

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

I. Call to Order

Vice-President Dunn called the December 16, 2019 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 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, Winger, Zaremba
Absent: Norris, Sparacio
Others Present: Berg, Ellonardo, Klos

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

Please note: President Norris entered the meeting at 7:33 pm.

IV. Secretary's Report - Minutes:

A. The November 18, 2019 – Regular November 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 November 18, 2019 Regular November Board of Library Trustees Meeting Minutes of the Wood Dale Public Library District was made by Trustee Krebasch and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Zaremba; Abstain: Winger; Absent: Sparacio. 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, Winger, Zaremba; Absent: Sparacio. Motion passed.

B. Bill List/Cash Disbursement: The Board reviewed the Bill List/Cash Disbursement lists. The bills noted were to Konica Minolta for the purchase of copiers, payment made to Jacob & Hafner for the required asbestos inspection, and a payment made to LIRA for liability insurance. A motion to approve the Bill List/Cash Disbursement lists was made by Trustee Dunn and seconded by Trustee Winger. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

C. Audit – Presentation and Acceptance: Dan Berg from Sikich reviewed the Annual Financial Report for Fiscal Year 2019 with the Board of Library Trustees. He was

pleased to report that the Wood Dale Public Library District once again received an unmodified clean opinion. Mr. Berg continued reviewing the Annual Financial Report highlighting several sections of the report. He commented on how the special funds are all well managed and fund balances are kept at a minimum and also that management was cooperative in assisting with the audit.

Please note: Dan Berg exited the meeting at 7:48 pm.

A motion to accept the Annual Financial Report for FY2019 was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

VI. Continuing Business

A. Building Program Update: Dan Ellonardo updated the Board on the progress of the building program. He reported that the City of Wood Dale is requiring all sewer lines to meet current code. The plan is to have investigative work done to see if our current sewer drain meets requirements and to provide the results of this study to the City of Wood Dale. If the Library's current drain lines meet code and no significant additional work has to be done, then we can go out to bid in January, take bids the following month with acceptance of bids in March.

Please note: Dan Ellonardo exited the meeting at 8:10 pm.

A motion to take a five-minute break at 8:11 pm was made by President Norris and seconded by Trustee Krebasch. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

The meeting reconvened at 8:17 pm with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba.

VII. Director's Report: Assistant Director Klos presented the Director's Report. She reported on the Holiday Open House. The event was well attended with over 300 people, the staff did a wonderful job in preparing for the event, and the Assistant Director also thanked the trustees who were able to volunteer at the Holiday Open House. Assistant Director also reported that our insurance site visit had just been completed with positive feedback. 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, Winger, Zaremba; Absent: Sparacio. Motion passed.

VIII. President's Report: No items to report.

IX. Correspondence and Communications: The Library received a thank you letter from Itasca Bank and Trust for participating in the 2019 Shape of Wood Dale, along with questions that were asked at the event. The questions were whether improvements are planned for the audio system in the library's large auditorium and regarding the plans to provide programs during construction. The Library also received numerous holiday cards.

X. Legal/Ethics Report

- A. Legal Memos:** A legal memo was reviewed that identified amendments to the cannabis law regarding employer hiring and disciplinary actions.
- B. Ethics Update:** No items to report.

XI. Continuing Business

B. Per Capita Grant Review: Assistant Director Klos passed out the Per Capita Grant application and reviewed with the Board of Library Trustees. The planned use of funds include print, streaming, downloadable electronic resources or equipment to support the school curriculum reading programs, and lifelong learning services provided by the Library. The application will be submitted before the January 15 deadline.

XII. New Business

- A. Ethics Filing:** Assistant Director Klos reported she will be submitting Trustee names to DuPage County for the annual ethics filing.
- B. Policies – Renewal of Wellness Program:** Assistant Director Klos reported it was time for the renewal of the Wellness Program offered in cooperation with the Wood Dale Park District. A motion to approve the renewal of the Wellness Program was made by Trustee Dunn and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

XIII. 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 8:31 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 President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

Please note: Joanna Klos exited the meeting at 8:32 pm.

A motion to exit Executive Session at 9:03 pm was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

Please note: Joanna Klos returned to the meeting at 9:04 pm.

President Norris asked for permission for President Norris and Trustee Krebasch to contact the library attorney regarding a personnel issue. A motion to approve President Norris and Trustee Krebasch to contact the library attorney was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

A motion to place the Executive Director on medical leave was made by Trustee Winger and seconded by Trustee Matuszewski. Roll Call Vote – Ayes: Dunn, Matuszewski, Norris, Winger, Zaremba; Abstain: Krebasch; Absent: Sparacio. Motion passed.

A motion to name Joanna Klos Acting Director of the Wood Dale Public Library was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

A motion to go into Executive Session at 9:06 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 President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

A motion to exit Executive Session at 9:23 pm was made by Trustee Matuszewski and seconded by Trustee Dunn. Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.

XIV. Adjournment

A motion to adjourn the meeting at 9:31 pm was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote-Ayes: Dunn, Krebasch, Matuszewski, Norris, Winger, Zaremba; Absent: Sparacio. Motion passed.