

Wood Dale Public Library District
520 North Wood Dale Road, Wood Dale, Illinois 60191
September Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
September 14, 2020
7:30 p.m.

I. Call to Order

President Norris called the September 14, 2020 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on September 14, 2020 at 7:30 pm at the Main Library at 520 North Wood Dale Road, Wood Dale, IL 60191.

II. Roll Call

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

Absent:

Others Present: Bergendorf, Eallonardo, Klos, Mueller, Szabo, Winger

III. Town Hall: An individual called in to the board meeting but did not provide public comment.

IV. Recognition of Former Trustee Mark Winger

President Norris read the resignation letter from Mark Winger. Mark Winger is no longer a resident of the Library District and is unable to serve on the Board of Library Trustees.

Trustee Dunn presented Mark Winger a clock in honor of his service on the board from 2003-2020. Mark Winger reported it has been a pleasure serving on the Board of Library Trustees and wished the Library continued success.

V. Secretary's Report

A. Minutes: August 3, 2020 – Regular August Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the August 3, 2020 – Regular August Board of Library Trustees Meeting Minutes to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the Regular Board of Library Trustees Meeting minutes was made by Trustee Zaremba and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

VI. Financial Report

A. Treasurer's Report: Revenue/Expenses by Fund/Investment Report

Trustee Krebasch presented the Treasurer's Report to the Board of Library Trustees. She reported in the Treasurer's Report that \$2,000,000 will be removed from the General Fund Construction Loan repayment line. 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, Sparacio, Zaremba. Motion passed.

B. Bill List/Cash Disbursements

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. It was noted there was a payment to the attorney and two payments to Bergen Construction. A motion to approve the Bill List/Cash Disbursements was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

VII. Continuing Business Update

A. Building Program Update

1. Report from Independent Construction Services: Status Report/Contract & Change Order Summary/Allowance Summary/Owner's Contingency Schedule

Dan Eallonardo reported there is no changes to the schedule. He highlighted items on the issues log: there was replacement of plywood on the roof, there was an increase in the size of the device (RPZ) that protects the water system, we received a credit back from an overcharge, and a gutter added to the project. He reported that additional testing of the soil needs to be done so soil can be hauled off the Library grounds. He reported there has been no adjustments made to the contract and change order summary. He reported there is Allowance Authorization #4 in the amount of \$3,026 that covers the new RPZ, the additional cost of the gutter, and a credit back to the Library. He reported on the cost to reduce the size of the fence and to tie-in to the to the neighbor's property on the west side. He reported we have not expended any owner held contingency.

2. Presentation of Furniture Package

The furniture package was presented. It is the opinion of StudioGC is it within budget. Dan Eallonardo reported competition is great for going out to bid at this time. Trustee Zaremba inquired about the power in the furniture for the teen area. Director Bergendorf reviewed the fabric selections and furniture selections. There will be wooden arms on the furniture in the Adult Services area while it will be upholstered arms in the Activity Room. Trustee Matuszewski asked if we were getting new back jacks. Director Bergendorf reported there is no plan at this time to replace the back jacks. Director Bergendorf reviewed the plan highlighting the existing and new furniture. Director Bergendorf reported the seats of the chairs will be vinyl and the rest of the chair will be upholstered. She also reviewed other fixture selections with the Board. Trustee Krebasch inquired if there was electrical under the tables. Director Bergendorf reported there is electrical in some of the stools and chairs. Trustee Krebasch inquired if the children's selections were too light and if

we were worried about staining. Director Bergendorf reported the fabric is very durable and withstand strong cleaners.

3. Civil Engineering Proposal and Site Screening

Dan Eallonardo reported he is looking for feedback from the Board in regards to the civil engineering proposal. Director Bergendorf reviewed the letter the Library received from the neighbor with the Board of Library Trustees. Director Bergendorf reported that we received the letter from the neighbor prior to receiving the civil engineering proposal. Dan informed the Board of Library Trustees that the fence is on hold with the contractor. Director Bergendorf reported that to lower the fence is considered a change that can be made at the City of Wood Dale administrative level. President Norris asked Director Bergendorf if we had a feel for the City's comments in regards to the letter. Director Bergendorf reported information given to her from the City of Wood Dale was that any other change regarding the site screening would require the Library to redo the PUD (Planned Unit Development). President Norris suggested to table the civil engineering proposal until further information from the City of Wood Dale and for now the contractor has been told to hold with fence installation.

VIII. Director's Report

Director Bergendorf asked if there were any questions on her board report. 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. Motion passed.

IX. President's Report

Nothing to report.

X. Correspondence and Communications

Trustee Matuszewski reported on information she received from the Illinois Library Association. She encouraged the Board members to go to their website and to sign-up for their Trustee newsletter. She reported they have COVID-19 training for Trustees, information on advocacy and grants. Director Bergendorf distributed a copy of the most recent online ILA Trustee newsletter for the Board members to review.

XI. Legal/Ethics

- A. Legal Memos** – Nothing to Report.
- B. Ethics Update** - Nothing to Report.

XII. Continuing Business – Annual Report Review

Director Bergendorf reported there are impacts on our statistics due to COVID-19 and the construction project. She reported that staff is working on virtual programs and other make-it-take-it programs for the community. She reported that President Norris and Trustee Zaremba reviewed the Annual Report prior to submittal.

XIII. New Business

A. Authorize Solicitation of Bid Packages for Furniture

A motion to Authorize Solicitation of Bid Packages for Furniture was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

B. Approval of Construction Allowance No. 4

A motion to approve Construction Allowance No. 4 in the amount of \$3,200 was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

C. Public Hearing Report for the Budget and Appropriation Ordinance – Ordinance #8 2020

It was reported there were no public comments submitted and there was no attendance at the public hearing.

D. Budget and Appropriation Ordinance – Ordinance #8 Recital and Approval

Trustee Krebasch made a motion to approve and recited the Budget and Appropriation Ordinance – Ordinance #8. She recited the first paragraph of the Ordinance, and reported the Estimated Income Available of \$10,648,629 with Total Estimated Expenditures From All Funds of \$10,455,075. A second to the motion was made by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

E. Total Compensation Package for the Wood Dale Public Library District 2020

Director Bergendorf reported that due to the salary freeze, the salaries were the same as last year. She recited the introduction to the Total Compensation Package for the Wood Dale Public Library District 2020. A motion to approve the Total Compensation Package for the Wood Dale Public Library District 2020 was made by President Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

F. Illinois Freedom of Information Act Information

The Board of Library Trustees reviewed the Illinois Freedom of Information Act.

G. Audit of Secretary's Records: Report, Supplemental Statement and Recommendations

Trustee Matuszewski reported that she and Trustee Sparacio examined the Secretary's records on July 30, 2020. She reported on the audit of the Secretary's records and reviewed the Supplemental Statement with the Board of Library Trustees.

XIV. Executive Session: 5 ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, personal or removal of the occupant of a

public office, when the public body is given power to remove the occupant under law or ordinance.

A motion to go into Executive Session, 5 ILCS 120/2(c)3 the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, personal or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, at 8:43 p.m. was made by President Norris and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

A motion to adjourn Executive Session at 9:03 p.m. was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

XV. Trustee Appointment

The Board of Library Trustees inquired if Julie Szabo would be interested in being appointed as a Trustee. Upon hearing the affirmative, a motion to appoint Julie Szabo to fill the vacancy of the term of Mark Winger was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.

XVI. Adjournment: A motion to adjourn the September 14, 2020 Regular Board of Library Trustees meeting at 9:04 p.m. was made by Trustee Zaremba and seconded by President Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba. Motion passed.