

Wood Dale Public Library District  
October Regular Board Meeting Minutes  
Board of Library Trustees the Wood Dale Public Library District  
October 17, 2022  
7:30 p.m.

**I. Call to Order**

President Dunn called the October 17, 2022 Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on October 17, 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, Sparacio, Szabo, Zaremba  
Others Present: Keister, Klos

**III. Public Comment:** No public comments were made.

**IV. Secretary's Report**

**A. Minutes: September 19, 2022 – Public Hearing Meeting Minutes**

A motion to approve the September 19, 2022 Public Hearing Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**B. Minutes: September 19, 2022 – Regular September Board of Library Trustees Meeting Minutes**

A motion to approve the September 19, 2022 Regular September Board of Library Trustees Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**C. Minutes: September 19, 2022 – Board of Library Trustees Special Meeting Minutes**

A motion to approve the September 19, 2022 Board of Library Trustees Special Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. 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. She asked Acting Director Klos to clarify an item for the next meeting. A motion to approve the Treasurer's Report was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

## **B. Bill List/Cash Disbursements**

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. 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, Norris, Sparacio, Szabo, Zaremba. Motion passed.

## **VI. New Business**

### **A. Executive Director Search Proposal**

John Keister of John Keister and Associates presented a proposal for the Executive Director search. He explained his approach and the typical process to the Board. The presentation was followed a question and answer session.

*Please note: John Keister left the meeting at 8:45 p.m.*

The Board discussed the proposal. A motion to accept the Executive Director Search proposal from John Keister and Associates was made by Trustee Norris and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

## **VII. Director's Report**

Acting Director Klos presented the Director's Report. She noted the planning progress for the Holiday Open House. She informed the Trustees that we are expecting to pay the final pay application to IFB next month since only one item is outstanding. The Shape of Wood Dale is set for November 1 and Trustee Norris volunteered to be the back-up speaker. A list of upcoming Administration Projects and Tasks was passed out and discussed. A motion to approve the Director's Report was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

## **VIII. President's Report**

President Dunn reported on the construction meeting she attended with Acting Director Klos.

## **XI. Correspondence and Communications – N/A**

## **X. Legal/Ethics**

**A. Legal Memos** – No report.

**B. Legislative Update** – No report

**C. Ethics Update** – Trustee Matuszewski reviewed the Open Meetings Act section as it relates to executive sessions and volunteered to field any OMA questions to the attorney.

## **XI. New Business - Continued**

**B. Resolution #7 2022 – Resolution to Determine Estimate of Funds Needed For 2022-2023 Fiscal Year**

A motion to approve Resolution #7 2022 – Resolution to Determine Estimate of Funds Needed For 2022-2023 Fiscal Year was made by Trustee Krebasch and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**C. Resolution #8 2022 – Resolution Designating Authorized Agent to the Illinois Municipal Retirement Fund**

A motion to approve Resolution #8 2022 – Resolution Designating Authorized Agent to the Illinois Municipal Retirement Fund was made by Trustee Krebasch and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**D. 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 Krebasch. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**E. Disposal of Executive Session Digital Records prior to May 2021**

A motion to approve Disposal of Executive Session Digital Records prior to May 2021 was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**F. Report on Audit Activities**

Acting Director Klos reported that the audit will take place at the beginning of November and that the auditor will send a survey to each Trustee.

**G. Medical Insurance Renewal**

A motion to approve the Medical Insurance Renewal with Blue Cross and Blue Shield of Illinois was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**H. Per Capita Grant Requirement Review**

Acting Director Klos and the Board of Library Trustees reviewed Serving Our Public 4.0: Standards for Illinois Public Libraries. The checklists for Governance and Administration, Personnel, Access, Safety, and Building Infrastructure and Maintenance chapters were specifically reviewed. The Board is in the process of hiring a permanent director and identified the need to do future community surveys and update the long-range/strategic. Acting Director Klos noted that a succession plan is being developed. During the Personnel review, Acting Director Klos noted that staffing levels are currently insufficient. Now that the library construction is complete, the library meets all of the standards listed on the Access checklist and is able to meet more Safety standards. The Facility Management checklist was reviewed and certain needed improvements were identified. Many of the items on the Capitol Project checklist have

been met with the exception of parking lot reconstruction, window replacement, and major façade repairs.

**I. Succession Plan - Draft**

Acting Director Klos presented a draft Succession Plan for review. She commented that the last section still needed more information. The Board discussed the plan and instructed Acting Director Klos to move forward with the plan.

**J. Staffing and Library Service Hours**

Acting Director Klos discussed with the board current staffing levels and the need to hire a library assistant. She also noted that the upcoming holidays fall on the weekend and reported on area library holiday closures. The Trustees discussed this item further. A motion to designate December 26 and January 2 as holidays observed was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**K. Staff Recognition Event**

Trustees reported on their search for a staff recognition event venue and noted costs. Work on this item will continue to find a reasonably priced venue or caterer.

A motion for a five-minute break at 9:33 pm was made by President Dunn and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

The regular meeting reconvened at 9:38 pm with all Trustees present.

**XII. Executive Session**

A motion to go into Executive Session at 9:39 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 Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

A motion to exit Executive Session at 9:51 pm was made by Trustee Krebasch and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.

**XIII. Discussion/Action Resulting from the Above Closed Session – No Action**

**XIV. Adjournment**

A motion to adjourn the October 17, 2022 Regular Board of Library Trustees meeting at 9:52 pm was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Szabo, Zaremba. Motion passed.