

Wood Dale Public Library District  
520 North Wood Dale Road, Wood Dale, Illinois 60191  
April Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
April 20, 2020 – Virtual Meeting  
7:30 p.m.

**I. Call to Order**

President Norris called the April 20, 2020 virtual meeting of the Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on April 20, 2020 at 7:31 pm at the Library Programming Center at 140 School Street, Wood Dale, Illinois, 60191. President Norris recited the following: This public meeting of the Library Board is being held without the physical presence of a quorum of Library Trustees and is specifically authorized by the Governor pursuant to Covid-19 Executive Order No. 5, March 16, 2020. The minutes of this meeting will include the foregoing statement.

**II. Roll Call:**

Present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba

Absent: 0

Others Present: Bergendorf, Eallonardo, Klos, Mueller

**III. Public Comments:** Director Bergendorf reported there were no formal public comments addressed to the Board of Library Trustees (aside from a spam email).

**IV. Secretary's Report - Minutes:** The March 16, 2020– Regular March Board of 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 March 16, 2020 - Regular March Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed. The March 30, 2020– Board of Library Trustees Special Meeting Minutes were presented to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the March 30, 2020 – Board of Library Trustees Special Board of Library Trustees Minutes of the Wood Dale Public Library District was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**V. Financial Report**

**A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report:** Trustee Krebasch presented the April Treasurer's Report. A motion to approve the Treasurer's report was made by Trustee Dunn and seconded by President Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, 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, Winger, Zaremba. Motion passed.

**VI. Director's Report:** Director Bergendorf reviewed her report with the Board. She reported that staff were working either from home, at the Library, or a combination of the two. She stated she was proud of all of the efforts of staff who were working on how to transition from traditional programming to virtual programming. We also have a core set of staff members working hard inside the Library to prepare for the building program. Staff are engaging in activities including applying for grants, researching and preparing material for social media posts, how to develop social media communication, continuing education activities include continuing education, how to develop virtual programs, selecting popular collection material and learning how to create and implement virtual programming. 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, Winger, Zaremba. Motion passed.

**VII. President's Report:** No report.

**VIII. Correspondence:** An update from ILA regarding COVID-19 was discussed and Director Bergendorf reported there was discussion that Wisconsin libraries were going to be allowed to do curbside pick-up of library material if the stay at home order was extended into May.

#### **IX. Legal/Ethics Report**

**A. Legal Memos:** We provided an extensive legal memo from Robbin Schwartz.

**B. Ethics Update:** Trustee Matuszewski reminded the members of the Board of Library Trustees to complete their ethics filing.

#### **X. Continuing Business**

##### **A. Building Program Update**

##### **1. Timeline of Construction Activities**

Dan Eallonardo reported the contract has been signed and Bergen is providing information to the City for the permit. The City of Wood Dale requires all of the subcontractors to submit their information to the City by April 27 prior to permit issuance. We currently are waiting for moving proposals. We are structuring the proposals for time and materials due to the unusual times with (COVID-19) and the need to move quickly to meet the construction timeline. Bergen has agreed to have the contract between Bergen and the mover. He is not charging an additional overhead cost. Dan Eallonardo reported he expected a total project estimate for \$60,000 for moving and \$20,000 for storage. We had received one quote for \$100,000 which he felt was high. There was also a discussion about the property boundary lines. Director Bergendorf reported the construction fence was going up in the back along the property and wanted to contact immediately impacted property owners regarding the removal of debris from our property.

## **XI. New Business**

### **A. Library Closure**

#### **1. Move to Ratify Board President Decisions Made After March 30 and 2.**

##### **Discussion of future library closure and operational decisions in light of COVID-19 and upcoming construction.**

Director Bergendorf reported we are continuing to pay staff emergency pay. She reported we have staff working from home, working at the Library on construction activities, and a combination of both. She reported the Library is a reimbursable employer under the unemployment insurance system and most people were actively working either from home or at the Library. The Library Board discussed the uncertainty of new labor laws being developed and how long the stay-at-home order would continue. A motion to ratify and continue with emergency closing pay until the next meeting was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Nays: Winger. Motion passed. The Board discussed they would be willing to have a Special Meeting if needed to discuss this topic.

**B. Accountant Contract:** A motion to approve the Account Contract to William E. Grigg, Certified Public Accountant in the amounts as follows (Monthly \$775, Annual Statement of Receipts and Disbursements \$500 twice a year; work-up of form 1099; and annual fee for closing the general ledger of \$500) was made by President Norris and seconded by Trustee Winger. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed

**C. Certificate of Status of Total Tax Exempt Property:** Director Bergendorf presented the annual paperwork for designating the two library properties tax exempt property. A motion authorizing approval for President Norris to sign the Certificate of Status of Total Tax Exempt Property was made by Trustee Matuzewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**D. Policy on Service to Non-Residents 2020 – 2021:** Director Bergendorf presented the annual Policy on Service to Non-Residents. She reported the Illinois State Library may relax the rules on implementation of this policy due to COVID-19. A motion to approve the Policy on Service to Non-Residents 2020-2021 was made by President Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**E. Resolution #3 2020 Approving Change Order: Resolution Approving Charge Order No. 1 to Contract With Bergen Construction Corp. for Renovations to the Wood Dale Public Library**

Trustee Krebash recited Resolution #3 2020 Approving Change Order No.1 to Contract with Bergen Construction Corporation for Renovations to the Wood Dale Public Library with a motion to approve by Trustee Krebash and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**F. Investment of Public Funds Ordinance – Ordinance #2 2020**

The approval of the Investment of Public Funds Ordinance was made by President Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.

**XII. Executive Session – Not Needed**

**XIII. Adjournment:** A motion to adjourn the meeting at 8:36 p.m. was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Winger, Zaremba. Motion passed.