

Wood Dale Public Library District  
520 North Wood Dale Road, Wood Dale, Illinois 60191  
October Regular Board Meeting Minutes  
Board of Library Trustees the Wood Dale Public Library District  
October 19, 2020  
7:30 p.m.

**I. Call to Order**

President Norris called the October 19, 2020 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on October 19, 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 (phone), Matuszewski, Norris, Sparacio (phone), Szabo, Zaremba

Absent:

Others Present: Bergendorf, Eallonardo, Klos, Mueller

**III. Town Hall:** No town hall.

**IV. Oath of Office**

Secretary Zaremba conducted the Oath of Office for Trustee Szabo and the Board of Library Trustees welcomed her to the Board.

**V. Secretary's Report**

**A. Minutes: September 14, 2020 – Public Hearing Budget and Appropriation Ordinance**

A motion to approve the September 14, 2020 – Public Hearing Budget and Appropriation Ordinance was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**B. September 14, 2020 – Regular September Board of Library Trustees Meeting Minutes**

Trustee Zaremba presented the September 14, 2020 – Regular September 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 Matuszewski and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, 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 she did not see anything unexpected. 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, Szabo, 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 Bergen Construction, StudioGC, and Independent Construction Services. Trustee Zaremba inquired about the check written to Ebsco. Director Bergendorf reported that was a check for periodicals. A motion to approve the Bill List/Cash Disbursements was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

## **VII. Director's Report**

President Norris asked if anyone had any questions about her report. Being no questions, a motion to approve the Director's Report was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed. President Norris noted it was sad there was not going to be a Holiday Open House this year.

## **VIII. President's Report**

Nothing to report.

## **IX. Correspondence and Communications**

Director Bergendorf reported on a thank you letter received from Pat Ohmer. Director Bergendorf also reported we did another recognition on the passing of another staff member's father. Director Bergendorf reported on the letter that was sent to the City of Wood Dale and also sent to the Wood Dale Public Library District. Director Bergendorf reported she has shared this letter with the library attorney and he is preparing a response with the City of Wood Dale attorney.

## **X. Legal/Ethics**

### **A. Legal Memos**

#### **1. Trustee Election Information**

Director Bergendorf reported that Trustee Election packets are available at the front desk. Director Bergendorf reported election information is contained within the board packet.

## **B. Ethics Update**

### **1. Presentation of OMA and FOIA Certificates**

Director Bergendorf reported that Joanna Klos and she had taken the annually required Open Meetings Act and FOIA training and presented the certificates to the Library Board of Trustees. President Norris congratulated Director Bergendorf and Assistant Director Joanna Klos on their achievement.

## **XI. Continuing Business**

### **A. Building Program**

#### **1. Report from Independent Construction Services**

Dan Eallonardo reported the contractor is on schedule with Phase 1 ready by February 12. There have been inspections by the City of Wood Dale and there have been no issues with the building permit. Dan Eallonardo proceeded to go through the issues log. Trustee Zaremba inquired about the trusses. Dan Eallonardo reported that the Library paid for expansion of the original job but not corrective work. He reported there is no change to Construction Adjustments. He reviewed the Construction Allowances for the board meeting. Allowance #5 was for a new fire hydrant. Allowance #6 was for the following items: new wooden sheeting for the roof, repair of a sanitary sewer, truss work, and a tie in to a sewer line. He also presented Testing Allowance #1 which was for the required additional testing for the soil. He reported that Certified Pay Application #6 in the amount of \$362,778 was twenty-one percent of the contract draw.

He reported the trusses are in place, curbs have been poured, and there are plans for asphalt paving at the end of the month, and site lighting is coming soon.

#### **2. Furniture Update**

Director Bergendorf reported we went out to bid for the furniture. A walk-thru is scheduled for October 30 at 8:30 a.m. with a bid opening on November 24 at 1 p.m.

At 8:00 p.m. a motion to take a five minute break was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

*Please note: Dan Eallonardo left the meeting at 8:01 p.m.*

At 8:02 p.m. the Board of Library Trustees resumed their meeting with Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, and Zaremba present.

## **XII. New Business**

### **A. Vote to Approve Testing Allowance No. 1**

A motion to Approve Testing Allowance No. 1 for the amount of \$6,505 was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**B. Vote to Approve Construction Allowance No. 5**

A motion to approve Construction Allowance No. 5 in the amount of \$5,000 was made by President Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**C. Vote to Approve Construction Allowance No. 6**

A motion to approve Construction Allowance No.6 in the amount of \$13,353 was made by President Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**D. Resolution #4 – Resolution to Determine Estimate of Funds Needed for 2020-2021**

President Norris recited and made a motion to approve Resolution #4- Resolution to Determine Estimate of Funds Needed for 2020-2021 outlining that the Wood Dale Public Library District would be having an estimated of funds needed in the amount of \$2,650,360 with a second by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**E. State of Illinois Records Disposal Certificate**

A vote authorizing Secretary Zaremba to sign the State of Illinois Records Disposal Certificate for submission was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**F. Disposal of Executive Session Digital Records Prior to April, 2019**

A vote authorizing the Disposal of Executive Session Digital Records prior to April, 2019 was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**G. Report on Audit Activities**

Director Bergendorf reported the audit was done virtually this year and the auditor is in the process of finishing up the audit. She thanked the Trustees for completing the fraud survey and also thanked the Administrative Team for all they did to make it a success.

**H. Medical Insurance Renewal**

Director Bergendorf reported our insurance broker went out to bid and we received quotes from Blue Cross/Blue Shield of Illinois and United Healthcare. We received a small response for quotes due to the IMRF retiree mandate. Director Bergendorf recommended staying with our existing provider. They have several packages for the employees to evaluate to select. The United Healthcare has a more limited network, all staff would have to be on the same plan and she felt having consistency during these times of uncertainty would be beneficial to the staff. She also discussed the option to provide a voluntary vision plan that would be subsidized by the employees. A motion to renew staying with BlueCross/Blue Shield of Illinois was made by President Norris and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed. A motion to offer the voluntary vision plan was made by

President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**I. Election Day**

Director Bergendorf discussed Election Day activities with the Board of Library Trustees. She discussed it is not a legal holiday but due to the occupancy limits of the Library it would be desirable to dedicate the occupancy space of the library for voting activities. She discussed the expected large turnout and dedicating the parking spaces for voters. She discussed staff could work from home, choose to take paid time off, or adjust their schedule. Board members discussed making sure safety measures were in place and concern for children attending the Library. A motion to close the Library was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**J. Authorize Director and Assistant Director to Serve as Election Officers**

A motion to authorize the Director and Assistant Director to Serve as Election Officers was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**XIII. Executive Session:** No need for Executive Session.

**XIV. Adjournment:** A motion to adjourn the October 19, 2020 Regular Board of Library Trustees meeting at 8:22 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.