

Wood Dale Public Library District
140 School Street, Wood Dale, Illinois 60191
November Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
November 18, 2019
7:30 p.m.

I. Call to Order

President Norris called the November 18, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 18, 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, Zaremba
Absent: Winger
Others Present: Klos

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

IV. Secretary's Report - Minutes:

A. The October 21, 2019 – Regular October 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 October 21, 2019 Regular October 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: Krebasch, Zaremba; Absent: Winger. 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 Sparacio. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

B. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. Trustee Matuszewski asked for clarification on payments made to two different IT consulting firms, one that the library uses for general consulting and the other for consulting related to the renovation project. 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, Zaremba; Absent: Winger. Motion passed.

VI. Director's Report: Assistant Director Klos reported on the successful library partnership with Amazon. Each week, between 100 to 200 individuals receive contingent job offers during

Amazon's hiring sessions at the Wood Dale Public Library. Assistant Director reminded Trustees about the upcoming Annual Library Holiday Open House and about upcoming established board meeting dates that do not fall on the third Monday of the month. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

VII. President's Report: President Norris reported on the Shape of Wood Dale meeting that took place on November 13, 2019 and the Art Fair Award Ceremony that took place on November 12, 2019.

VIII. Correspondence and Communications: The Library received a thank you letter from the City of Wood Dale for participating in the Trunk or Treat event.

IX. Legal/Ethics Report

A. Legal Memos: No items to report.

B. Ethics Update: No items to report.

X. Continuing Business

A. Building Program Update: Trustee Dunn and Assistant Director Klos reported on the progress of the building program. A third set of plans have been submitted to the City of Wood Dale for review. If the response is positive, a tentative timeframe for going out to bid would be the second week of December. The Library Trustees also reviewed some finishes.

XI. New Business

A. Authorization to Solicit for Bid for Construction

An authorization to solicit for bids for construction providing pending positive feedback review was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

B. Tax Levy Ordinance – Ordinance #8 2019

Tax Levy Ordinance – Ordinance #8 2019 was presented to the Board of Library Trustees. Trustee Norris recited the Tax Levy Ordinance. Highlights include that the Tax Levy Ordinance is for the Fiscal Year starting July 1, 2019 through June 30, 2020. The total appropriation is for \$8,445,629.00. The total levied for the General Public Library tax is \$2,242,000. The total levied from Special Taxes is \$338,000, for a total tax levy of \$2,580,000. A motion to approve the Tax Levy Ordinance – Ordinance #8 2019 was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

C. Certificate of Compliance – Truth in Taxation Law

The Certificate of Compliance – Truth in Taxation Law was presented to the Board of Library Trustees. This certificate indicated the Library did not increase the levy above five percent and is not required to publish a black border notice. A motion to authorize signature of the Certificate of Compliance – Truth in Taxation Law was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

D. Policies

A. Material Selection Policy – Biennial Review

The Board of Library Trustees reviewed changes to the Material Selection Policy that included the addition of the *ALA Libraries: An American Value* statement. A motion to approve the Material Selection Policy was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

B. Drug and Alcohol Free Library Policy – Biennial Review

The Board of Library Trustees reviewed changes to the Drug and Alcohol Free Library Policy that included changes pertaining to the upcoming legalization of cannabis. A motion to approve the Drug and Alcohol Free Library Policy was made by President Norris and seconded by Trustee Dunn. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

E. Per Capita Grant Requirement Review

The Board of Library Trustees and the Library Assistant Director reviewed the per capita grant requirements for the application due in January, 2019. They reviewed Chapter 3 – “Personnel” of the “Serving our Public 3.0: Standards for Illinois Public Libraries, 2014 and Chapters 11-14 from the Trustee Fact File. The Board of Library Trustees also viewed an online training related to organizational management and change, as well as an overview of the Illinois Digital Archives and the Digital Public Library of America websites.

XII. Executive Session: No need for Executive Session.

XIII. Adjournment

A motion to adjourn the meeting at 8:17 pm was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.