

Wood Dale Public Library District
February Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
February 19, 2024
7:30 p.m.

1. Call to Order

President Dunn called the regular meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on February 19, 2024, at 7:31 p.m. at the Wood Dale Public Library District at 520 North Wood Dale Road, Wood Dale, IL 60191.

2. Roll Call

Present: Dunn, Matuszewski, Norris, Szabo, Zaremba

Absent: Krebasch, Sparacio

Others Present: Klos, Renkosiak, Trotter

3. Public Comment

Director Renkosiak introduced Martha Trotter from Sikich LLP.

4. Secretary's Report

a. Minutes: December 18, 2023 - Regular Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the December 18, 2023 Regular Board of Library Trustees Meeting Minutes. A motion to approve the December 18, 2023 Regular Board of Library Trustees Meeting Minutes was made by President Dunn and seconded by Trustee Matuszewski.

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

5. 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 Norris.

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

b. Bill List/Cash Disbursements

President Dunn presented the Bill List/Cash Disbursements to the Board.

Trustee Matuszewski asked about the general liability payment made to LIRA.

Director Renkosiak responded that this is the library's annual payment and due to the new appraisal, the library's payment did not increase as significantly as it did for

other member libraries in the insurance pool. Trustee Zaremba inquired about the two similar payments to HR Source and Director Renkosiak clarified that these were two separate payments. Trustee Matuszewski asked about the workers' compensation payment and Trustee Zaremba inquired about the percentage of deposit for the new digital sign. Director Renkosiak answered all questions. A motion to approve the Bill List/Cash Disbursements was made by Trustee Matuszewski and seconded by Trustee Norris.

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

c. Audit FY2023 – Presentation and Acceptance

Martha Trotter from Sikich LLP presented the audit report to the Library Trustees. The library received the highest level of assurance regarding financials. Ms. Trotter reviewed the audit report with the Trustees highlighting the increase in net position, the well-funded pension plan, and positive fund balances. Ms. Trotter thanked the Administration team for the preparation of the required documentation and professional response. Trustee Szabo inquired about the only significant deficiency that involves segregation of duties. Ms. Trotter informed the Board that this is a very common comment included in audits. Due to the limited number of personnel in the organization, it is difficult to properly segregate financial duties therefore it is impossible to give the highest level of opinion on this matter. Ms. Trotter emphasized that the Board's continued involvement in approving disbursements and reviewing financial reports helps to compensate for the limited segregation of duties. President Dunn thanked Ms. Trotter for her report. A motion to approve the FY2023 Audit Report was made by Trustee Matuszewski and seconded by Trustee Szabo.

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

Please note: Marth Trotter exited the meeting at 7:49 p.m.

6. President's Report

No report.

7. Director's Report

Director Renkosiak reviewed his report with the Board.

Director Renkosiak passed out Board name tags and copies of the organization chart. He reviewed staff titles, updates to staff positions, as well as potential future positions. He also handed out the Public Services and Youth Service department reports. Afterward, he provided an update on the new ALA Trustee training purchase and the Trustees watched the "Evaluating the Library Director" video of ALA Short Takes for Trustees.

A motion to approve the Director’s Report was made by Trustee Matuszewski and seconded by Trustee Szabo.

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

8. Correspondence and Communications:

The following correspondence was received: Letter regarding a bank data breach.

9. Legal/Ethics Report:

a. Ancel Glink: Remote Meetings under OMA Update

A new house bill was introduced, that if passed, could expand the Open Meetings Act’s remote meeting provision beyond the public health disaster.

b. Ritzman: Contracted Employee Update

A new law requires employers to include independent contractors when reporting new hires to the Illinois Department of Employment Security.

10. Committee Updates

a. Policy Committee Updates

The Policy Committee did not meet recently. The Decennial Committee’s next meeting will be on March 18 at 7 p.m.

11. Continuing Business

a. Post-Construction Update

Director Renkosiak reported that he is working with library’s current HVAC contractor to improve humidity levels. He reported that the digital outdoor sign is in fabrication. However, since the City of Wood Dale noted that the current sign sits on City property, the new sign will need to move three feet toward the library building. Due to this finding, additional work may be needed to remove the existing sign’s concrete posts.

12. New Business

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

b. Notice of Availability of Audit Report FY2023

A motion to approve the Notice of Availability of Audit Report FY2023 was made by President Dunn and seconded by Trustee Matuszewski.

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

c. ACH enrollment with Itasca Bank

A motion to approve authorizing Trustee Krebasch and President Dunn to sign the ACH enrollment application with Itasca Bank was made by Trustee Matuszewski and seconded by Trustee Szabo.

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

d. Positive Pay enrollment with Itasca Bank

A motion to approve Trustee Krebasch and President Dunn to sign the Positive Pay enrollment application with Itasca Bank was made by Trustee Matuszewski and seconded by Trustee Szabo.

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

13. Executive Session

a. As pursuant to 5 ILCS 120/2/(c)21: Discussion of minutes [and recordings] 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 enter Executive Session at 8:23 p.m. pursuant to 5 ILCS 120/2/(c)21: Discussion of minutes [and recordings] 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 Trustee Matuszewski and seconded by President Dunn.

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

A motion to exit Executive Session at 8:26 p.m. was made by Trustee Norris and seconded by Trustee Szabo.

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

The regular meeting reconvened at 8:26 p.m. with the following Trustees present: Dunn, Matuszewski, Norris, Szabo, Zaremba; Absent: Krebasch, Sparacio.

Trustee Norris made a motion to approve and release the August 21, 2023 Executive Session minutes and Trustee Zaremba seconded the motion.

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

b. 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 enter Executive Session at 8:27 p.m. 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 Szabo and seconded by Trustee Matuszewski.

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

A motion to exit Executive Session at 9:00 p.m. was made by President Dunn and seconded by Trustee Szabo.

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

The regular meeting reconvened at 9:00 p.m. with the following Trustees present: Dunn, Matuszewski, Norris, Szabo, Zaremba; Absent: Krebasch, Sparacio.

14. Discussion/Action Resulting from the Above Closed Session

Director Renkosiak reviewed the projects presentation that was presented a few months prior. This included past, current, and future projects regarding all aspects of Library services and operations.

15. Adjournment

A motion to adjourn the February 19, 2024 Regular Board of Library Trustees meeting at 9:44 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski.

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