

Wood Dale Public Library District  
520 North Wood Dale Road, Wood Dale, Illinois 60191  
May Regular Board Meeting Minutes  
Board of Library Trustees of the Wood Dale Public Library District  
May 18, 2020 – Virtual Meeting  
7:30 p.m.

**I. Call to Order**

President Norris called the May 18, 2020 virtual meeting of the Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on May 18, 2020 at 7:32 pm. 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, Matuszewski, Norris, Sparacio, Winger, Zaremba

Absent: Krebasch

Others Present: Bergendorf, Eallonardo, Klos, Mueller, Pulver

**III. Public Comments:** Director Bergendorf reported an email was received from a local contractor in the community congratulating the Library on our construction project and offering his company services.

*Please note: Karen Pulver entered the meeting at 7:38 p.m.*

**IV. Continuing Business**

**A. Building Program Update – Dan Eallonardo**

Dan Eallonardo reviewed each page of the building program sheets. The first sheet was the Status Report. Components of the Status Report include: Schedule, Regulatory, Issue Log, Contract and Change Order Log, Owner Held Contingency, Progress Payment Review, and General. The Schedule shows a final completion date of August 20, 2021. Under Regulatory, Dan Eallonardo reported the Building Permit was issued on April 28, 2020. He reviewed the issue log and explained it is used to track open items large and small. Some may indicate future additional costs and this log will grow through construction. The Change Order Log was not in the packet but noted \$323,104 was included in the contingency budget. Another contingency sheet is the Owner Contingency allowance. No expenses were charged to this report but it has \$100,000 allocated. He reported these reports are to keep the board informed about the project. Under Progress Payment Review, he reported a pay application of \$97,550.00 had been reviewed by ICS and Studio GC and submitted for payment. He reviewed the General Report and stated that Bergen Construction has been mobilizing for the project. Activities include site clearing, excavate foundations, selection demolition, and moving/preparation. He reported the Library is mobilizing for moving into Phase 1. The packing and storing of library material and shelving is expected to be completed this week with the partition wall going up the following week.

*Please note: Dan Eallonardo exited the meeting at 7:51 p.m.*

**V. Secretary's Report - Minutes:** The April 20, 2020– Regular April 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 April 20, 2020 - Regular April 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, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

## **VI. Financial Report**

**A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report:** In the absence of Trustee Krebasch, Director Bergendorf presented the Treasurer's report. She reported on the Cash and Investments in Itasca Bank & Trust and the Illinois Funds accounts. She reported the Library has received a Personal Property Replacement Tax payment. She noted that although interest income has dropped we have almost reached the amount projected to earn for the year. 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, Zaremba; Absent: Krebasch. Motion passed.

**B. Bill List/Cash Disbursement:** The Board reviewed the Bill List/Cash Disbursement lists. Director Bergendorf noted that check #44184 was a check being voided. Director Bergendorf negotiated a refund, for the vendor needed to return a second time to correctly complete the service job. She noted for the month, significant checks include ones to StudioGC, Bergen Construction, and Independent Construction Services. 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, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

**VII. Director's Report:** Director Bergendorf asked if there were any questions about her report. She stated staff has done a wonderful job working on the construction project and that has been the number one priority for the Library. Staff continues to work cleaning and packing up the library material. She reported staff has also been focusing on developing virtual programming, writing grants, learning new technology skills, and discussing next steps for library services. She stated the Library will be working with RAILS and SWAN to explore curbside delivery. Trustee Matuszewski stated she was very happy the RAILS Guidelines for Libraries Considering Curbside Service and/or Phased Reopening May 2020 guide was included for it answered so many questions about things to consider with curbside and opening the Library.

Library Director Bergendorf reported she negotiated with Itasca Bank and Trust a lower interest rate for the debt certificate. The Board was very positive about working with the bank to renegotiate the debt certificate. As for social media, Director Bergendorf reported on the increase in our social media statistics and the number of people we were reaching. Trustee Norris

discussed she was happy to see the purchase of PPE for Staff including the masks, gloves, and sanitizer. Trustee Matuszewski and others said congratulations to Staff for the amazing work they did for packing and clearing the Library for the move. President Norris asked when the Library can start using the Wood Dale City sign at the Town Square. Director Bergendorf replied we can start using the sign now. A question came up about the community garden. Director Bergendorf reported the decision to cancel the community garden was a difficult one. Unfortunately, the site was not prepared for the planting season. With the current social distance guidelines and sanitization practices recommended by University of Illinois Master Gardener Extension program and the current Executive Stay-At-Home order prevented the program from moving forward. Director Bergendorf also discussed the importance for the Board to set priorities for the Library and that the construction project was currently our main focus. A motion to approve the Director's Report was made by Trustee Matuszewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.

#### **VIII. President's Report:** No report.

#### **IX. Correspondence and Communications**

Director Bergendorf reported there is going to be an ILA workshop for Trustees about COVID-19 on the Rails YouTube website for viewing. Trustee Matuszewski noted she receives updates due to her ILA membership. Trustee Matuszewski inquired if other Trustees could have access to this information. Director Bergendorf reported Trustees could have access to ILA updates using their personal email. She reported only fifty percent of Trustees have email address in the Library Learning database which also sends out information from RAILS to Trustees. She stated perhaps now is the time to assign Trustee email addresses and she would follow-up with the library attorney.

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

**A. Legal Memos:** No report.

**B. Ethics Update:** Director Bergendorf thanked everyone for filling out the Statement of Economic Interests.

#### **X. New Business**

##### **A. Library Operations under COVID-19**

- 1. Identification of Essential Services:** Director Bergendorf referenced that in the Restore Illinois Plan that governmental entities can establish their own essential services. Director Bergendorf reviewed potential essential services outlined in her Director Report: return of library materials, access to curbside pickup of library materials, access to public reference with potential access to copier and scan/fax services, expansion of library services, and partnership opportunities to provide services to the community.

Trustee Matuszewski inquired about our role as a cooling center. Director Bergendorf reported that the Library does not serve as a cooling center when closed. Trustee Matuszewski stated there were many things to consider for curbside and stated how do you do it safely while the building is under construction and the parking lot is busy with construction activities.

Trustee Zaremba mentioned the RAILS document outlined everything that curbside entails and the need to do it safely.

Trustee Sparacio inquired about copyright and programming. Director Bergendorf reported that copyright clearance is required from book publishers for doing story times virtually over Zoom or pre-recorded content. Director Bergendorf stated she is aware of other libraries who have received cease and desist letters from publishers for not receiving copyright clearance. She reported it is a time intensive process.

## **2. Review of Items to Develop Curbside Service and Other Essential Library Services:**

The Board of Library Trustees reviewed the RAILS document and Director Bergendorf discussed that to safely offer curbside service we would need to have sufficient cleaning supplies, the acquisition of sufficient PPE for staff, and the acquisition of equipment and supplies to manage the quarantine of library materials and develop curbside delivery services.

## **3. Staffing for Current and Future Library Services**

Director Bergendorf reported we have significantly reduced the amount of staff emergency pay. Most people are working from home on projects or coming to the Library to work on construction activities. Director Bergendorf inquired to the Board if they are comfortable with the current compensation schedule. President Norris said she was happy that there was a reduction in emergency pay. She stated there are many challenges getting people back to work safely in the building. Director Bergendorf reported for the next few weeks we are focusing on construction activities. President Norris stated if we needed to take longer to implement curbside service then it is okay for the focus is on the building program. Trustee Winger said ideally he would like everyone at work but the percentage wise it is not very significant. Trustee Norris stated she spoke with Trustee Krebsch and she stated she was fine with the current pay schedule. Trustee Dunn said it was okay to wait and see what happens. If we need more time, to take it. The renovation project is our number one priority and people are happy with what they can get from the Library electronically. Trustee Dunn stated people are happy to see we started the construction. Director Bergendorf summarized the Library would look at how to reopen in Phase 4 and for now people are doing a combination of working from home, emergency pay, working on virtual services and thanked the Board of Library Trustees for their support.

**B. Fiscal Compliance Calendar:** A draft fiscal compliance calendar was presented to the Board of Library Trustees. Director Bergendorf reported there are meeting date changes for August and September to meet the legal deadline requirements. She also requested a second board meeting date at the end of June to review final budget numbers. A motion to have an additional June 29 meeting to add to the fiscal compliance calendar was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote - Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed. A motion to approve the draft fiscal compliance calendar was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote - Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch.

**C. Working Budget:** Director Bergendorf reported a more detail budget will be presented in June once we have more definitive numbers. She discussed she is working on when we will need to draw on the line of credit and how much money it will take to pay back. She discussed she has talked with Itasca Bank and Trust about extending the terms of the debt certificate and has negotiated a lower interest rate of two percent. Director Bergendorf also discussed there may be tax payment delays that impact the budget due to the ability for people and businesses to delay paying their taxes if they have been impacted by COVID-19.

## **XII. Executive Session – Not Needed**

**XIII. Adjournment:** A motion to adjourn the meeting at 8:58 p.m. was made by Trustee Dunn and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba; Absent: Krebasch. Motion passed.