

Wood Dale Public Library District
December Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
December 19, 2022
7:30 p.m.

I. Call to Order

President Dunn called the December Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 19, 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, Sparacio, Szabo, Zaremba

Absent: Krebasch, Norris

Others Present: Eallonardo, Klos

III. Public Comment: No public comments were made.

IV. Secretary's Report

A. Minutes: November 21, 2022 – Regular November Board of Library Trustees Meeting Minutes

A motion to approve the November 21, 2022 Regular November of Library Trustees Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Szabo.

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

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

B. Bill List/Cash Disbursements

President Dunn presented the Bill List/Cash Disbursements to the Board. A motion to approve the Bill List/Cash Disbursements was made by Trustee Matuszewski and

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

VI. Continuing Business

A. Independent Construction Services Report

Dan Eallonardo of Independent Construction Services presented his report to the Board. The major item of concern is the operation of the HVAC and its controls. It was discovered that the certain devices were not installed or are not operating properly. The architect sent a detailed letter explaining the issues to Bergen Construction and requested a meeting to review these items. The Board instructed Dan Eallonardo to provide a deadline to Bergen Construction for responding to the architect's email before pursuing next steps. A quote for the angled shades for the front and back windows was very high and Dan Eallonardo recommended to possibly include this job into a future construction project since it would have to go out to bid.

Please note: Dan Eallonardo left the meeting at 8:15 pm.

VII. Director's Report

Acting Director Klos presented the Director's Report. She reported that the Storywalk path has been installed and will need to be re-surfaced in the spring along with other spring landscaping projects. The Holiday Open House event was attended by 350 people and the Trustees who volunteered at the event commented that the flow of the event was very smooth that they received positive feedback from participants. The communication survey that was initiated at the holiday open house will continue on the library website and staff will have the survey available for patrons to fill out at upcoming programs. Acting Director Klos reported that the LIRA insurance renewal received a minimal increase and that the insurance pool is predicting increases in cyber insurance in the coming years. A motion to approve the Director's Report was made by President Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

VIII. President's Report - NA

IX. Correspondence and Communications

Acting Director Klos presented a mailed card introducing a new member of the GOA Regional Business Association and a property tax exemption application notice from the Illinois Department of Natural Resources. The Library also received several Holiday cards.

X. Legal/Ethics

- A. Legal Memos** – No Report
- B. Ethics Update** – No Report

XI. Continuing Business

B. Executive Director Search Update

President Dunn updated the Board that the Executive Director search is going well and that interviews with candidates are anticipated in January.

C. Staff Recognition Event

President Dunn informed the Board that Two Chefs restaurant has availability for February 24 and March 1 dates for the staff recognition event. Those dates would work best to coordinate this event with an in-service day for staff. The February 24 date seemed to work best with everyone's schedule. President Dunn said she would follow up with the restaurant and Acting Director Klos will work on in-service training such as the CPR & AED training, autism training for staff, and other development opportunities. The library would need to close for this day.

D. Per Capita Grant Requirement Review

The Board discussed the final chapters of the Serving Our Public 4.0 Standards for Illinois Public Libraries. The Youth/Young Adult Services standards were reviewed and it was noted that the library provides assistance to youth with disabilities through the partnership with the Early Literacy Education Center and Child's Voice. The Library will explore acquiring adaptive equipment to assist youth with disabilities and needs to list provisions with other programming information that allow persons with disabilities to attend programming. The Technology standards were reviewed and most of the items on the Technology check list were checked off. Although the library website is compliant with ADA, it needs a new design and to be mobile friendly. The new Library of Things collection allows patron access to new technology resources. The final chapter of Marketing, Promotion, and Collaboration standards was reviewed by the Board. The library continues its marketing and promotion efforts, however a new communication plan that supports the strategic plan is needed. The library is in the process of obtaining responses to a communication survey.

XII. New Business

A. Ethics Filing

Acting Director Klos informed the Board that she will be submitting names to the county of individuals required to file the Statement of Economic Interest Forms for next year.

B. Employee Wellness Program

Due to the pandemic the library has not renewed the Employee Wellness Program in the past two years. Acting Director Klos recommended to renew the program now that exercise facilities are more accessible and to encourage employee wellness. A motion to renew the Employee Wellness Program was made by President Dunn and seconded by Trustee Sparacio. Roll Call Vote- Ayes: Dunn, Matuszewski, Sparacio, Szabo, Zaremba; Absent: Krebasch, Norris. Motion passed.

C. Consolidate Election 2023

Acting Director Klos informed the Board that President Dunn, Trustee Matuszewski, and Trustee Szabo filed petitions to re-run for the current three open 6-year terms. The Consolidate Election will take place on April 4, 2023.

XIII. Executive Session - NA

XIV. Adjournment

A motion to adjourn the December 19, 2022 Regular Board of Library Trustees meeting at 9:01 pm was made by Trustee Matuszewski and seconded by Trustee Zaremba. Roll Call Vote- Ayes: Dunn, Matuszewski, Norris, Sparacio, Szabo, Zaremba; Absent: Krebasch. Motion passed.