

Wood Dale Public Library District
December Regular Board Meeting Minutes
Board of Library Trustees the Wood Dale Public Library District
December 18, 2023
7:30 p.m.

1. Call to Order

President Dunn called the December Regular Meeting of the Board of Library Trustees of the Wood Dale Public Library District to order on December 18, 2023, at 7:32 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, Sparacio, Zaremba

Absent: Krebasch, Norris, Szabo

Others Present: Klos, Renkosiak

3. Public Comment: None

4. Secretary's Report

a. Minutes: November 20, 2023 - Regular November Board of Library Trustees Meeting Minutes

Trustee Zaremba presented the November 20, 2023 Regular Board of Library Trustees Meeting Minutes. A motion to approve the November 20, 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: Sparacio; Absent: Krebasch, Norris, Szabo. 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 Sparacio.

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

b. Bill List/Cash Disbursements

President Dunn presented the Bill List/Cash Disbursements to the Board. Trustee Matuszewski inquired about the additional work done by Computers for Business. Director Renkosiak explained that the additional work was for the telephone change

to Voice over IP. Trustee Sparacio inquired about the charge to a new vendor, Connely, that installed the library electric vehicle charging stations.

A motion to approve the Bill List/Cash Disbursements was made by Trustee Matuszewski and seconded by Trustee Sparacio.

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

6. President's Report

President Dunn reported on the Holiday Open House stating that the event went very well including food, crafts, puppet play, Santa and the new caroling group. President Dunn was pleased to see many high school volunteers helping with the event and noted that the staff did a wonderful job decorating for the Candy Land theme. Director Renkosiak stated that the event was attended by around 500 people and that the Facebook ad for the event received 2,000 impressions. This was the first time the library used paid ads and plans on utilizing them in the future to promote events. The Board viewed photos from the event. A motion to approve the President's Report was made by Trustee Sparacio and seconded by Trustee Matuszewski.

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

7. Director's Report

Director Renkosiak reviewed his report with the Board. He showed pictures of the most recent work on the house, the new siding and roof and asked if there were any questions about this report. Director Renkosiak reported on additional Trustee trainings available through ALA per Trustee Matuszewski's request. The Board agreed that the additional trainings would be worthwhile to add to their current list of trainings. Trustee Sparacio commended Director Renkosiak for completing a recent building appraisal that resulted in lower insurance rates this year. Director Renkosiak stated that he recently received the revised proposal for the outdoor sign and will be signing it soon. A motion to approve the Director's Report was made by Trustee Matuszewski and seconded by Trustee Sparacio.

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

8. Correspondence and Communications:

The following correspondence was received: a letter from Itasca Bank & Trust Co. announcing the retirement of the library's bank representative and an introduction to the new representative. Director Renkosiak distributed holiday cards to Trustees.

9. Legal/Ethics Report: None

10. Committee Updates

- a. **Policy Committee Updates:** None

11. Continuing Business

a. **Post-Construction Update**

Director Renkosiak asked the Board if there were any questions regarding the report he wrote in his Director's Report on the latest work on the boilers and mentioned that the payment for this work will appear on the cash disbursement report next month. The Board did not have any questions.

b. **Personnel Handbook Approval**

Director Renkosiak presented the Personnel Handbook for approval. A motion to approve the Personnel Handbook was made by Trustee Matuszewski and seconded by President Dunn.

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

12. New Business

a. **Ordinance #5 FY2024 – Budget and Appropriation Ordinance #3 FY2024 Amendment**

Trustee Sparacio recited and made a motion to approve Ordinance #5 FY2024 – Budget and Appropriation Ordinance #3 FY2024 Amendment to decrease the Grants line from \$390,000 to \$330,000 and to increase the Building and Maintenance Fund line from \$140,400 to \$200,400. Trustee Zaremba seconded the motion.

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

b. **Per Capita Grant Requirement and Application Review and Authorization for Submittal**

Director Renkosiak presented the draft application and noted the new this year is the report page of certification of eligibility. He mentioned that the *Serving our Public: Illinois Library Standards* book including completed checklists were emailed to the Board ahead of the meeting. Director Renkosiak noted that after reviewing the standard checklist there were a few items that the library could improve upon and those items were listed in the application under each standard. Overall, the library is in good shape regarding standards. A motion to approve the Per Capita Grant application and authorization for submittal was made by Trustee Matuszewski and seconded by Trustee Sparacio.

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

13. Executive Session

- a. **As pursuant to 5 ILCS 120/2/(c)5: The purchase or lease of real property for the use of the public body, including meetings held to discuss whether a particular parcel should be acquired.**

No executive session.

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

15. Adjournment

A motion to adjourn the December 18, 2023 Regular Board of Library Trustees meeting at 8:00 p.m. was made by Trustee Zaremba and seconded by Trustee Matuszewski.

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