

Wood Dale Public Library District
520 North Wood Dale Road, Wood Dale, Illinois 60191
July 19, 2021 Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
July 19, 2021
7:30 p.m.

I. Call to Order

President Dunn called the July 19, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on July 19, 2021 at 7:35 pm at the Main Library at 520 North Wood Dale Road, Wood Dale, IL 60191.

II. Roll Call

Present: Dunn, Matuszewski, Szabo, Zaremba

Absent: Krebasch, Norris, Sparacio

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. June 21, 2021 – Regular June Board of Library Trustees Meeting Minutes

President Dunn presented the June 21, 2021, Board of Library Trustees Meeting Minutes.

President Dunn noted two corrections to the minutes. A motion to approve the June 21, 2021 Regular Board of Library Trustees Meeting minutes as amended was made by President Dunn and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Matuszewski; Abstain: Sparacio, Szabo; Absent; Norris, Krebasch. Motion passed.

Please note: Trustee Sparacio entered the meeting during review of minutes at 7:36 p.m.

V. Financial Reports

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

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

B. Bill List/Cash Disbursements

President Dunn reviewed the bill list/cash disbursements with Board of Library Trustees. Trustee Zaremba inquired about the bill from CDW (flat panel TV's for library) and Central Technologies (self-checkout). A motion to approve the Bill List/Cash

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

VI. Director's Report

Director Bergendorf asked if there were any questions about her report. Director Bergendorf reported there is more traffic in the Library. The in-person programs are popular and circulation is back-up. The Make and Take items continue to be popular. She noted the construction project required 2 days of closures for sprinkler system work and 1 ½ days of closure due to painting and staining. She reported there are a few more closures coming up. A Trustee inquired about the backyard grass. Dan Eallonardo reviewed that certain grasses help with the drainage system. Director Bergendorf reported on the upcoming SWAN upgrade for the online automation system the staff uses and that an online upgrade for the Public Access Computers is coming in the Fall. Trustee Szabo asked the Library to have a table at the Public Work event on September 2 from 3:30 – 6:30 p.m. A motion to approve the Director's Report was made by Trustee Sparacio and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

VII. President's Report

President Dunn noted she had no report.

VIII. Correspondence and Communications

Director Bergendorf reported we received a letter for our Per Capita grant which includes more funds.

IX. Legal/Ethics

A. Legal Memos: Within the board packet contained a legal memo outlining an amendment to the existing Whistleblowers Act.

B. Ethics Update: Nothing to Report

X. Continuing Business

A. Report from Independent Construction Services

1. WDPL Status Update Report: Dan Eallonardo reported he had requested an updated schedule. He noted we had had no issues with the permit.

A. Issues Log: Dan Eallonardo noted many items are closed on the issues log. He outlined items that have been reviewed or are in the process of review.

B. Contract and Change Order Log

Change Order #8 is on the agenda: items include bringing some existing sprinkler heads up to code; patching of the meeting room ceiling; recessing an area of drywall for shelving; insulation; and changing the front bathroom accessories to match the back bathroom so we have the same toilet paper supplies for both areas.

He also noted there will be a furniture credit due to design change.

C. Allowance Logs

It was noted almost all of the allowance log has been used.

D. Owner's Held Contingency

He noted Change Order #8 will be funded from this contingency.

E. Progress Payment Review

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

F. General Update

Dan Eallonardo noted on the agenda is approval for a Circulation Desk. Dan is asking for the Board to consider authorizing someone to sign a partial change order to move ahead on the desk as soon as possible so it is not delayed. The Board of Library Trustees also reviewed items which will be on the next change order. Dan Eallonardo felt we are in good shape in terms of the budget overall and that most change orders are necessities or more cost effective at this time. It has not involved many frills.

XI. New Business

A. Resolution #6 2021- Approving Change Order No. 8 – Resolution Approving Change Order No. 8 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District in the amount of \$30,624.

Trustee Szabo recited Resolution #6 2021- Approving Change Order No. 8 – Resolution Approving Change Order No. 8 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District in the amount of \$30,624 and made a motion to approve with a second by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

B. Authorize Acceptance of Change Order No. 1 – Bid Package #4 to Meilahn

A motion to Authorize Acceptance of Change Order No. 1 – Bid Package #4 to Meilahn (credit) was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

C. Authorize the Board President and/or Library Director to Sign Change Order authorizing Bergen Construction for Circulation Desk Construction as Designed by the Architect not to exceed \$41,013.

A motion to Authorize the Board President and/or Library Director to Sign Change Order authorizing Bergen Construction for Circulation Desk Construction as Designed by the

Architect not to exceed \$41,013 was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

Please note: Dan Eallonardo left the meeting at 8:43 p.m.

D. Ordinance #6 2021- An Ordinance Levying a Special Tax of .02% for Building and Maintenance

Trustee Szabo recited Ordinance #6 2021 – An Ordinance Levying a Special Tax of .02% for Building and Maintenance and made a motion to approve with a second by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

E. Statement of Cash Receipts and Disbursements – July 1, 2020 through June 30, 2021

A motion to accept the Statement of Cash Receipts and Disbursements – July 1, 2020 through June 30, 2021 was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

F. Mask Guidelines

Director Bergendorf reported that a variety of libraries have different guidelines. Some require masks in all areas, some require masks only in the juvenile department, some don't require masks at all. Director Bergendorf did say that at the Wood Dale Park District they require masks in areas where there are children 12 and under. The Board provided information regarding what is happening in other communities, that it is a fluid situation and we will continue to do what we are doing until we learn what WD#7 is planning.

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 8:57 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 Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

A motion to exit Executive Session at 9:20 pm was made by President Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

President Dunn asked for a motion. A motion to award a \$5,000 bonus to the Assistant Director was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

XIII. Adjournment: A motion to adjourn the July 19, 2021 Regular Board of Library Trustees meeting at 9:22 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.