

Wood Dale Public Library District
December Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
December 20, 2021
7:30 p.m.

I. Call to Order

President Dunn asked Secretary Zaremba to call the December 20, 2021 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 20, 2021 at 7:32 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 (phone), Norris, Szabo, Zaremba

Absent: Matuszewski, Sparacio

Others Present: Berg (phone), Bergendorf, Eallonardo, Klos

Director Bergendorf reported that Trustee Krebasch meet the criteria to attend the meeting remotely.

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

IV. Secretary's Report

A. Minutes: November 15, 2021 – Regular November Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the November 15, 2021 – Regular November 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 November 15, 2021 Regular November Board of Library Trustees Meeting Minutes was made by President Dunn and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

President Dunn asked Auditor Dan Berg to present the Audit Report. See New Business Section.

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

VI. Director's Report

Director Bergendorf reported we are changing loan period back to pre-construction/pandemic levels. A new material category of console games is being added. She noted there is an upcoming new library catalog, Aspen, this winter. She noted that library content providers are starting to bundle multiple products. She noted vendors are competing to add streaming content to their platforms. For example, Hoopla has a BingePass for magazines and Great Courses while magazines were added to the Overdrive collection. Overdrive is also planning to add Great Courses and Kanopy. We have purchased Kanopy through SWAN. Director Bergendorf noted there is going to be a movement to see which vendors prevail in offering content. Director Bergendorf reported the mask mandate expires the first week in January and surveyed the Board of Trustees regarding their thoughts if the mask mandate expires. It was the consensus to continue our past practice of retaining a mask mandate as an option as a governmental entity. Director Bergendorf also reported we are in a continual process of contingency planning due to COVID-19 in regards to staffing levels and programming.

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

VII. President's Report

President Dunn reported Trustee Matuszewski is unable to attend tonight but doing well.

VIII. Correspondence and Communications

Nothing to Report.

IX. Legal/Ethics

- A. Legal Memos** – The Board of Library Trustees reviewed a memo regarding Property Tax cap legislation.
- B. Ethics Update** - The Trustees names will be submitted to DuPage County for Ethics Statement Filing.

X. Continuing Business

A. Report from Independent Construction Services

1. WDPL Status Update Report

There are still a few remaining items to complete. The HVAC should be completed in early January. Dan Eallonardo reviewed the recent “bugs” in the HVAC systems. He

reported we have a Partial Certificate of Occupancy with a few items remaining for completion.

2. Issues Log

The AV items are still on backorder. He reviewed items of which we have pricing and items which are on tonight's Change Orders. He reported the fire sprinkler system is losing pressure. There was a leak in an existing pipe hidden in a wall. He will have pricing for other items for next month.

3. Contract and Change Order Log

Dan reported on the Contract Change Orders. It was noted the requirement of an emergency boiler shut-off buttons were requested by the State Inspector.

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 at \$28,733 and noted this includes moving costs.

6. Progress Payment Review

The progress project payment is at 94 percent complete.

7. General Update

There was a general discussion of when the job will be complete. Project completion is expected in the spring. Punch list items will continue beyond that timeframe. There will be an inspection of outside items this spring or summer.

Please note: Dan Eallonardo left the meeting at 8:40 p.m.

XI. New Business

A. Audit Report

Dan Berg reported he was issuing a clean unmodified opinion and congratulated the Board of Library Trustees on the report. He noted several changes in the report were due to the investments made in the capital building program. He noted IMRF stock went up so we have a 96.8 percent net position. He noted our fund balances are appropriate for non-major funds. Dan Berg exited the meeting at 7:46 p.m.

B. Acceptance of Audit

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

C. Resolution #13 2021 Approving Change Order No. 19 : Resolution Approving Change Order No. 19 To Bergen Construction For Renovations to the Wood Dale Public Library District in the amount of \$13,131

Trustee Krebasch recited and made a motion to approve Resolution #13 2021 Approving Change Order No. 19: Resolution Approving Change Order No. 19 For Renovations to the Wood Dale Public Library District in the amount of \$13,131 with a second by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

D. Approving Change Order No. 2 to Contract with Meilahn for Additional Shelving to the Wood Dale Public Library District in the amount of \$2,280

Trustee Krebasch recited and made a motion Approving Change Order No. 2 to Contract with Meilahn for Additional Shelving to the Wood Dale Public Library District in the amount of \$2,280. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

E. Certificate of Substantial Completion – BP1 Interiors for Business

A motion to accept the Certificate of Substantial Completion – BP1 Interiors for Business was made by Trustee Norris and seconded by Trustee Szabo. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

F. Certificate of Substantial Completion – BP4 Meilahn

A motion to accept the Certificate of Substantial Completion – BP4 Meilahn was made by Trustee Norris and seconded by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

G. Certificate of Substantial Completion – Perimeter Shelving Meilahn

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

H. Per Capita Grant Review

Director Bergendorf reviewed the Illinois Public Library Standards 4.0 with the Board of Library Trustees. It was noted that doing a Strategic Long Range Plan post COVID-19 to determine the future role of the Library is important. There was discussion about how the pandemic has changed how patron use the Library, what type of programs they like, and how to solicit input through mini-patron surveys during the pandemic.

I. Authorization to Submit Per Capita Pending Review by President and Secretary

A motion to authorize to submit the Per Capita Grant by Administration pending review by the President and Secretary or two other Trustees was made by Trustee Norris and seconded by President Dunn. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

J. Ethics Filing

Director Bergendorf reported names will be submitted for the Ethics Filing.

K. Illinois Libraries Present: Intergovernmental Agreement for Joint Programming of Library Programming, Events, and Services

A motion authorizing the Wood Dale Public Library District to participate and sign the Illinois Libraries Present: Intergovernmental Agreement for Joint Programming of Library Programming, Events, and Services was made by President Dunn and seconded by Trustee Szabo. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.

XII. Executive Session: No Need for Executive Session.

XIII. Adjournment: A motion to adjourn the December 20, 2021 Regular Board of Library Trustees meeting at 9:08 p.m. was made by Trustee Zaremba and seconded by Trustee Norris. Roll Call Vote - Ayes: Dunn, Krebasch, Norris, Szabo, Zaremba; Absent: Matuszewski, Sparacio. Motion passed.