

Wood Dale Public Library District
November Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
November 15, 2021
7:30 p.m.

I. Call to Order

President Dunn called the November 15, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 15, 2021 at 7:33 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, Szabo, Zaremba

Absent: Norris, Sparacio

Others Present: Bergendorf, Eallonardo, Klos

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

IV. Secretary's Report

A. Minutes: October 18, 2021 – Regular October Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the October 18, 2021 – Regular October 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 October 18, 2021 Regular October Board of Library Trustees Meeting Minutes was made by Trustee Krebasch and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

Please note: Trustee Sparacio arrived at 7:34 p.m.

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 Trustee Matuszewski and seconded by President Dunn. 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 building payments were noted. 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, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

VI. Director's Report

Director Bergendorf asked if there were any questions on her board report. President Dunn inquired about the plan for business credit cards. Director Bergendorf reported we are in the planning process and we would need to draft recommendations. Trustee Sparacio inquired about the Beanstack program. Director Bergendorf reported the Beanstack reading app is used by around fifty percent of the SWAN libraries. A group purchase with a discount was proposed to include more SWAN members. Director Bergendorf reported it provides consistency within the consortium and allows further program collaboration. It allows the ability to run multiple reading programs concurrently, for example, 1000 Books Before Kindergarten and special programs by month or year. The product also has a very user friendly mobile app. For the upcoming January winter reading program Beanstack has partnered with a publisher and the publisher eBooks are available for free.

Trustee Matuszewski inquired what it meant to receive a Certificate of Substantial Completion. Dan Eallonardo reported it is the date kick-off for the one-year warranty of items completed. Trustee Matuszewski stated she loved the handout from the Shape of Wood Dale. President Dunn gave a further report on the Shape of Wood Dale. The Library Director reported on the traffic in the library, checkout rates and changes to loan periods and renewals. She reported the mobile library event was successful. Trustee Krebasch inquired about the insurance report from LIRA and their recommendations regarding electrical outlets. A motion to approve the Director's Report was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

VII. President's Report

President Dunn reported the Shape of Wood Dale was very good. The Library received one question at the event.

VIII. Correspondence and Communications

President Dunn distributed a letter from Itasca Bank & Trust, Inc. in regards to the Shape of Wood Dale.

IX. Legal/Ethics

A. Legal Memos – Nothing to Report.

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 the Certificate of Substantial Completion on October 18. The HVAC/AV/Door Hardware/and Snow Melt will have a separate completion date when fully operational. We currently have a Temporary Certificate of Occupancy for a majority of the items are almost complete.

2. Issues Log

Dan Eallonardo reported he is still waiting on pricing for a few items. He has inquired about pricing for the kitchen exhaust for three options: painting the exhaust, building a screen from cedar, or construction of a PVC screen.

3. Contract and Change Order Log

He reported on Contract progress and Change Orders for 16, 17 and 18 is included for approval at the board meeting tonight.

4. Allowance Log

There are no remaining funds in the allowance log.

5. Owner Held Contingency

Dan Eallonardo reported on the Owner Held Contingency is under \$42,000 but noted this includes moving costs.

6. Progress Payment Review

The progress project payment is at 92 percent complete.

7. General Update

Dan Eallonardo reviewed the Change Orders with the Library Board of Trustees. Change Order #16 for \$53,670 is for the third and final phase of moving. Change Order #17 for \$10,128 covers the payment for dumpsters, plumbing changes, sprinkler work, millwork for trash cans and TV mounting in the Activity Room. Pay applications to Bergen and Meilahn were included in tonight's bills. The HVAC system work continues. Audiovisual items are delayed in shipment and work on the punch list continues. The Architect plans to conduct a walk through with Bergen Construction to pair-down the punch list. Dan Eallonardo reported that Bergen Construction reported the backsplash tilework in the Activity Room needs to be redone.

As for the revision to the men's restroom for ADA compliance, Dan Eallonardo reported his recommendation is to pay for the revision costs. He reported there is an almost equal balance between architect errors and additional fees the architect could have charged. The Architect agreed to lower the amount paid for furniture since the fee estimate was calculated on a higher furniture spending amount. Trustee Krebasch asked for clarification regarding what are considered errors done by the architect. Dan Eallonardo gave a few examples of errors as compared to project changes.

Director Bergendorf reviewed the dimensions of the kitchen exhaust screening. She also reported we have not received any negative comments about the kitchen exhaust.

Please note: Dan Eallonardo left the meeting at 8:35 p.m.

XI. New Business

A. Resolution #11 2021 Approving Change Order No.'s 16 and 17: Resolution Approving Change Order No. 16. and 17 For Renovations to the Wood Dale Public Library District in the amount of \$63,798

Trustee Krebasch recited and made a motion to approve Resolution #11 2021 Approving Change Order No.'s 16 and 17: Resolution Approving Change Order No. 16 and 17 For Renovations to the Wood Dale Public Library District in the amount of \$63,798 with a second by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

B. Resolution #12 2021 Approving Change Order No. 18 : Resolution Approving Change Order No. 18 For Renovations to the Wood Dale Public Library District in the amount of \$13,977

Trustee Krebasch recited and made a motion to approve Resolution #12 2021 Approving Change Order No. 18: Resolution Approving Change Order No. 18 For Renovations to the Wood Dale Public Library District in the amount of \$13,977 with a second by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

C. Certificate of Substantial Completion

A motion to accept the Certificate of Substantial Completion was made by Trustee Krebasch and seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

D. Material Selection Policy – Biennial Review

A motion to accept the Material Selection Policy was made by Trustee Szabo and seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

E. Drug and Alcohol Free Library Policy – Biennial Review

A motion to approve the updated Drug and Alcohol Free Library Policy contingent upon the attorney providing the notice document was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

F. Public Meeting Room Use Policy

A motion to approve the Public Meeting Room Policy with the change from “Administrator” to “Director” was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

G. Tax Levy Ordinance – Ordinance #9 2021

Trustee Krebasch recited and made a motion to approve Tax Levy Ordinance – Ordinance #9 2021 with a second by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

H. Certificate of Compliance – Truth in Taxation Law

A motion was made by Trustee Zaremba authorizing President Dunn to sign the Certificate of Compliance – Truth in Taxation Law and was seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

I. Per Capita Grant Requirement Review

The Board of Library Trustees reviewed the following checklists of the Illinois Public Library Standards for the per capita grant: Reference, Reader’s Advisory, Programming, Youth and YA Services, and Technology.

XII. Adjournment: A motion to adjourn the November 15, 2021 Regular Board of Library Trustees meeting at 9:20 p.m. was made by Trustee Zaremba and seconded by Trustee Sparacio. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.