

Wood Dale Public Library District  
February Regular Board Meeting Minutes  
Board of Library Trustees the Wood Dale Public Library District  
February 21, 2022  
7:30 p.m.

**I. Call to Order**

President Dunn called the February 21, 2022 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on February 21, 2022 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, Norris, Szabo, Zaremba

Absent: Sparacio

Others Present: Bergendorf, Eallonardo, Klos

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

**IV. Secretary's Report**

**A. Minutes: January 17, 2022 – Regular January Board of Library Trustees Meeting Minutes**

**B.** Trustee Zaremba presented the January 17, 2022 – Regular January 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 January 17, 2022 Regular January Board of Library Trustees Meeting Minutes was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Krebasch, Norris, Szabo, Zaremba; Abstain: Dunn, Matuszewski; Absent: Sparacio. 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, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

**B. Bill List/Cash Disbursements**

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

## **VI. Director's Report**

Director Bergendorf reported that staff is doing a great job serving the community. She recognized several staff members and the projects they are working on. Director Bergendorf highlighted a few items from her report. A motion to approve the Director's Report was made by Trustee Norris and seconded by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

## **VII. President's Report**

No President's Report.

## **VIII. Correspondence and Communications**

Trustee Szabo reported on the collaboration with Morton Arboretum and planting of a few trees on the library property. In April, the City of Wood Dale along with the Library will host a food drive for the food pantry in Wood Dale. The Library is also coordinating with SCARCE to have a recycling exhibit.

## **IX. Legal/Ethics**

**A. Legal Memos - NA**

**B. Legislative Update – NA**

**C. Ethics Update –** The Board reviewed the new Statement of Economic Interest form and will be awaiting further guidance from the Secretary of State's Office.

## **X. Continuing Business**

### **A. Report from Independent Construction Services**

#### **1. WDPL Status Update Report**

See Issues Log and Change Order Log.

#### **2. Issues Log**

Dan Eallonardo reviewed the issues log. He identified outstanding items.

#### **3. Contract and Change Order Log**

Dan reviewed Changer Order #20 with the Board. The change order includes additional work related to the HVAC, sprinklers, additional signage, and cost of civil drawings requested by the City of Wood Dale.

#### **4. Allowance Log**

No report.

#### **5. Owner Held Contingency**

Dan Eallonardo reported that he needs to review this report and he will present an updated contingency balance for the next board meeting.

## **6. Progress Payment Review**

The progress project payment is at 97 percent complete.

## **7. General Update**

Dan Eallonardo reported that the Certificate of Occupancy is coming once review of the As Built drawings is complete. Work is also proceeding with the optional items outlined in last month meeting.

*Please note: Dan Eallonardo left the meeting at 8:14 p.m.*

## **XI. New Business**

### **A. Resolution #2 2022 – Approving Change Order No. 20 - Resolution Approving Change Order No. 20 to Contract With Bergen Construction Corp. for Renovations to the Wood Dale Public Library**

Trustee Norris recited Resolution #2 2022 – Approving Change Order No. 20 - Resolution Approving Change Order No. 20 to Contract With Bergen Construction Corp. for Renovations to the Wood Dale Public Library and made a motion to approve with a second by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

### **B. Authorize Acceptance of Change Order #2 – Bid Package #1 to Interiors for Business, Inc. for \$2,399.71**

Trustee Krebasch made a motion to accept Change Order #2 – Bid Package #1 to Interiors for Business, Inc. for \$2,399.71 with a second by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

### **C. Authorization to Apply for a Business Credit Card through the program offered through Itasca Bank and Trust, Co.**

The Board discussed the need for Library staff to have access to a corporate credit card rather than operating with staff reimbursements. The need for a policy was expressed. Trustee Norris made a motion to authorize the Director to apply for a business credit card through the program offered through Itasca Bank and Trust, Co. with a second by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

### **D. Mask Mandate**

The Board discussed the upcoming change to the State of Illinois mask mandate. The Board noted the lowering COVID cases, lowering transmission rates, and the decisions of other local community organizations to make masks optional. President Dunn made a motion to make face masks optional for staff and patrons starting February 28 to align with the State of Illinois with a second by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

#### **E. Photography and Video Policy**

Director Bergendorf presented the Photography and Video Policy, which replaces the old Videotaping Policy. President Dunn made a motion to approve the Photography and Video Policy with second by Trustee Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

#### **XII. Executive Session:**

- A. 5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

A motion to go into Executive Session at 9:05 pm citing 5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 was made by President Dunn and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

A motion to exit Executive Session at 9:11 p.m. was made by Trustee Norris and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.

**XIII. Adjournment:** A motion to adjourn the February 21, 2022 Regular Board of Library Trustees meeting at 9:12 p.m. was made by Trustee Zaremba and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Szabo, Zaremba; Absent: Sparacio. Motion passed.