences were presented to the Trustees for review: a thank you note from the Westview PTO for the Library's donation of a Kindle basket and participation in the Back to School Picnic, a thank you note from the School District superintendent for support during the building of the school's Kaboom playground, a twitter post including a 1962 letter from the Wood Dale Library that helped start the Addison Public Library, and other correspondences from Fenton High School.

IX. Legal/Ethics Report

A. Legal Memos: Director Bergendorf reviewed with the Board of Library Trustees a legal memo pertaining to recent changes to the Open Meetings Act.

B. Ethics Update: No items to report.

X. Continuing Business:

A. Building Program Update

- 1. Report on PUD Status:** Director Bergendorf reported that she submitted a letter to the City of Wood Dale for an extension of the approved development schedule. This item will be on the City Council's agenda for the November 7, 2019 meeting.

2. **Building Project Update:** The Director reported that we are continuing to work with the architect to develop a project schedule. The start date of construction is set for Spring 2020.

XI. New Business

- A. **Resolution #2 – Resolution to Determine Estimate of Funds Needed for 2019-2020 Fiscal Year.** Trustee Winger recited Resolution #2 – Resolution to Determine Estimate of Funds Needed for 2019-2020 Fiscal Year. A motion to approve Resolution #2 – Resolution to Determine Estimate of Funds Needed for 2019-2020 Fiscal Year was made by Trustee Winger and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger; Absent: Krebasch, Zaremba. Motion passed.
- B. **State of Illinois Records Disposal Certificate:** The Board of Library Trustees reviewed the Records Disposal Certificate that we submit annually to the State of Illinois to legally dispose of allowed record. A motion to approve the Secretary authorizing the State of Illinois Records Disposal Certificate was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger; Absent: Krebasch, Zaremba. Motion passed.
- C. **Disposal of Executive Session Digital Records prior to April, 2018:** Director Bergendorf request from the Board of Library Trustees permission to dispose of our Executive Session Digital Audio Recordings prior to April 2018 following statutory guidelines. A motion to approve the Disposal of Executive Session Digital Audio Records prior to April 2018 was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger; Absent: Krebasch, Zaremba. Motion passed.
- D. **Maintenance Activities for 140 School Street Facility:** Director Bergendorf updated the Board of Library Trustees with the status of maintenance activities for the 140 School Street facility. The painting and staining contract has been signed. The HVAC filters are needing more frequent replacement due to area construction. We are seeking proposals for the replacement of the doors and installation of a simple canopy for the side entrance. Trustee Matuszewski requested to have the front door of the library repaired since they are not closing properly.
- E. **Report on Audit Activities:** Director Bergendorf reported that the audit site visit went well. The audit is anticipated to be presented at the next board meeting. In the future there will be a new GASB requirement related to leases.

F. Medical Insurance Renewal: Director Bergendorf reported that the medical insurance bidding pool is limited due to IMRF rules. The current medical provider renewal rates are slightly lower than last year and the deductibles went up, but it continues to have a better prescription plan than other medical insurance providers. A motion to stay with our current provider was made by President Norris and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger; Absent: Krebasch, Zaremba. Motion passed.

G. Levy for 2019 – Draft Review: Director Bergendorf will be preparing the levy for 2019 and reported that the levy amounts will be similar to last year.

XII. Executive Session: No need for Executive Session.

XIII. Adjournment

A motion to adjourn the meeting at 8:34 pm was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger; Absent: Krebasch, Zaremba. Motion passed.