

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MARCH 9, 2016, AT 6:30 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 6:30 p.m.

PRESENT

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; Trustee, Terrell Barnes; and Trustee, Gary Oprechak. Trustee, Thomas Piorkowski arrived during the Executive Session of the meeting. Also present were Executive Director, Amy Cawley; Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; and John Keister from The Stanton Group Inc. Adult Services Department Manager, Marcia Bose, arrived at 7:30 p.m.

ABSENT

There were no Trustees absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Oprechak made a motion to adopt the agenda, as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Piorkowski

The motion was approved.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

Trustee Oprechak made a motion to go into Executive Session at 6:31 p.m. pursuant to the Open Meetings Act under Exemption 5 ILCS 120/2 (c)(1) for the appointment, employment, compensation, discipline, performances, or dismissal of specific employees of the public body or legal council for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal council for the public body to determine its validity. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Piorkowski

The motion was approved.

On adjournment of the Executive Session at 7:30 p.m., President Eichholz announced that along with the Trustees who were present at the start of the meeting, Trustee Thomas Piorkowski was now also present.

Mr. John Keister from The Stanton Group, Inc. departed the meeting.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 2/10/16

B. Approval of Expenditure Warrants

1. Bill List for 2/17/16 in the Amount of \$3,744.55
2. Bill List for 2/29/16 in the Amount of \$345.65
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 2/29/16 in the Amount of \$13,376.49
4. Bill List for 3/9/16 in the Amount of \$41,292.43
5. Payroll Dated 3/15/16 and 3/31/16
6. Bill List for 3/9/16(a) in the Amount of \$26,706.04

C. Committee Reports

1. Budget – Minutes Dated 2/17/16
2. Public Relations – No Report
3. Policy – Minutes Dated 2/17/16
4. Personnel & Salary – No Report

5. Building – No Report
6. Planning – Minutes Dated 2/17/16
7. Audit – No Report
8. Finance – Minutes Dated 2/17/16
9. Ad Hoc Pay Scale Salary Range – No Report

Trustee Oprenchak made a motion to approve the Consent Agenda, as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT

Treasurer Harold presented the Treasurer's Report with good news. To date, the Library has spent only \$4,400.00 on snow removal. Other payments noted were: 1) deposit for updated fire wall project payable to Computer View (CVI); 2) payment to Johnson Controls for approximately \$10,000.00; and 3) payment to Professional Library Lift Movers for approximately \$8,800.00.

Trustee Oprenchak made a motion to approve the Treasurer's Report, as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

President Eichholz reported that District 12 is holding a fundraiser on March 10th in conjunction with the original beef place, Buona. Information was forwarded to the Trustees on this food fundraiser held in Glendale Heights.

Regarding the Illinois Funds transition, Executive Director Cawley is still waiting for this institution to forward financial information pertaining to each account. The Library's CPA, William Grigg, is also waiting for this banking information. Executive Director Cawley reported that she was able to make bank transfers by telephone.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Cawley answered question pertaining to the second phase of the Library's Interior Improvement project and replied that the meeting rooms would be available to serve as an election polling place on March 15th. Executive Cawley provided an update on this project and reported that the "punch list" is scheduled for tomorrow. As reported in Executive Director's Report that was included in the Board Packets, she was not happy with the demolition crew for this project. Also a couple of the kid's chairs need upholstery changes and button on chairs need to be removed. This furniture can be used until it is replaced with the newly upholstered furniture.

Executive Director Cawley also reported on:

- Trustees need to file their Statement of Economic Interest. Each should have received an email sent by DuPage County on how to file electronically. Confirmations of individual filings should be forwarded to the Library.
- LACONI Trustee Banquet will be held at Alta Vista in Addison on May 13th. Please let Business Office Manager Green know if you want to attend.
- Annexation was already in the Library District, pertaining to letter addressed from the Village of Roselle.
- Sent Library annexation documentation to Medinah resident who annexed into the Village of Roselle that was not in the Library District. No reply was received to date. This will need a follow-up in future months.

PRESIDENT'S REPORT

President Eichholz had no report for this month.

TRUSTEE'S REPORT

Treasurer Harold thanked the staff involved in creating the charming and beautiful temporary location for the Youth Services area in the meeting rooms during the second floor Youth Services improvement project.

Trustee Piorkowski reported on the increase of Village of Roselle water rates. This is unconfirmed, at this point.

FRIENDS OF THE LIBRARY REPORT

Executive Director Cawley reported that the Friends met and discussed marketing ideas for their book sale. They are planning on contacting Discover Books to pick up unsold material that will pay them .04 cents per pound. Their next book sale fundraiser is scheduled for April 9th and 10th. The Friends donated \$4,075.00 to the Library for funding the Grandparents Got Game programs, parade candy, and Summer Reading. The Friends will be donating another \$250.00 after June 30th.

RAILS REPORT

Executive Director Cawley reported on the following from RAILS:

- Seeking candidates to fill open positions on the RAILS Board of Trustees
- Trustee workshops available on April 16 and April 30
- Changing System Membership standards

Executive Director Cawley reported that she will be attending the online RAILS Membership Update on March 24th.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

There was no report from the Foundation for this month.

UNFINISHED BUSINESS

The Trustees had no unfinished business for this month.

NEW BUSINESS

A. Resolution No. 2016-1, Resolution to Participate in the Public Library Non-Resident Services Program

Trustee Oprechak made a motion to accept Resolution No. 2016-1, Resolution to Participate in the Public Library Non-Resident Services Program. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. William Grigg, CPA, Agreement

The cost for services Agreement from William Grigg, CPA, for Fiscal Year 2016/2017 was the same as Fiscal Year 2015/2016 with no increases.

Vice President Pizzicaro made a motion to accept the William Grigg, CPA, fee structure for Fiscal Year beginning July 1, 2016, and ending June 30, 2017. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Pizzicaro, Spencer
Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Computer View Inc. (CVI) Annual Comprehensive Remote LAN Management Agreement April 1, 2016 - March 31, 2017

Discussion included an increase of \$500.00 for the presented Computer View Inc. (CVI) Annual Comprehensive Remote Management Agreement along with a \$3.00 increase per hour charge, if needed. Automation Coordinator Dennis stated that past year's increases were 2-3% with the proposed Agreement being the lowest increase received.

Trustee Oprenchak made a motion to accept the annual Comprehensive Remote LAN Management Agreement with Computer View Inc. (CVI) for April 1, 2016 through March 31, 2017, as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Pizzicaro, Spencer,
Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Approve Two Extra Hours Per Week for Graphic Artist/Marketing Coordinator for FY 2016/2017

Trustee Barnes made a motion to approve two extra hours per week for the Graphic Artist/Marketing Coordinator position beginning Fiscal Year 2016/2017. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

Beginning July 1, 2016, this position will be a 22 hour per week position.

E. Determine Placement of Funds for Certificate of Deposit Maturing on March 4, 2016, at Associated Bank

Trustee Oprechak made a motion to take \$126,300.44 from the maturing March 4, 2016, certificate of deposit held at Associated Bank and move \$100,000.44 to First Eagle Bank to open a 12-month jumbo certificate of deposit at an interest rate of .75% APY, and transfer the remainder balance of \$26,300.00 to the General Flex Checking Account at Itasca Bank and Trust. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

Agenda for March 16, 2016, Committee of the Whole Meetings Beginning at 7:00 p.m.

There were four (4) Committee of the Whole meetings scheduled for March 16, 2016. The Budget Committee of the Whole meeting with the topics of: 1) Analysis of Expenditures in Current Budget Year FY 2015/2016; and 2) Presentation of First Draft -- Working Budget FY 2016/2017. The Building

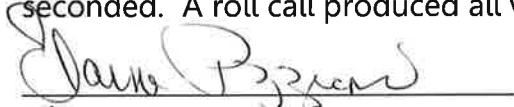
Committee of the Whole meeting with the topic of discussion of building maintenance projected costs for Fiscal Year 2016/2017. The Policy Committee of the Whole meeting with the topics of: 1) Collection Management Policy – Section VIII (B – Foreign Language, C – Large Print Collection, D – Periodicals, E – Young Adult/Teen Collection, F – Textbook Collection, G – Fiction, H – Non-Print (pages 5-13 to 5-18); and 2) Policy Providing for Defense and Indemnification of Library Board Members. The Planning Committee of the Whole meeting with the topic of additional venues for discussion for Holiday/Appreciation Event for 2016.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Trustee Oprechak adjourned the meeting at 8:07 p.m. The motion was seconded. A roll call produced all voting aye. The motion was approved.


Minutes Approved: Secretary

4.13.2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
MARCH 16, 2016**

CALL TO ORDER

President Eichholz called the meeting to order at 6:30 p.m.

PRESENT

Seven (7) Board Members were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee, Thomas Piorkowski.

ABSENT

There were no absent Trustees

ADOPTION OF AGENDA

President Eichholz made a motion to approve the agenda. The motion was seconded. A voice vote was conducted with all voting aye.

EXECUTIVE SESSION

Trustee Oprechak moved to go into Executive Session at 6:33 p.m. Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c)(1) the Appointment, Employment, Compensation, Discipline, Performances, or Dismissal of Specific Employees of the Public Body or Legal Council for the Public Body, including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Council for the Public Body to Determine its Validity. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

On adjournment of the Executive Session at 7:20 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

PUBLIC COMMENT

There were no public comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 7:21 p.m.



Secretary

4.13.2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
MARCH 21, 2016**

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 p.m.

PRESENT

Six (6) Board Members were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; Trustee, Terrell Barnes; and Trustee, Gary Oprechak.

ABSENT

One (1) Board Member was absent: Trustee, Thomas Piorkowski.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

President Eichholz made a motion to approve the agenda. The motion was seconded. A voice roll call was conducted with all present voting aye.

EXECUTIVE SESSION

Secretary Pizzicaro moved to go into Executive Session at 7:02 p.m. Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c)(1) the Appointment, Employment, Compensation, Discipline, Performances, or Dismissal of Specific Employees of the Public Body or Legal Council for the Public Body, including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Council for the Public Body to Determine its Validity. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Piorkowski

The motion was approved.

On adjournment of the Executive Session at 8:58 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

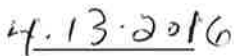
PUBLIC COMMENT

There were no public comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 9:00 p.m.


Secretary


Date