

Wood Dale Public Library District
September Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
September 13, 2021
7:30 p.m.

I. Call to Order

President Dunn called the September 13, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on September 13, 2021 at 7:30 pm at the Wood Dale Park District Recreation Complex at 111 East Foster, Wood Dale, IL 60191.

II. Roll Call

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

Absent: Matuszewski

Others Present: Bergendorf, Eallonardo, Klos

*Please note: Trustee Sparacio meet the eligibility requirements for remote participation.
Matt Ellmann entered the meeting at 8:50 p.m.*

III. Town Hall: No one was present for town hall.

IV. Secretary's Report

A. Minutes: August 2, 2021 – Regular August Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the August 2, 2021 – Regular August Board of Library Trustees Meeting Minutes to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the Regular Board of Library Trustees Meeting minutes was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

V. Financial Report

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

Trustee Krebasch presented the Treasurer's Report to the Board of Library Trustees. A motion to approve the Treasurer's Report was made by President Dunn and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

B. Bill List/Cash Disbursements

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. It was noted there was a payment to Bergen Construction and a payment to ICS which includes appliances. A motion to approve the Bill List/Cash Disbursements was made by

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

VI. Director's Report

Director Bergendorf asked if there were any questions on her board report. Director Bergendorf reported that staff is starting to attend community events. We are participating in a coordinated SWAN order for the reading tracking program Beanstack. Trustee Zaremba inquired if we were planning to post information that refers patrons to library services while we are closed for the move. Director Bergendorf replied that we would have something posted for patrons. Trustee Zaremba also shared a library flyer from Addison Public Library. A motion to approve the Director's Report was made by Trustee Krebasch and seconded by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

VII. President's Report

President Dunn reported she has been visiting the Library during construction and had positive comments about the construction progress.

VIII. Correspondence and Communications

Nothing to report.

IX. Legal/Ethics

A. Legal Memos – Director Bergendorf and the Board of Library Trustees reviewed a legal memo regarding recent legislation regarding property tax objections.

B. Ethics Update - Nothing to Report.

X. Continuing Business

A. Report from Independent Construction Services

1. WDPL Status Update Report

The Phase 2 furniture is installed with collection and shelving back. The HVAC is functioning. Much of the electrical is complete with the punch list in process. Remaining items will take a while to resolve.

2. Issues Log

Dan Eallonardo reviewed the issues log with the Board of Library Trustees. He reported on items that were closed and items outstanding. He reported a screen for the meeting room kitchen exhaust is being designed.

3. Contract and Change Order Log

Dan Eallonardo reviewed the Change Orders in detail with the Board of Library Trustees

4. Allowance Log

Dan Eallonardo reported we have \$356 left in our Allowance Log. These funds at some point will be applied to a change order.

5. Owner Held Contingency

Dan Eallonardo reported there was \$119,880 left in contingency.

6. Progress Payment Review

The project payment is at 86 percent complete.

7. General Update

The Board of Library Trustees did a review of the furniture budget. Dan Eallonardo reported the savings are significant due to the bidding process. Director Bergendorf reported that storage furniture/shelving is needed to accommodate our current collection of library material. Available appliances will be delivered by ABT this week. A few items are on back-order for later delivery.

B. Annual Report Review

Director Bergendorf reported we have had a high amount of passive program participation by adults. We have experienced fewer teens and children participating due to COVID-19 and construction. We had significantly lower circulation and attendance for the year. We did have children attend outdoor programming this summer.

XI. New Business

A. Resolution #8 2021 Approving Change Order No's 10, 11, 12, 13 and 14: Resolution Approving Change Order No. 10, 11, 12, 13 and 14 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District

Trustee Krebasch recited Resolution #8 2021 Approving Change Order No's 10, 11, 12, 13 and 14: Resolution Approving Change Order No. 10, 11, 12, 13 and 14 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District with a second by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

B. Authorize Acceptance of Change Order No. 1 – Bid Package #1 to Interiors for Business for \$600

A motion to Authorize Acceptance of Change Order No. 1 – Bid Package #1 to Interiors for Business for \$600 was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

C. Authorize Acceptance of Change Order No. 3 – Bid Package #2 to Forward Space for \$375

A motion to Authorize Acceptance of Change Order No. 3 – Bid Package #2 to Forward Space for \$375 was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

D. Public Hearing Report for the Budget and Appropriation Ordinance – Ordinance #8 2021

It was reported no one attended the Public Hearing or submitted prior comments for testimony.

E. Budget and Appropriation Ordinance – Ordinance #8 2021 Recital and Approval

Trustee Krebasch made a motion to approve and recited the Budget and Appropriation Ordinance – Ordinance #8 2021. She recited the first paragraph of the Ordinance, and reported the Estimated Income Available of \$7,590,800 with Total Estimated Expenditures From All Funds of \$6,601,075. A second to the motion was made by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

F. Approval of Benefit Package for Employees Requiring 6 Day Pre-Posting Prior to Vote

A motion to approve a raise of \$4,500 to Director Bergendorf, retroactive to the first payroll of FY22 was made by Trustee Norris and seconded by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

G. Total Compensation Package for the Wood Dale Public Library District 2021

Trustee Krebasch recited the introduction to the Total Compensation Package for the Wood Dale Public Library District 2021. A motion to approve the Total Compensation Package for the Wood Dale Public Library District 2021 was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

H. Illinois Freedom of Information Act Information

The Board of Library Trustees reviewed the Illinois Freedom of Information Act. Trustee Krebasch requested the document reflect her formal first name. A motion to accept the Illinois Freedom of Information Act Information document was made by Trustee Norris and seconded by Trustee Szabo. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

I. Audit of Secretary's Records: Report, Supplemental Statement and Recommendations

Trustee Norris reported that she and Trustee Sparacio examined the Secretary's records. She reported on the audit of the Secretary's records and reviewed the

Supplemental Statement with the Board of Library Trustees. A motion to accept the Audit of Secretary's Records: Report, Supplemental Statement and Recommendations was made by Trustee Sparacio and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

J. Wood Dale Public Library District Resolution #9 2021: Resolution Regarding Release of Closed Session Minutes

Trustee Krebasch recited and made a motion to approve Wood Dale Public Library District Resolution #9 2021: Resolution Regarding Release of Closed Session Minutes with a second by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.

K. Exploration of Library Services

Director Bergendorf reviewed that the Library will open with some items incomplete and potentially a temporary Public Service Desk. The Board of Library Trustees provided comments regarding the Holiday Open House recognizing changes need to be made due to COVID-19. The Board of Library Trustees discussed the desire to have a Grand Opening Celebration separate in the Spring in order to incorporate the outdoors. The Director discussed making changes to allow for free faxing and other services to explore.

XII. Adjournment: A motion to adjourn the September 13, 2021 Regular Board of Library Trustees meeting at 8:55 p.m. was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Sparacio, Szabo, Zaremba; Absent: Matuszewski. Motion passed.