

Wood Dale Public Library District  
August Regular Board Meeting Minutes  
Board of Library Trustees the Wood Dale Public Library District  
August 21, 2023  
7:30 p.m.

**1. Call to Order**

President Dunn called the August Regular Board Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on August 21, 2023, at 7:30 p.m. at the Wood Dale Public Library District at 520 North Wood Dale Road, Wood Dale, IL 60191.

**2. Roll Call**

Present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba

Absent: Szabo

Others Present: Klos, Renkosiak

**3. Public Comment:** No Public Comment

**4. Secretary's Report**

**a. Minutes: July 17, 2023 - Regular July Board of Library Trustees Meeting Minutes**

Trustee Zaremba presented the July 17, 2023 Regular Board of Library Trustees Meeting Minutes. A motion to approve the July 17, 2023 Regular 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, Zaremba;

Absent: Szabo. Motion passed.

**5. Financial Report**

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

Trustee Krebasch 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, Krebasch, Matuszewski, Norris, Sparacio, Zaremba;

Absent: Szabo. Motion passed.

**b. Bill List/Cash Disbursements**

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. Trustee Matuszewski inquired about payment to Coverall for facility cleaning, Z-Best Landscaping for the recent tree removal, and the SWAN quarterly payment for automation. Trustee Krebasch inquired about the natural gas payments. Director Renkosiak answered questions and solicited comments about the new check register

report provided by the accountant. 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, Zaremba; Absent: Szabo. Motion passed.

## **6. President's Report**

President Dunn reported that she attended Prairie Fest where she spoke with library patrons. She also reported that the Ice Cream Social event went well. A motion to approve the President Report was made by Trustee Krebasch and seconded by Trustee Matuszewski. Roll Call Vote - Ayes: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Szabo. Motion passed.

## **7. Director's Report**

Director Renkosiak provided an overview of the emergency repair work needed in the basement of the Programming Center. All four foundation walls need to be reinforced. Director Renkosiak will secure a contractor to work further on the demolition and preparation of the basement for the project to proceed. Trustee Zaremba inquired about the warranty length, which is 30 years. Future maintenance projects for the Programming Center were discussed as well as additional uses of the facility. Director Renkosiak reviewed the electric vehicle charging station project, answering questions about the location of the charging units and the fee structure. The new sign proposal was also reviewed. The Director reported on the book banning panel discussion he attended and the recent area library closures due to certain disruptions. The Shape of Wood Dale is set for November 1 with President Dunn representing the Library and the Board was informed about the Chamber of Commerce hosted Wood Dale State of The City Address with the Mayor on October 11 at 11:30 a.m.

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, Norris, Sparacio, Zaremba; Absent: Szabo. Motion passed.

## **8. Correspondence and Communications:**

The following correspondence was received: a letter from an employee and an invitation to the Public Works Open House on September 7 from 3:30 – 6:30 p.m.

## **9. Legal/Ethics Report:**

### **a. Update to Open Meeting Act**

Director Renkosiak presented an update to the Open Meetings Act allowing remote Board meeting attendance due to childcare issues.

## **10. Committee Updates**

**a. Policy Committee Updates**

Director Renkosiak reviewed the policies that were discussed by the Policy Committee at its last meeting. Trustee Zaremba inquired about insurance coverage and age of servers as related to the Alcohol at Events Policy. Director Renkosiak explained that the alcohol would not be sold by the library, therefore no additional insurance is needed and that the current statutes already dictate the age of servers. The Room Reservation Policy was presented and the rest of the Personnel Handbook. The Policy Committee will reconvene in October to review additional policies.

**11. Continuing Business**

**a. Post-Construction Update**

i) Action: Vote to release remaining funds to Bergen Construction Corp. based on Architect's recommendations.

Director Renkosiak reviewed the StudioGC report regarding the completed work on the HVAC. A motion to release the remaining funds of \$5,000 to Bergen Construction Corp. based on the Architect's recommendations was made by Trustee Krebasch and seconded by Trustee Norris.

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

Director Renkosiak will work with StudioGC to obtain payment approval and will proceed to investigate dehumidification options.

**12. New Business**

**a. Audit of Secretary's Records: Report of Activities**

Trustee Sparacio reported on the audit of the Secretary's Records that she and Trustee Szabo completed. All records were reported to be in order and the audit went smoothly.

**b. Annual Report – Authorization to Submit Annual Report**

Director Renkosiak presented the Annual Report and discussed its significance. A motion to authorize submission of the Annual Report was made by Trustee Krebasch and seconded by Trustee Norris.

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

**c. Approve emergency Library Programming Center facility repairs**

This item was discussed during the Director's Report. A motion to approve emergency Library Programming Center facility repairs by U.S. Waterproofing with the cost not to exceed \$50,000 was made by Trustee Norris and seconded by Trustee Sparacio.

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

**13. Executive Session:**

- a. 5 ILCS 120/2(c)(21) Discussion of minutes 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 go into Executive Session at 8:44 p.m. citing 5 ILCS 120/2(c)(21) Discussion of minutes 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 Norris and seconded by President Dunn.

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

A motion to exit the Executive Session at 8:46 p.m. was made by Trustee Matuszewski and seconded by Trustee Norris.

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

The regular meeting reconvened at 8:47 p.m. with the following Trustees present: Dunn, Krebasch, Matuszewski, Norris, Sparacio, Zaremba; Absent: Szabo.

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

A motion to approve and open the February 20, 2023 Executive Minutes was made by Trustee Krebasch and seconded by Trustee Norris.

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

**15. Adjournment**

A motion to adjourn the August 21, 2023 Regular Board of Library Trustees meeting at 8:48 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski.

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