

Wood Dale Public Library District  
 520 North Wood Dale Road, Wood Dale, Illinois 60191  
 November Regular Board Meeting Minutes  
 Board of Library Trustees the Wood Dale Public Library District  
 November 16, 2020  
 7:30 p.m.

## **I. Call to Order**

President Norris called the November 16, 2020 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 16, 2020 at 7:33 pm at the Main Library at 520 North Wood Dale Road, Wood Dale, IL 60191.

## **II. Roll Call**

Present: Krebasch (phone), Matuszewski, Norris, Sparacio (phone), Szabo, Zaremba

Absent: Dunn

Others Present: Bergendorf, Eallonardo, Klos, Mueller, Library Attorney Mark Ritzman (phone)

**III. Public Comments:** There was no public comment or emails sent to the Trustees for presentation at the board meeting.

## **IV. Amend Agenda**

A motion to Amend the Agenda to move to Continuing Business was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

## **V. Continuing Business**

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

Dan Eallonardo reported the contractor should meet the completion date. As for the issues log there is nothing significant affecting the schedule. At the board meeting tonight the Board will be asked to approval Authorization Allowance #7 which is just under \$12,000 and contains six items. The payment to the contractor is in tonight's bills and it represents twenty-six percent of the contract paid. As for progress on the project, the roof is in place and windows are next. There is rough in for plumbing, electrical and ductwork. The parking lot is paved and there should be light poles by the end of the month. The site work is mostly complete. Trustee Krebasch asked Dan Eallonardo about the discrepancy in billing from Matteo. It was noted a reduced correction needed to be made in the allowance.

### **B. Decision about Civil Engineering Proposal**

Library Attorney Mark Ritzman reviewed the library project as it relates to the civil engineering proposal. He reported that the PUD requires the installation of the fence. Also discussed was an issue raised by an adjoining neighbor alleging flooding occurred on her property some time after the bushes along the easterly line were planted years ago,

along with a request by the neighbor to address the alleged flooding. The bushes along the easterly property boundary need to be moved or removed as part of the fence installation project, and in light of this information, the Board of Library Trustees discussed with the library attorney and project manager if there was a need for the civil engineering study.

There was discussion that if the bushes did indeed contribute to the alleged flooding, if any, then removal of the bushes should cure the condition contributing to any alleged flooding stemming from the original planting of the bushes on Library property. Trustee Zaremba inquired about the height of the fence. Director Bergendorf reported the PUD allows 8" but the Board agreed in a previous meeting to adjust the height to 6" which is an administrative decision allowed by the City of Wood Dale. President Norris made a motion to pursue the civil engineering proposal. There was no second so the motion failed.

*Please note: Library attorney Mark Ritzman left the meeting at 8:10 p.m.*

Dan Eallonardo reported he will inquire if there are cost implications of changing the height of the fence and the delay of the fence installation. Dan Eallonardo plans to bring a proposal back to the Library Board of Trustees for the meeting next month.

## **VI. Secretary's Report**

### **A. October 19, 2020 – Regular October Board of Library Trustees Meeting Minutes**

Library Trustees Meeting Minutes to the Board of Library Trustees of the Wood Dale Public Library. A motion to approve the October Regular Board of Library Trustees Meeting minutes with two corrections was made by Trustee Matuszewski and seconded by President Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

## **VII. 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 Krebasch and seconded by President Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

### **B. Bill List/Cash Disbursements**

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. Trustee Zaremba inquired about a payment to our dental program. A motion to approve the bill list/cash disbursements was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

## **VIII. Director's Report**

Director Bergendorf asked if anyone had any questions about her report. Trustee Matuszewski inquired about bringing board books back to the collection. Director

Bergendorf reported she did a survey and many libraries were offering them. Director Bergendorf reported that computer use continues to be high and in demand. She is continuing to evaluate the hours we are open. Trustee Zaremba inquired about the quarantine study in regards to library material. Trustee Matuszewski inquired how much are we spending on PPE. Director Bergendorf reported we are taking those expenses out of the maintenance line. She reported we signed an agreement to receive a guaranteed amount of Clorox wipes each month from a local vendor. The cost for the wipes is around \$100 per month. Trustee Krebasch noted we are doing the Toys for Tots program and asked if we could promote that on social media.

*Please note: Dan Eallonardo left the meeting at 8:25 p.m.*

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: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent- Dunn. Motion passed.

#### **IX. President's Report**

Nothing to report.

#### **X. Correspondence and Communications**

Nothing to report.

#### **XI. Legal/Ethics**

**A. Legal Memos** – Nothing to Report.

**B. Ethics Update** - Nothing to Report.

#### **XII. New Business**

##### **A. Pandemic Response and Library Operations**

Director Bergendorf reported on a meeting with area Library Directors. She reported that many Cook County Libraries are going to curbside. Many DuPage area libraries are planning on staying open at this time. If there was a stay-at-home advisory or the Governor moved us back a Phase 3, we would reconvert to curbside only. We are planning items that staff can do working at home remotely and evaluating the situation at this time. President Norris inquired about our hours. Director Bergendorf reported she continues to evaluate use of the Library and the ability to make adjustments if needed. President Norris stated as Director, the Director has the operational authority to make adjustments to the hours during this pandemic. Trustee Matuszewski inquired about transitioning to Zoom meetings for board meetings. Trustee Krebasch noted there will be an influx of college students returning to the community. The Board concurred that COVID-19 is a very fluid situation and adjustments can be made by a week or daily basis.

### **B. Tax Levy Ordinance – Ordinance #9 2020**

President Norris recited Tax Levy Ordinance – Ordinance #9 2020, reading each expenditure category. The Subtotal for the General Public Library Tax Levy was \$2,262,360 and levied for Special Taxes was \$388,000, for a Total Levy of \$2,650,360. A motion to approve Tax Levy Ordinance – Ordinance #9 was made by President Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

### **C. Certificate of Compliance – Truth in Taxation Law**

A motion to approve the Certificate of Compliance with the Truth in Taxation Law was made by President Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

### **D. Approval of Construction Allowance No. 7**

A motion to approve Construction Allowance No. 7 with an adjustment for a total of \$11,369 was made by Trustee Zaremba and seconded by President Norris. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

### **E. Per Capita Grant Review**

Director Bergendorf reported she has been reviewing the new Public Library Standards 4.0 for the per capita grant. She reported the per capita grant will have the same requirements for the next two years. She reported that there are several new requirements in the Public Library Standards and new policies and plans will be forthcoming. Also, some of these items will be developed for the new building and COVID 19 presents obstacles for addressing some of the requirements.

### **F. Privacy Policy**

A motion to approve the Privacy Policy was made by President Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.

**XIII. Adjournment:** A motion to adjourn the November 16, 2020 Regular Board of Library Trustees meeting at 8:55 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Dunn. Motion passed.