

Wood Dale Public Library District
520 North Wood Dale Road, Wood Dale, Illinois 60191
February Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
February 22, 2021
7:30 p.m.

I. Call to Order

President Norris by called the February 22, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on February 22, 2021 at 7:32 pm at the Main Library at 520 North Wood Dale Road, Wood Dale, IL 60191.

Please note: Trustee Krebasch and Trustee Matuszewski were attending by phone being unable to attend in-person due to illness.

II. Roll Call

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

Absent: None.

Others Present: Bergendorf, 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. January 18, 2021 – Regular January 18, 2021 Board of Library Trustees Meeting Minutes

A motion to approve the January 18, 2021 Regular Board of Library Trustees Meeting minutes was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Abstain: Matuszewski, Sparacio. Motion passed.

V. Financial Reports

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

Trustee Krebasch noted interest income was down as expected due to the lower interest rates. A motion to approve the Treasurer's Report: Revenue/Expenses by Fund/Investment was made by Trustee Dunn and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

B. Bill List/Cash Disbursements

Trustee Krebasch noted there was nothing unexpected. Trustee Sparacio inquired about the pricing for the Swank Movie Licensing. Director Bergendorf reported that due to the pandemic, the licensing is being extended for two years and the organization is allowing

a segment of their movies to be presented outside. 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.

VI. Director's Report

Director Bergendorf asked if there were any questions about her report. Director Bergendorf reported she is proud of how staff is adapting to provide services during the pandemic. She noted the Digital Library of Illinois, our Overdrive Consortium, put together a group purchase of electronic magazines. This magazine service offers access to more than 3,000 magazine titles for patrons to access at a cost of \$593. Our current Flipster Magazine subscription costs us \$2,182 for 11 magazines. This change allows patrons access to thousands of magazines at a significant cost savings.

Trustee Zaremba inquired about the bid contract requirements that were not met for Furniture Bid #3. Director Bergendorf noted that one company initially failed to meet the bid requirements and the subsequent company awarded did not meet contract conditions. Director Bergendorf noted a former staff member Betty Lhotak passed away and the family is interested in being a benefactor to the Library. Trustee Dunn talked about the staff member's early role in starting the Wood Dale Public Library District. Director Bergendorf noted the donor has specific interests to benefit the Library. A motion to approve the Director's Report was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

Please note: Tom Turnquist left the meeting at 7:41p.m.

VII. President's Report

President Norris had no report.

VIII. Correspondence and Communications

Director Bergendorf the Library had received two very nice complimentary emails about the efforts of the Library Team to serve the Library community.

IX. Legal/Ethics

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

B. Legislative Update - ILA Legislative Meet-Up: Director Bergendorf reported Trustee Szabo and she attended the ILA Legislative Meet-up in the packet. Director Bergendorf reported on Federal issues, such as the Build America's Library Act and Special Districts Provide Essential Services Act. Trustee Szabo reported she was impressed with how all of the legislators recognized the importance of libraries and their role in the community.

C. Ethics Update: Nothing to Report.

X. Report from Independent Construction Services

1. WDPL Status Update Report: In Dan Eallonardo's absence, Director Bergendorf presented his report. She noted there has been revision to the Substantial Completion Date schedule. She reported Dan Eallonardo is working on transition plans.

A. Issues Log

Director Bergendorf reported that the items in green on the issues log (wood ceiling material, additional wiring to the Programming/Admin Center, door hardware, exterior door hardware, and soil fund testing) are included on authorizations for approval under New Business.

B. Contract and Change Order Log

There were no changes to the Contract and Change Order Log.

C. Allowance Logs

Director Bergendorf and Trustee Krebasch reviewed the Expansion and Renovation Allowance Summary and Adjustments Contingency Allowance Log and the Testing and Inspection Log. Director Bergendorf explained the additional soil testing, which resulted in positive results for the project (mitigation was not needed), exceeded the amount allocated in the Testing and Inspection Allowance. The amount exceeded in the Testing and Inspection Allowance Log is being applied to the Contingency Allowance Amount. Trustee Krebasch and Director Bergendorf reviewed the sum of the allowances with the Board of Library Trustees.

D. Owner's Held Contingency

The Owner's Held Contingency is still maintained in full.

E. Progress Payment Review

Director Bergendorf noted we are at fifty-three percent of billed contract amount.

F. General Update

Director Bergendorf reported on the following items: the Rulon ceiling is in; the bathrooms are nearing completion; the installed lights are operational; and painting is continuing. President Norris and the Board of Library Trustees discussed the decorative tile in the bathroom. It was noted the puppet stage with barn doors are installed and perimeter lighting is being placed. It was noted that data and electrical are being installed.

XI. New Business

A. Authorization to Spend Allowance: Authorization Testing #2 in the amount of \$5,023.00

A motion to approve the Authorization to Spend Allowance: Authorization Testing #2 in the amount of \$5,023.00 was made by Trustee Dunn and seconded by Trustee Sparacio.

Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

B. Authorization to Spend Allowance: Authorization Contingency #9 in the amount of \$21,549.00

A motion to approve the Authorization to Spend Allowance: Authorization Contingency #9 in the amount of \$21,549.00 was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

C. Approval of Purchase of Shelving from LFI not to exceed \$35,000

A motion to authorize the purchasing of shelving from LFI contingent upon the review of the Board President with final ratification by the Board of Library Trustees was made by Trustee Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

D. Approval of Purchase of Task Chairs not to exceed \$12,000

A motion to approve the Purchase of Task Chairs not to exceed \$12,000 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 Sign the Meilahn Contract for Perimeter Wood Shelving - in the amount of \$48,360 contingent upon attorney review

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

F. Per Capita Gant Requirement Review

Director Bergendorf and the Library Board of Library Trustees continued their final review of the Illinois Public Library Standards – 4.0. It was noted that many items in the remaining chapters involving Capital Assets, Safety, and Technology will be met with the building renovation and addition project. A draft Technology plan was reviewed by the Board of Library Trustees. It was noted that some of these items have already been implemented due to COVID-19 while other items are planned for the future contingent upon funding. The Library Trustees thanked Vicki Mueller on her efforts.

G. Per Capita Grant Submittal

A motion to approve submittal of the Per Capita Grant contingent upon final review by the President of the Library Board of Trustees was made by President Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

A motion to take a five-minute break at 8:38 p.m. was made by Trustee Dunn and seconded by President Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

The meeting resumed at 8:44 p.m. with the following present by roll call: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba.

Please note: Vicki Mueller left the meeting at 8:45 p.m.

XIII. Executive Session: 5 ILCS 120/2(c)21 Discussion of minutes lawfully closed under this Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06.

A motion to go into Executive Session at 8:45 p.m. citing 5 ILCS 120/2(c)21 Discussion of minutes lawfully closed under this Act, whether for purposes of approval by the body of minutes or semi-annual review of the minutes as mandated by Section 2.06 was made by President Norris and seconded by Trustee Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

A motion to exit Executive Session at 8:52 p.m. was made by Trustee Dunn and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

Adjournment: A motion to adjourn the February 22, 2021 Regular Board of Library Trustees meeting at 8:52 p.m. was made by Trustee Zaremba and seconded by President Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.