

Wood Dale Public Library District
November Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
November 20, 2023
7:30 p.m.

1. Call to Order

President Dunn called the November Regular Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on November 20, 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, Szabo, Zaremba

Absent: Norris, Sparacio

Others Present: Klos, Renkosiak

3. Public Comment: None

4. Secretary's Report

a. Minutes: October 16, 2023 - Regular October Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the October 16, 2023 Regular Board of Library Trustees Meeting Minutes. A motion to approve the October 16, 2023 Regular Board of Library Trustees Meeting Minutes was made by Trustee Matuszewski and seconded by Trustee Szabo.

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

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

b. Bill List/Cash Disbursements

Trustee Krebasch presented the Bill List/Cash Disbursements to the Board. Trustee Krebasch asked for and received clarification on the payments made to Illinois Department of Revenue, RebotLab, Constructive Inc., and Equitable. Trustee Matuszewski inquired about the payment made to HR Source and the Wood Dale

School District. Trustee Zaremba inquired about the annual payment for HVAC maintenance to Oak Brook Mechanical. Director Renkosiak answered all questions. 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, Szabo, Zaremba; Absent: Norris, Sparacio. Motion passed.

6. President's Report

President Dunn reported on the Shape of Wood Dale and the two questions that the Library received. She also brought up an executive session agenda item for consideration at the next board meeting. A motion to approve the President's Report was made by Trustee Krebasch and seconded by Trustee Szabo.

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

7. Director's Report

Director Renkosiak reviewed his report with the Board. He showed pictures of the recently installed Electric Vehicle charging station and the Early Literacy Grant outdoor play equipment. The pending improvement projects at the Programming Center are the installation of siding, the drain tile repair in the front lawn, and the addition of gravel parking spaces. Director Renkosiak reported on the successful Open House Chicago event and the Staff Development Day. He informed the Trustees of the upcoming ILA Legislative Meet-up event and discussed the need for a budget amendment to the Building and Maintenance Fund. Later, the Board viewed the ALA Short Takes for Trustees video and learned about effective board meetings. A motion to approve the Director's Report was made by Trustee Matuszewski and seconded by President Dunn. Roll Call Vote – Ayes: Dunn, Krebasch, Matuszewski, Szabo, Zaremba; Absent: Norris, Sparacio. Motion passed.

8. Correspondence and Communications:

The following correspondence was received: a thank you note from Itasca Bank and Trust Co. for participating in the Shape of Wood Dale.

9. Legal/Ethics Report: None

10. Committee Updates

a. Policy Committee Updates

This item was discussed in the Director's Report with no further questions or discussion.

11. Continuing Business

a. Post-Construction Update

This item was discussed in the Director’s Report with no further questions or discussion.

b. Vision Insurance Update and Approval

With the minimum number of participants met, Director Renkosiak recommended moving forward with offering vision insurance to employees. A motion to approve vision insurance participation was made by Trustee Krebasch and seconded by Trustee Matuszewski.

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

c. Material Selection Policy Approval

Director Renkosiak presented the Material Selection Policy for approval. A motion to approve the Material Selection Policy was made by President Dunn and seconded by Trustee Krebasch.

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

d. Gift and Donation Policy Approval

Director Renkosiak presented the Gift and Donation Policy for approval. A motion to approve the Material Selection Policy was made by Trustee Matuszewski and seconded by Trustee Krebasch.

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

e. Personnel Handbook Discussion

Director Renkosiak passed out the attorney-reviewed and edited personnel handbook. The significant edits include the increase of the usable sick time cap and the addition of a medical leave of absence since library employees do not qualify for FMLA due to the library not meeting the 50-employee requirement. The vote to approve the personnel handbook will be at the next meeting.

12. New Business

a. Ordinance #4 FY2024 – Tax Levy Ordinance

A motion to approve Ordinance #4 FY2024 – Tax Levy Ordinance was made by Trustee Krebasch and seconded by President Dunn.

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

b. Certificate of Compliance – Truth in Taxation Law

A motion to approve the Certificate of Compliance – Truth in Taxation Law was made by Trustee Krebasch and seconded by Trustee Szabo.

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

c. Digital Sign Project

The board reviewed two quotes for the outdoor signs and discussed the timing for completing the project. A motion to approve the quote for an upgraded sign in front of the library, at the parking lot entrance, and the front building with Parvin Clauss as well as any additional electrical work needed for this project was made by Trustee Krebasch and seconded by Trustee Matuszewski.

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

13. Executive Session - None

14. Discussion/Action Resulting from the Above Closed Session: No action or discussion

Trustee Matuszewski commented that she really enjoyed reading the report of the Illinois Library Association conference sessions that a staff member attended, other Trustees agreed. Trustee Matuszewski also commented that she was happy to see that the library is continuing to offer the *Battle of Books* program to children. Trustee Szabo requested a budget review and Director Renkosiak recommended setting up an individual meeting to go over the budget in detail.

15. Adjournment

A motion to adjourn the November 20, 2023 Regular Board of Library Trustees meeting at 8:43 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski.

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