

Wood Dale Public Library District
520 North Wood Dale Road, Wood Dale, Illinois 60191
December Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
December 21, 2020
7:30 p.m.

I. Call to Order

President Norris called the December 21, 2020 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 21, 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, Szabo, Zaremba

Absent: None.

Others Present: Bergendorf, Eallonardo, Klos, Mueller, Library Auditor Dan Berg (phone)

III. Public Comments: There was no public comment or emails sent to the Trustees for presentation at the board meeting. There was Caller-Individual Number one attending the meeting but did not have any public comments for the meeting.

IV. Secretary's Report

A. November 16, 2020 – Regular November Board of Library Trustees Meeting Minutes

A motion to approve the November 16, 2020 Regular Board of Library Trustees Meeting minutes was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Abstain: Dunn. Motion passed.

V. Financial Reports

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

Trustee Krebasch presented there were no discrepancies within the Treasurer's Report. A motion to approve the Treasurer's Report: Revenue/Expenses by Fund/Investment 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 noted there were three payrolls presented. She noted pg. 31 had a payment to Bergen Construction as well as checks to StudioGC and Independent Construction Services. A motion to approve the Bill List/Cash Disbursements was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

C. Audit – Presentation and Acceptance

Auditor Dan Berg reported the audit went well in spite of the pandemic and our audit was completed on time. He noted on page two of the Annual Financial Report it was a clean opinion. He reported on page four on the Statement of Net position it was \$6,690,719.00 as of June 30, 2020. He noted on page five under Statement of Activities our net position as of July 1, 2019 was \$6,196,997 so we had an increase of \$493,722.00. He outlined the fund balances on page 8. He also reported on a six-year trend of our IMRF plan fiduciary net position, and noted this year our IMRF plan fiduciary net position as a percentage of the total pension liability is 88.5 percent. Dan Berg asked the Board of Library Trustees if there were any questions for him to answer for his report. Being none, a motion to accept the Annual Financial Report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

VI. Director’s Report

Director Bergendorf asked if there were any questions about her report. She outlined several items in her report. She noted that libraries near us following or adjacent to Irving Park Road were staying open. The Bensenville Community Public Library District, the Itasca Community Library, and the Bloomingdale Public Library were staying open at this time. She reported we continue our Monday – Thursday hours from 10 am to 9 pm and Friday and Saturday from 10 am to 5 pm. She reported that staff has participated to help the community in several ways. Director Bergendorf noted the participation in the Toys for Tots program, the Rotary/Bensenville coat distribution, and how staff in lieu of holiday gifts donated almost \$800 to the Bensenville/Wood Dale Food Pantry. 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, Szabo, Zaremba. Motion passed.

VII. President’s Report

President Norris extended a thank you to staff for their donation to the food pantry.

VIII. Correspondence and Communications

Director Bergendorf reported the Library had received several holiday cards.

IX. Legal Ethics

A. Legal Memos

There was a legal memo from the Library Attorney outlining that an IMRF link needed to be placed on our Web site prior to January 1, 2021. She reported this activity has been addressed.

B. Ethics Update

Trustee Matuszewski reported the American Library Association was promoting having libraries included in the national COVID-19 package.

X. Report from Independent Construction Services

1. WDPL Status Update Report

A. Issues Log

Dan Eallonardo reported all was on schedule. He reviewed the issues log with the Board of Library Trustees. He reported that the items in green were part of the Authorization to Spend Allowance: Authorization Contingency #8. The items in yellow are future costs.

B. Contract and Change Order Log

He reported there were no change orders for the month.

C. Allowance Log

He reviewed the items included in Authorization to Spend Allowance: Authorization Contingency #8. These items include: additional voice and data work, geotextile fabric at the underground detention area (required by the City of Wood Dale), tie-in the existing downspout location to the new storm water system piping, ceiling fan work, river rock in lieu of grass in the mechanical area, and a conduit for the raceway for Comcast.

D. Owner's Held Contingency

It was noted there was a \$577 price discrepancy that needed to be addressed.

E. Progress Payment Review

It was noted that there was a payment at today's meeting and 1/3 of the work had been completed and paid.

F. Furniture Bidding Update

Dan Eallonardo reported there were four furniture packages with multiple bidders. StudioGC has reviewed and provided recommendations. The packages went to the lowest bidders except for Bid Package #2 – Systems Furniture which the library attorney confirmed their bids were not complete and should not be considered. Also, Bid Package #3 was not the lowest bidder because they submitted a substitute product without prior approval. Meilahn was the recommendation for Bid Package #4 and it was low compared to the others. StudioGC reached out to Meilahn to confirm they understood the scope of the work. Dan Eallonardo also confirmed some additional shelving did not go out to bid for Meilahn installed the original perimeter shelving and they are uniquely qualified to be the one to reproduce the perimeter shelving.

Dan reported the original estimate for the furniture was \$538,467.50 and the bid totals came to \$397,123.54. He reported there could be some adjustment to this number depending upon the purchase of the LFI shelving. He reported the furniture line was under budget and credited Yvonne and Joanna on controlling costs.

XI. New Business

A. Authorization to Issue a Contract to Bid Package Number One Commercial Furniture – Interiors for Business in an amount not to exceed \$143,027.05

A motion for Authorization to Issue a Contract to Bid Package Number One Commercial Furniture – Interiors for Business in an amount not to exceed \$143,027.05 was made by Trustee Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

B. Authorization to Issue a Contract to Bid Package Number Two Systems Furniture – Forward Space in an amount not to exceed \$72,281.80

A motion for Authorization to Issue a Contract to Bid Package Number Two Systems Furniture – Forward Space in an amount not to exceed \$72,281.80 was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

C. Authorization to Issue a Contract to Bid Package Number Three Circulation Desk – KI is an amount not to exceed \$33,085.49

A motion for Authorization to Issue a Contract to Bid Package Number Three Circulation Desk – KI in an amount not to exceed \$33,085.49 was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

D. Authorization to Issue a Contract to Bid Package Number Four Wood Shelving – Meilahn in an amount not to exceed \$74,980

A motion for Authorization to Issue a Contract to Bid Package Number Four Wood Shelving – Meilahn in an amount not to exceed \$74,980 was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

E. Authorization to Accept Meilahn Proposal for Perimeter Wood Shelving – Meilahn in the amount of \$48,360

A motion for Authorization to Accept Meilahn Proposal for Perimeter Wood Shelving – Meilahn in the amount of \$48,360 was made by Trustee Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

F. Authorization to Spend Allowance : Authorization Contingency #8 in the amount of \$11,330

A motion for Authorization to Spend Allowance: Authorization Contingency #8 in the amount of \$11,330 was made by Trustee Sparacio and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

Please note: Dan Eallonardo exited the meeting at 8:20 p.m.

G. Policies/Plans

1. Library Program Policy

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

2. Policy on Service to Children and Teens

A motion to approve the policy on Service to Children and Teens was made by Trustee Sparacio and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

3. Computer and Internet Use Policy (Update)

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

4. American with Disabilities Act Compliance Policy

President Norris recited Article 1 and the other titles within the policy.

A motion to approve the American with Disabilities Act Compliance Policy was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

5. Trustee Ethics Statement

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

6. Reference and Readers' Advisory Policy – Review

A motion to approve the Reference and Readers' Advisory Policy was made by Trustee Sparacio and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

H. Approval of the Itasca Bank Corporate Authorization Resolution and Bank Account Agreement

A motion for Approval of the Itasca Bank Corporate Resolution and Bank Account Agreement with Trustee Zaremba reciting the names for inclusion was made by President Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

I. Per Capita Grant Review Requirement

Director Bergendorf and the Board of Library Trustees reviewed Chapter 8, 9, 10, and 11 of Serving Our Public 4.0: Standards for Illinois Public Libraries and reviewed a checklist and pointed out items that need addressing. Director Bergendorf noted many items for reference, such as maps, are available online now. She noted that she recognizes

our website does need updating and it is a project for the IT Department. Director Bergendorf did note that our website did score very well on ADA accessibility. As for the programming chapter, our library does very well. Trustee Matuszewski inquired about the availability of homebound service. Director Bergendorf reported we have informally done homebound service and it is a service to consider. Trustee Sparacio inquired how the adult programs are going. Director Bergendorf reported the make and take programs are very popular with adults.

Director Bergendorf reported that many items in other chapters will be addressed in our building program. She did note our strategic plan does need updating but now is a difficult time with COVID and the construction program. She reported the technology plan is being updated and we are identifying other items for review. She reported the Per Capita Grant is due in March, so the Library Board will be reviewing items over the next two months.

XII. Adjournment: A motion to adjourn the December 21, 2020 Regular Board of Library Trustees meeting at 8:49 p.m. was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Kребасch, Matuszewski, Norris, Sparacio, Szabo Zaremba. Motion passed.