

Wood Dale Public Library District  
April Regular Board Meeting Minutes  
Board of Library Trustees the Wood Dale Public Library District  
April 18, 2022  
7:30 p.m.

**I. Call to Order**

President Dunn called the April 18, 2022 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on April 18, 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 (phone), Matuszewski, Sparacio, Szabo, Zaremba

Absent: Norris

Others Present: Eallonardo, Klos, Mueller

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

**IV. Secretary's Report**

**A. Minutes: March 21, 2022 – Regular February Board of Library Trustees Meeting Minutes**

Trustee Zaremba presented the March 21, 2022 – Regular March 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 March 21, 2022 Regular March Board of Library Trustees Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. 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 Trustee Krebasch and seconded by Trustee Matuszewski. 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 noting substantial payments for the month. Trustee Zaremba asked for clarification regarding a staff reimbursement. A motion to approve the Bill List/Cash Disbursements was made by Trustee Krebasch and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

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

Acting Director Klos presented the Director's Report. The planning of the Congressman Raja Krishnamoorthi grant award ceremony is in full swing with invitations and press releases sent out. The library has new self-checkouts that were paid for by a grant. The touch-free component of the self-checkouts is still on back order and the new machines have the ability to customize checkout receipts with marketing information. Board emails were passed out and Vicki Mueller reviewed record retention and upcoming multi-factor authentication with the Board. Trustee Szabo noted that she is a Notary and able to serve in that function for the Library. A motion to approve the Director's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

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

President Dunn reported that she, Trustee Krebasch, and Acting Director Klos met with an Itasca Bank representative for the second draw of funds from the credit line.

## **VIII. Correspondence and Communications**

NA

## **IX. Legal/Ethics**

**A. Legal Memos - NA**

**B. Legislative Update – NA**

**C. Ethics Update –** Acting Director Klos reminded the Board to file their Statement of Economic Interest forms.

## **X. Continuing Business**

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

Dan Eallonardo reported that the Library final occupancy permit has been completed. He reviewed the issues log with the Board stating that many items have been closed out with a few more added to the list as the punchlist is worked on. The change order on the meeting agenda is a credit in the amount of \$1,024. Eallonardo reviewed the Contingency Log and noted we do not anticipate significant change to it in the future. The payment progress with Bergen Construction is at 99 percent with a minimal amount held as retention until the completion of the project. The architect billing is now finalized. Aside from the interior punchlist, some restoration needs to be done on the exterior. The HVAC is another item that is still worked on, as well as the Nicor meter replacement and new line. President Dunn inquired about the status of some of the backordered items and Trustee Krebasch asked about the partition wall reference on the issues log.

*Please note: Dan Eallonardo left the meeting at 8:07 p.m.*

## **XI. New Business**

### **A. Approval of Change Order #21 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District**

Trustee Matuszewski made a motion to approve Change Order #21 to Contract with Bergen Construction Corp. for Renovations to the Wood Dale Public Library District with a second by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

### **B. Certificate of Status of Total Tax Exempt Property**

Trustee Sparacio made a motion to authorize the Board President to sign the Certificate of Status of Total Tax Exempt Property. Trustee Matuszewski seconded the motion. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

### **C. Fiscal Compliance Calendar – Draft**

Acting Director Klos presented a draft of the Fiscal Compliance Calendar. The August Board meeting date needs to be moved to the second Monday of the month to meet statutory deadlines. This item will be up for approval at the June meeting.

### **D. Ordinance #1 - Policy of Service to Non-Residents 2022-2023**

The Board reviewed the Policy of Service to Non-Residents. Acting Director cleared up some questions regarding the charges for non-resident renters and library cards for teachers. President Dunn made a motion to approve Ordinance #1 - Policy of Service to Non-Residents 2022-2023 with a second by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

### **E. Library Grand Re-Opening Celebration Planning**

Acting Director Klos suggested that a September date would work better with regard to planning for the grand re-opening celebration. In addition, a Saturday event would draw more people rather than a weekday event. The Board concurred that September 10 is the best date for the event since it does not coincide with any other community event. Several ideas for the event were discussed along with incorporating the outdoor area.

*Please note: Vicki Mueller left the meeting at 8:02 p.m.*

## **XII. Executive Session:**

### **A. 5 ILCS 120/2/(c)1 Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.**

A motion to go into Executive Session at 8:28 pm citing 5 ILCS 120/2/(c)1 Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body was made by Trustee Matuszewski and seconded

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

A motion to exit Executive Session at 8:39 p.m. was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.

**XIII. Discussion/Action Resulting from the Above Closed Session**

N/A

**XIV. Adjournment:** A motion to adjourn the April 18, 2022 Regular Board of Library Trustees meeting at 8:39 p.m. was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Norris. Motion passed.