

Wood Dale Public Library District
520 North Wood Dale Road, Wood Dale, Illinois 60191
June Regular Board Meeting Minutes
Board of Library Trustees of the Wood Dale Public Library District
June 15, 2020 – Virtual Meeting
7:30 p.m.

I. Call to Order

President Norris called the June 15, 2020 virtual meeting of the Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on June 15, 2020 at 7:31 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, Krebasch, Matuszewski, Norris, Sparacio, Zaremba

Absent: Winger

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

III. Public Comments: There was no submitted public comment or members of the public attending virtually.

IV. Secretary's Report - Minutes: The May 18, 2020– Regular May 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 May 18, 2020 - Regular May Board of Library Trustees 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, Zaremba; Abstain: Krebasch; Absent: Winger. Motion passed.

V. Financial Report

A. Treasurer's Report - Revenue/Expenses by Fund/Investment Report: Trustee Krebasch presented the Treasurer's Report. Director Bergendorf reported on the Cash and Investments in Itasca Bank & Trust and the Illinois Funds accounts. 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 Krebasch noted for the month there were significant checks to 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

Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

VI. New Business - Debt Certificate

Trustee Krebasch introduced John Binneboese from Itasca Bank and Trust, Co. Director Bergendorf reported she has been working with John Binneboese on the renegotiation of our existing line of credit. The goals would be to lower the interest rate on the line of credit; increase the length of time we have the line of credit; and to increase the amount of capital we could access during historically low interest rates. John Binneboese reported the interest rate was a very good deal. Director Bergendorf reported the interest rate would be lowered to two percent. Trustee Zaremba inquired about the extension time-period. Director Bergendorf reported we would have access to the line of credit for fifteen years and when accessing the funds, there would be no repayment penalty. John Binneboese confirmed there would be no repayment penalty. He reported if we draw on the line of credit, the first year is interest only and then it would be an amortized payment time period for fifteen years. Trustee Dunn inquired about the amount we would need to pay. Trustee Krebasch reported it would depend upon on how and when we withdrew the funds. Director Bergendorf reported we would need to do an initial \$50,000 draw and that would start the time period for the first year interest only. The plan would be to pay back the initial drawn funds immediately. The Board would need to do an Ordinance at an upcoming board meeting. The Library would have access to the line of credit for a longer time-period, and the amount we could access would increase. Trustee Zaremba inquired about the amount of our credit line. Director Bergendorf reported it would increase our credit line from \$1.5 million to \$2 million. John Binneboese confirmed we would be responsible for attorney fees and closing costs since we were a governmental entity.

Please note: John Binneboese exited the meeting at 7:46 p.m. Director Bergendorf reported Trustee Winger had trouble connecting to the meeting.

VII. 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. He reported there no was change in the construction schedule. Under the Issues Log, he highlighted the items in yellow: unsuitable soil, ductwork that needs to be modified, and the sump pump pit elimination. He reported StudioGC is working on solutions to the ductwork and the sump pump. It was originally misunderstood what area the sump pump was servicing and the new plan will drain the area by gravity. He reported the costs of these items will be brought to future meetings for the Board to approve and will be negotiated on behalf of the Board. These items will be funded by the contingency allowance. He reported the change orders will be grouped and the Board of Library Trustees will have an opportunity to hear about them in previous meetings prior to finalizing a vote. He reported that change orders need to be justified and reviewed by Independent Construction Services and StudioGC. Director Bergendorf reported that change orders grouped together over \$10,000 require a Resolution that would need to be passed by the Library Board. Trustee Norris inquired about the moving costs. Dan Eallonardo reported that the Library was billed for 12 months worth of storage at \$1,647 per month.

Trustee Zaremba inquired about the issue log about the brick. Dan reported that the cost to remove the existing brick on the second addition was cost prohibitive. Director Bergendorf reported the cost to remove the brick did not justify the added expense when the funds could be better spent elsewhere. Dan Eallonardo confirmed we would need to spend \$8,000 on material testing.

1. The Builder's Risk policy was discussed. LIRA, the library insurance representative has a lower cost package but certain conditions need to be addressed within the policy. It will be sent to Bergen to see he is able to meet conditions contained within the policy.
2. Demolition: There was a discussion about the cove lighting around the perimeter of the Library. The Board of Library Trustees agreed to reuse the existing cove lighting. The electrical plan, however, calls for a new light fixture that has a different look. As for costs, (unless a custom color selected), we are entitled to the more costly option. Retrofitting might be more expensive for each fixture needs more labor to make it work. Trustee Norris inquired if the light fixture provided up and down lighting. Dan Eallonardo said yes it does. Dan Eallonardo also reported it would cost around \$3,000 for a custom color light selection. Trustee Dunn reported the Architect was told that the Board of Library Trustees wanted to keep the existing light fixture. Dan Eallonardo reported that retrofitting might not provide a consistent and controlled light. Dan reported that since retrofitting is more costly, he would negotiate for the Library to not receive a charge for a custom light color. Trustee Norris reported she would like to see pictures of the proposed lighting installed. Dan Eallonardo reported most buildings have it in white and he wasn't sure if a picture could be provided. Trustee Norris proposed matching the light fixture to some of our other fixture colors. Trustee Sparacio said seeing a sample of the light in color would be helpful. Director Bergendorf reported a paper color chart was dropped off. Trustee Dunn said matching the color to champagne to match our hanging light fixture would be good. Trustee Norris said a bronze would be nice. Trustee Matuszewski replied she is leaning toward newer for consistency and is okay with the color that is chosen either bronze or champagne. Trustee Krebasch said she is inclined to go with new lights for it would be a visual impact for the patron and maybe black would work. Dan Eallonardo reported we have bronze vents above the lighting. He would work to get more pictures and lighting samples to be provided to the Board and it appears most of the Library Board are for the new light fixtures. Trustee Norris inquired about an unbilled item.

Please note: Dan Eallonardo left the meeting at 8:29 p.m.

VIII. Director's Report: Director Bergendorf asked if there were any questions about her report. She reported curbside has started with 68 pick-ups and 37 items waiting for pick-up. Trustee Sparacio inquired about how the hours are working out. Director Bergendorf reported it is too early to tell and will evaluate and look for feedback. Trustee Matuszewski stated her pick-up went smoothly and suggested adding more spots. The Board discussed when would we reopen. Director Bergendorf reported that full delivery starts June 29. Trustee Krebasch stated she did not have as positive an experience with curbside because she could not update her telephone number in the SWAN system. It was discussed if three days was enough time for

people to come pick-up items. Trustee Matuszewski asked if we go to Phase 4 in July would we open? Director Bergendorf reported this is something we are focusing on next and making sure we have sufficient supplies. Trustee Krebasch stated an Alderman has asked her about when we are going to reopen and asked about our capacity. Director Bergendorf reported our capacity is 5 per 1,000 square feet for the main floor which is about 25 people not including staff. She reported that many Libraries are looking at a July opening. Trustee Sparacio stated we are on par with other governmental entities. For example, the Park District is not open. Trustee Norris stated she is comfortable with us continuing curbside for the time being. Director Bergendorf stated the public is requesting services and we need to stage the Library for social distancing and take other safety measures and acquire equipment so we can open. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

IX. President's Report: No report.

X. Correspondence and Communications: No report.

XI. Legal/Ethics Report

A. Legal Memos: Director Bergendorf reported on a memo outlining new Open Meeting Act rules.

B. Ethics Update: No report.

Continuing Business

A. Building Program Update – See above

B. Fiscal Compliance Calendar

Director Bergendorf reported she added the June 29th meeting to the calendar to finish the fiscal year.

C. Working Budget

Director Bergendorf reported that 49 percent of our income has been received. Director Bergendorf reported she is developing a very fiscally conservative budget with reductions in some lines while others stay the same. She reported the construction loan repayment is dependent upon what the Board of Library Trustees ends up doing. She reported she keeping the salaries the same in light of everything that is going on and asked for Board of Library Trustees input. Trustee Norris stated she did not see how we could support increases at this time. The Trustees agreed our staff is very hard working but salaries need to stay the same due to the current fiscal environment. Director Bergendorf reported the budget has some flexibility with the goal of transferring at least \$750,000 to the reserve funds and is looking at the Library fund to see if there is more to transfer. Trustee Sparacio inquired about the medical line and if sufficient funds were available in that line item.

Please note: Trustee Matuszewski exited the meeting at 8:57 p.m. and returned at 8:59 p.m.

D. Ratify Change Order No. 1 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District

A motion to Ratify Change Order No 1. To Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library was made by President Norris and seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

XII. New Business

A. Ordinance #3 2020 – An Ordinance Establishing Meeting Dates

Trustee Norris recited Ordinance #3 2020 – An Ordinance Establishing Meeting Dates and made a motion to approve Ordinance #3 2020 – An Ordinance Establishing Meeting Dates with a second by Trustee Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.

B. Debt Certificate

A motion to move forward with redoing the line of credit with the debt certificate 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. Annual Report Activities – Audit of Records

Trustee Matuszewski and Trustee Sparacio volunteered to audit the library records.

XIII. Executive Session – Not Needed

XIV. Adjournment: A motion to adjourn the meeting at 9:07 p.m. was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Winger. Motion passed.