

Wood Dale Public Library District
520 North Wood Dale Road, Wood Dale, Illinois 60191
June 21, 2021 Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
June 21, 2021
7:30 p.m.

I. Call to Order

President Dunn by called the June 21, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on June 21, 2021 at 7:31 pm at the Main Library at 520 North Wood Dale Road, Wood Dale, IL 60191.

II. Roll Call

Present: Dunn, Matuszewski, Norris, Sparacio

Absent: Krebasch, Szabo, Zaremba

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.

Please note: Trustee Krebasch entered the meeting at 7:32 p.m.

IV. Secretary's Report

A. May 17, 2021 – Regular May 17, 2021 Board of Library Trustees Meeting Minutes

President Dunn presented the May 17, 2021 Board of Library Trustees Meeting Minutes. A motion to approve the May 17, 2021 Regular Board of Library Trustees Meeting minutes was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent; Szabo, Zaremba. Motion passed.

V. Financial Reports

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

Trustee Krebasch reported on the Treasurer's report. A motion to approve the Treasurer's Report: Revenue/Expenses by Fund/Investment was made by Trustee Krebasch and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent; Szabo, Zaremba. Motion passed.

B. Bill List/Cash Disbursements

Trustee Krebasch reviewed the bill list/cash disbursements with Board of Library Trustees. She noted that there was a bill for staking of the fence property line. Otherwise, there was nothing out of the ordinary and all regular bills. A motion to approve the Bill

List/Cash Disbursements was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

VI. Director's Report

Director Bergendorf asked if there were any questions about her report. Trustee Sparacio inquired about the proposed new collection "Library of Things". Director Bergendorf reported that it is a collection of items that patrons can check out that are things they may not have at home. She reported the Library will evaluate what type of items to include. Some libraries have microscopes, while others have cooking items. She gave an update on the Betty Lhotak Memorial and reported she is working with the donor on a plaque. She reported it is great to see children back in the Library with many programs full. The Library discussed the 4th of July holiday weekend with the Library being open on Saturday. A motion to approve the Director's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

VII. President's Report

President Dunn noted she had no report.

VIII. Correspondence and Communications

Nothing to report.

IX. Legal/Ethics

A. Legal Memos: Nothing to report.

B. Ethics Update: Director Bergendorf noted the website for the Attorney General's office is down.

X. Continuing Business

A. Report from Independent Construction Services

1. WDPL Status Update Report:

A. Issues Log: Director Bergendorf reported the architect feels the major concealed conditions have been uncovered. President Dunn noted a new tile design has been done for the lobby bathrooms. Director Bergendorf reviewed the issues log with the Board of Library Trustees.

B. Contract and Change Order Log

Director Bergendorf reported the lien has been resolved. Director Bergendorf reported she is going to reach out to the subcontractor regarding labor pricing.

C. Allowance Logs

Director Bergendorf noted it shows the contract amount with the change orders.

D. Owner's Held Contingency

Director Bergendorf noted she will reach out with questions to ICS.

E. Progress Payment Review

We are at seventy-one percent of billed construction contract amount.

F. General Update

Director Bergendorf reported we may have a move in September.

B. Fiscal Compliance Calendar FY2021-2022

The Board of Library Trustees reviewed the Fiscal Compliance Calendar. Director Bergendorf reviewed the fiscal compliance calendar with the Board of Library Trustees. It was noted the August and September dates have been changed to coincide with mandatory legal requirements. A motion to approve the Fiscal Compliance Calendar FY2021-2022 was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

XI. New Business

A. Ratify FF&E Systems and Office Furniture with Forward Space – FF&E Change Order No. 1

A motion to Ratify FF&E Systems and Office Furniture with Forward Space – FF&E Change Order No. 1 was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

B. Resolution #5 2021- Approving Change Order No's 5, 6, and 7 – Resolution Approving Change Order No. 5, 6, and 7 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District.

Trustee Norris recited Resolution #5 2021- Approving Change Order No's 5, 6, and 7 – Resolution Approving Change Order No. 5, 6, and 7 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District and made a motion to approve with a second by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

C. Ordinance #4 2021 – An Ordinance Establishing Meeting Dates

Trustee Norris recited Ordinance #4 2021 – An Ordinance Establishing Meeting Dates and made a motion to approve with a second by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

D. Annual Report Activities – Audit of Records

Trustee Norris and Trustee Sparacio volunteered with Trustee Matuszewski offering to serve as a back-up for the Audit of Records.

E. Working Budget FY2022

Director Bergendorf reviewed the working budget with the Library Board of Trustees. She reviewed the cash flow of the Special Reserve Fund with finishing the building program. A motion to approve the Working Budget FY2022 was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

F. Personnel Wages and Benefits

Director Bergendorf gave an overview of the need for a maintenance person when the new building opens and the potential for some part-time positions. Director Bergendorf discussed with the Library Board their thoughts about raises. It was noted that staff last year did not receive any raises. There was a discussion about the raises by the Library Board of Trustees and the budget line item for raises in the Personnel budget. Director Bergendorf noted she included funds for raises within that line.

G. Ordinance #5 2021 – An Ordinance Transferring Funds to the Special Reserve Fund

Trustee Norris recited and made a motion to approve Ordinance #5 2021- An Ordinance Transferring Funds to the Special Reserve Fund in the amount of \$400,000 with a second by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

A motion to take a break at 9:15 pm was made by President Dunn and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

The Board of Library Trustees resumed their meeting at 9:22 pm with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio.

XII. Executive Session

A. 5 ILCS 120/2/(c)1 Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A motion to go into Executive Session at 9:22 pm citing 5 ILCS 120/2/(c)1 Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity was made by Trustee

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

A motion to exit Executive Session at 9:55 pm was made by President Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.

President Dunn directed Director Bergendorf to give Assistant Director Klos a \$5,000 bonus for when she filled in as Interim Director. Director Bergendorf was given a raise of \$3,700.

XIII. Adjournment: A motion to adjourn the June 21, 2021 Regular Board of Library Trustees meeting at 9:57 p.m. was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio; Absent: Szabo, Zaremba. Motion passed.