

Wood Dale Public Library District
October Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
October 18, 2021
7:30 p.m.

I. Call to Order

President Dunn called the October 18, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on October 18, 2021 at 7:30 p.m. at the Wood Dale Public Library District at 520 North Wood Dale Road, Wood Dale, IL 60191.

II. Roll Call

Present: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba

Absent: Norris

Others Present: Bergendorf, Eallonardo, Klos

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

IV. Secretary's Report

A. Minutes:

1. September 13, 2021 – Public Hearing Budget and Appropriation Ordinance Meeting Minutes

Trustee Zaremba presented the September 13, 2021 – Public Hearing Budget and Appropriation Meeting minutes to the Board of Library Trustees of the Wood Dale Public Library District for approval. A motion to approve the September 13, 2021 Public Hearing Budget and Appropriation Ordinance Regular Board of Library Trustees Meeting minutes was made by Trustee Krebasch and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Sparacio, Szabo, Zaremba; Absent: Norris; Abstain: Matuszewski. Motion passed.

2. September 13, 2021 – Regular September Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the September 13, 2021 – Regular September 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 September 13, 2021 Regular September Board of Library Trustees Meeting Minutes was made by Trustee Krebasch and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Sparacio, Szabo, Zaremba; Absent: Norris; Abstain: 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 Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

B. Bill List/Cash Disbursements

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. Project payments were noted. A motion to approve the Bill List/Cash Disbursements was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

VI. Director's Report

Director Bergendorf asked if there were any questions on her board report. Director Bergendorf reported October 18 was our first day open and we have received positive feedback. We received temporary occupancy on Friday, October 15 and PR material was sent out over the weekend. Library material holds for Wood Dale patrons started this week with a plan to transition to sending holds to other libraries. The Library sponsored the storyteller for Stories in the Barn and the Library is planning to attend Trunk or Treat. The Library Director thanked the Board and Staff for support of the building project and Dan Eallonardo for his work on the project. A motion to approve the Director's Report was made by Trustee Sparacio and seconded by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

Please note: Trustee Norris arrived at 7:35 p.m.

VII. President's Report

President Dunn reported she has received positive feedback about the Library building from patrons.

VIII. Correspondence and Communications

Director Bergendorf reported the Per Capita Grant is due January 15, 2022. A thank you letter from Trustee Matuszewski was distributed to the Board of Library Trustees for their review.

IX. Legal/Ethics

A. Legal Memos – Director Bergendorf reported the Levy is due for filing by December 27, 2021.

B. Ethics Update - Nothing to Report.

X. Continuing Business

A. Report from Independent Construction Services

1. WDPL Status Update Report

Dan Eallonardo reported we received a temporary certificate of occupancy. The front lobby bathrooms need a revision of the emergency lighting. This work should be done by the end of the week.

2. Issues Log

Dan Eallonardo reviewed the issues log with the Board of Library Trustees. He reported on item #139 that is a screening for the kitchen exhaust. He reported he will ask the architect if painting is a viable option for a lesser cost. Trustee Krebasch inquired about a plastic (PVC) option that would require less maintenance. Dan Eallonardo reported he will inquire about all options and come back with numbers. The Board of Library Trustees discussed the potential options.

He also reviewed Issue Log #208 – New Men’s Restroom ADA compliancy. He reported the outside wall and door frame needs to be moved to expand access. The Architect’s position is that other work has not been billed and is of the opinion the Owner should pay for the cost of this item. It was noted the architect is paid on the basis of the original contract which does not include contingency expenditures. Dan Eallonardo is analyzing a spreadsheet provided by the architect and wants to examine costs absorbed by the architect and costs absorbed by the Library before making a recommendation regarding payment for this item. The Board agreed mandatory work needs to proceed.

3. Contract and Change Order Log

It was reported there was \$119,830 remaining in the Contingency without Change Order No. 15 for new baby changing stations in the lobby bathrooms.

4. Allowance Log

Dan Eallonardo reported the remaining amount in our Allowance Log was charged to a portion of the cost of the baby changing stations.

5. Owner Held Contingency

Dan Eallonardo reported on the Owner Held Contingency on the balance including the baby changing stations cost.

6. Progress Payment Review

The project payment is at 90 percent complete.

7. General Update

President Dunn inquired about the replacement of the tile in the activity room. It was reported this work is being done the following week. Dan Eallonardo reported there are a few pieces of furniture still missing and the punch list is being worked on.

XI. New Business

A. Approval of Construction Allowance No. 11 to Bergen Construction for \$356

Trustee Krebasch made a motion for Approval of Construction Allowance No. 11 to Bergen Construction for \$356 with a second by Trustee Matuszewski. Roll Call Vote -

Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

B. Approving Change Order No. 15 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District for \$241

A motion Approving Change Order No. 15 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District for \$241 was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

C. Ratify Change Order No. 101 to Contract with Meilahn for Additional Shelving for the Wood Dale Public Library District for \$870

A motion to Ratify Change Order No. 101 to Contract with Meilahn for Additional Shelving for the Wood Dale Public Library District for \$870 was made by Trustee Krebasch and seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

D. Resolution #10 2021 Resolution to Determine Estimate of Funds Needed for 2021-2022 Fiscal Year

Trustee Krebasch recited and made a motion to approve Resolution #10 2021 Resolution to Determine Estimate of Funds Needed for 2021-2022 Fiscal Year with a second by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

E. State of Illinois Records Disposal Certificate

A motion to authorize Trustee Zaremba to sign the State of Illinois Records Disposal Certificate was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

F. Disposal of Executive Session Digital Records prior to June, 2020

A motion to approve the Disposal of Executive Session Digital Records prior to June 2020 was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

G. Report on Audit Activities

Director Bergendorf reported the auditor is conducting the audit the first week of November. The auditor will send a survey to each Trustee.

H. Medical Insurance Renewal

Director Bergendorf reported our broker recommended to renew our medical insurance plan with Blue Cross/Blue Shield of Illinois due to a total average overall price increase of less than .95 percent.

Director Bergendorf also reported we will have an inspection by LIRA on this upcoming Friday and we will cancel our Builder's Risk coverage. She also noted an updated appraisal of the facility is needed.

President Dunn inquired about our Holiday Open House plans. Director Bergendorf reported we are planning library scavenger hunt activities the second week of December. Adults and teens can complete their activity during any hour the Library is open Monday – Thursday while children and families are signing up for fifteen minute time sessions from 5 to 7:45 p.m.

President Dunn thanked the Board of Library Trustees for their active involvement as Board members, their preparation and participation in Board meetings, and their involvement with the building program.

XII. Adjournment: A motion to adjourn the October 18, 2021 Regular Board of Library Trustees meeting at 8:49 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.