

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

I. Call to Order

President Dunn called the November Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 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, Matuszewski, Norris, Sparacio, Szabo, Zaremba

Absent: Krebasch

Others Present: Klos

III. Public Comment: No public comments were made.

IV. Secretary's Report

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

A motion to approve the October 17, 2022 Regular October of Library Trustees Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Norris. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

V. Financial Report

A. Treasurer's Report: Revenue/Expenses by Fund/Investment Report

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

B. Bill List/Cash Disbursements

President Dunn presented the Bill List/Cash Disbursements to the Board. Trustee Szabo inquired about the status of obtaining a business credit card for staff. This item will be taken up again after the hiring of a permanent Director. A motion to approve the Bill List/Cash Disbursements was made by Trustee Sparacio and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

VI. Director's Report

Acting Director Klos presented the Director's Report. She highlighted the attached reports from staff members who attended the Illinois Library Association Conference. Trustees were pleased to read the reports and that staff had an opportunity to learn about library trends and network. Acting Director Klos also reviewed the Library's Program and Material Selection Policy. Trustee Matuszewski encouraged fellow Trustees to familiarize themselves with resources that ILA offers to Trustees and Trustee Norris noted that it would be beneficial to have training videos presented at the Board meetings. Trustee Norris reported on the Shape of Wood Dale event. A motion to approve the Director's Report was made by Trustee Sparacio and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

VIII. President's Report

President Dunn reported on her meeting at the Library with John Keister and mentioned that the Board will discuss certain communications in executive session. A motion to approve the President's Report was made by Trustee Matuszewski and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

IX. Correspondence and Communications

Acting Director Klos presented the emails sent to Trustees general email from patrons regarding program registration and starting a community garden. She also reported on her responses to the communications. The Trustees also received a thank you letter from Itasca Bank and Co.

X. Legal/Ethics

- A. Legal Memos** – Acting Director Klos reviewed the Robbin Schwartz memo with the Board reminding about decennial committees.
- B. Legislative Update** – No report
- C. Ethics Update** – Trustee Matuszewski reminded the Board to return their survey to the Auditor.

XI. Continuing Business

A. Independent Construction Service Report

Dan Eallonardo joined the meeting by phone to review his report with the Board. He reported that the architectural firm engineers are reviewing information from the contactor to address the HVAC freeze stat and humidity issues. After a meeting with Rulan ceiling manufacturer representative it was determined that the shifting of ceiling planks is the result of humidity. Dan Eallonardo recommended to hold off on addressing this issue until the humidity issue is resolved. The roof leak in the meeting room has been resolved. We are waiting on a proposal for shades for the upper angled windows. Two proposals for additional outdoor lights at staff entrances have been received and Dan Eallonardo recommended to go with the lowest proposal. Acting Director Klos will proceed with signing the proposal with Kellenberger Electric in the amount of \$3,985. The issues with drywall at the wood trusses and puppet stage doors are also being addressed.

B. Executive Director Search Update

President Dunn updated the Board on her communications with John Keister, Executive Search Consultant. The job posting was submitted to the RAILS and ILA job boards.

C. Succession Plan

Acting Director Klos presented the Succession Plan that also included the Annual Milestones and Critical Deadlines for the Library. A motion to approve the Succession Plan was made by Trustee Norris and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

D. Staff Recognition Event

Trustee Matuszewski and Trustee Szabo presented venue options for the staff recognition event. Acting Director Klos provided the Board with information on the budget lines that cover staff recognition expenses and in-service training expenses.

Please note: Sarie Lotta a member of the public joined the meeting at 8:15 pm.

E. 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. It was determined that the Library satisfies most Core Standards and has plans on working towards updating the long-range/strategic plan along with patron surveys. The ALA Code of Ethics is on this meeting's agenda for the Board to reaffirm their commitment to the Code of Ethics. The Board reviewed the Collection Management Checklist and was pleased that all items of this standard are fulfilled. The System Member Responsivities and Resource Sharing Standards were reviewed by the Board and all items on the related checklist were checked-off. The Reference Service Checklist was reviewed and the need for training persons with disabilities in the use of adaptive equipment and software needs was identified as an item for further review. The Programming Standards and the Reader's Advisory Service Standards were also reviewed and all items on the checklists were satisfied.

XII. New Business

A. ALA Code of Ethics

A motion to approve the ALA Code of Ethics was made by Trustee Sparacio and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

B. Tax Levy Ordinance – Ordinance #8 2022

The Tax Levy Ordinance for Fiscal Year 2023 was presented with a total levy of \$2,796,000 and \$2,292,905 appropriated from sources other than the current levy. A

motion to approve the Tax Levy Ordinance – Ordinance #8 2022 was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

C. Certificate of Compliance – Truth in Taxation Law

The Certificate of Compliance with the Truth in Taxation Law stating that the Library District levied an amount less than 105 percent of the final aggregate extension plus any amount abated prior to the extension for the preceding year. A motion to approve the Certificate of Compliance – Truth in Taxation Law was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

D. Policy on Non-Residents – Revision

A motion to approve the Policy of Non-Residents adding the fee waivers for minors and disabled veterans was made by Trustee Norris and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

E. Authorize Acting Director to serve as Election Official

A motion to authorize Acting Director Klos to serve as Election Official was made by Trustee Norris and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

A motion for a five-minute break at 8:49 pm was made by President Dunn and seconded by Trustee Matuszewski. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

The regular meeting reconvened at 8:55 pm with the following Trustees present: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch.

XIII. Executive Session

A motion to go into Executive Session at 8:56 pm citing 5 ILCS 120/2/(c)1 Personnel: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired was made by Trustee Norris and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

A motion to exit Executive Session at 9:21 pm was made by Trustee Sparacio and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.

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

XV. Adjournment

A motion to adjourn the November 21, 2022 Regular Board of Library Trustees meeting at 9:22 pm was made by Trustee Zaremba and seconded by Trustee Szabo. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.