

Wood Dale Public Library District
520 North Wood Dale Road, Wood Dale, Illinois 60191
January Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
January 18, 2021
7:30 p.m.

I. Call to Order

President Norris by called the January 18, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on January 18, 2021 at 7:30 pm at the Main Library at 520 North Wood Dale Road, Wood Dale, IL 60191.

Please note: President Norris was attending by phone being unable to attend in-person due to a family emergency so she designated Vice President Dunn to conduct the meeting.

II. Roll Call

Present: Dunn, Krebasch, Norris (phone), Szabo, Zaremba

Absent: Matuszewski, Sparacio

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

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

IV. Secretary's Report

A. December 21, 2020 – Regular December Board of Library Trustees Meeting Minutes

A motion to approve the December 21, 2020 Regular Board of Library Trustees Meeting minutes was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. 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. She noted we were behind on interest income as expected. A motion to approve the Treasurer's Report: Revenue/Expenses by Fund/Investment was made by Trustee Dunn and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

B. Bill List/Cash Disbursements

Trustee Krebasch noted there was nothing unexpected. The Board of Trustees inquired about having the future bill list/cash disbursement report presented in landscape. A motion to approve the Bill List/Cash Disbursements was made by Trustee Dunn and

seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. 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 we are continuing with our same hours. The make and take crafts continue to be popular items. She noted staff is continuing to work on email marketing of our services. She noted there is a new Wood Dale History blog on our Website. Trustee Krebasch noted the book bundle program was very appealing to her 15 year-old boy. A motion to approve the Director's Report was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

VII. President's Report

President Norris had no report.

VIII. Correspondence and Communications

The Board had no questions about the correspondence brought before the Library Board of Trustees.

IX. Legal/Ethics

A. Legal Memos: Director Bergendorf noted there would be upcoming legislative memos.

B. Legislative Update - ILA Legislative Meet-Up: Director Bergendorf noted there was information about the upcoming ILA Legislative meet-up in the packet. Director Bergendorf encouraged the Board of Library Trustees to attend.

C. Ethics Update: Director Bergendorf noted that Trustee Szabo had completed her OMA training within the required time-period.

X. Report from Independent Construction Services

1. WDPL Status Update Report: Dan Eallonardo reported that he is waiting to get an updated schedule to see if we are able to start Phase1B and Phase 2 beginning March 1, 2021. He reported he is working on transition plans. He will develop a schedule for moving dates and closures. He reported there have been no issues regarding any building permits.

A. Issues Log

Dan Eallonardo reported on the issues log with the Library Board of Trustees. He noted additional exterior painting of the building for \$21,940.00, door hardware for \$1,454.00, and wood ceiling material for \$7,917. He reported all was on schedule.

B. Contract and Change Order Log

Dan Eallonardo reported there were no change orders for the month.

C. Allowance Logs

Dan Eallonardo reported there was not a change in the Expansion and Renovation Contingency Allowance Amount to report. He did indicate there are outstanding items for payment submittal, so there will be items for next month. He also reported a bill for the required additional soil testing exceed the funds allocated in our Expansion and Renovation Testing and Inspection Allowance.

D. Owner's Held Contingency

The Owner's Held Contingency is still maintained in full. Dan Eallonardo reported the project is forty-four percent done.

E. Progress Payment Review

Dan Eallonardo noted there was a payment application in the bills list for payment.

F. General Update

Dan Eallonardo reported the drywall is going up with painting starting soon. The next contractor meeting will let us know when Phase 1 completion will occur. Trustee Zarembo inquired about the \$577 early discrepancy in billing. Director Bergendorf reported that had been rectified. Director Bergendorf discussed with the Board of Library Trustees the pricing for painting the exterior of the Library building. Dan Eallonardo reported this decision can be made later in February or March.

Please note: Dan Eallonardo left the meeting at 7:59 p.m.

XI. New Business

A. Authorization to Sign the 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 Sign the Contract to Bid Package Number One Commercial Furniture – Interiors for Business in an amount not to exceed \$143,027.05 contingent upon attorney review was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zarembo; Absent: Matuszewski, Sparacio. Motion passed.

B. Authorization to Sign 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 Sign a Contract to Bid Package Number Two Systems Furniture – Forward Space in an amount not to exceed \$72,281.80 contingent upon attorney review was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zarembo; Absent: Matuszewski, Sparacio. Motion passed.

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

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

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

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

E. Authorization to Sign the Contract for Perimeter Wood Shelving - in the amount of \$48,360

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

F. Policies/Plans

1. Strategic Plan Review

Director Bergendorf distributed a draft of service priorities. She discussed in the future soliciting additional public comment for strategic planning. Due to COVID-19 and the building program, we will continue to build on successful services.

2. ALA Bill of Rights

Director Bergendorf reported we have always followed the ALA Bill of Rights and we are reaffirming this policy to meet Per Capita Grant requirements.

A motion to reaffirm the ALA Bill of Rights was made by Trustee Krebasch and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

G. Notice of Availability of Audit Report FY2020

Director Bergendorf noted this notice will be published and our AFR FY2020 will be sent to DuPage County, published on our Website, and a paper copy at the Public Service Desk. A motion to approve the Notice of Availability of Audit Report FY2020 was made by Trustee Dunn and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

H. Per Capita Grant Review Requirement

Director Bergendorf and the Board of Library Trustees reviewed the Illinois Public Library Standards – 4.0, Chapter 1- 4. She reported we are in the process of updating plans outlined in Chapter One – Core 13. These plans include updating our strategic plan and other plans resulting from our building program. From Chapter 2, she reported she is

in the process of formulating a New Trustee Orientation packet and a succession plan for the future. In Chapter 3, she reported there are personnel needs to evaluate in light of changing needs of the Library and our building program. In Chapter 4, the building project addresses many issues as outlined in the standards. She reported the review of the final items will be at the next board meeting so we can be on track to submit the Per Capita Grant by the March 15 deadline.

XII. Adjournment: A motion to adjourn the January 18, 2021 Regular Board of Library Trustees meeting at 8:19 p.m. was made by Trustee Zaremba and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.