

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
AUGUST 10, 2016, AT 7:00 P.M.**

**CALL TO ORDER**

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

**PRESENT**

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Secretary, Elaine Pizzicaro; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee, Thomas Piorkowski. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Youth Services Department Manager, Leann Skeens; and Greg Smith representing Klein Thorpe and Jenkins.

**ABSENT**

There was one Trustee absent: Vice President, Priscilla Spencer.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

Trustee Oprechak made a motion to adopt the agenda, as presented. The motion was seconded. A voice vote was taken with all present voting aye. The motion was approved.

**PUBLIC COMMENT**

There was no public comment.

**BRIEFING FROM ATTORNEY GREG SMITH FROM KLEIN, THORPE AND JENKINS**

Mr. Greg Smith from Klein, Thorpe and Jenkins introduced himself. The Library has been using their law firm since 1984 for legal services. Their Legal Updates are provided at no cost to the Library. He encouraged Trustees to forward their email addresses to Executive Director Millsap if they would like to receive these free Legal Updates directly.

Mr. Smith forwarded a handout with the 10 most recent library alerts and reviewed two during this meeting. The two he reviewed were: 1) "Local Government Travel Expense Control Act" that was recently signed by the Governor; and 2) the "Amendment to the Open Meetings Act – Access to Verbatim Recordings and Minutes of Closed Meetings".

The Trustees thanked him for his presentation. He departed the meeting at 7:35 p.m.

## **CONSENT AGENDA**

### **A. Secretary's Report**

1. Minutes of the Regular Board of Trustees Meeting Dated 7/13/16
2. Minutes of the Special Board of Trustees Meeting Dated 7/24/16

### **B. Approval of Expenditure Warrants**

1. Bill List for 7/29/16 in the Amount of \$2,708.46
2. Bill List for Electronic Funds Transfer Payment to IMRF Dated 7/29/16 in the Amount of \$13,745.51
3. Bill List for 8/10/16 in the Amount of \$18,557.26
4. Bill List for 8/10/16(a) in the Amount of \$8,683.70
5. Payroll Dated 8/15/16 and 8/31/16
6. Bill List for 8/10/16(b) in the Amount of \$6,517.42

### **C. Committee Reports**

1. Budget – Minutes Dated 7/20/16
2. Public Relations – No Report
3. Policy – Minutes Dated 7/20/16
4. Personnel and Salary – Minutes Dated 7/20/16
5. Building – Minutes Dated 7/20/16
6. Planning – Minutes Dated 7/20/16
7. Audit – No Report
8. Finance – No Report

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

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

## Treasurer's Report

Pertaining to the three checks written to three different libraries this month, a discussion ensued concerning fees paid to other libraries.

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, Eichholz

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

## CORRESPONDENCE

Executive Director Millsap received an invitation to Poplar Creek Public Library's 50<sup>th</sup> anniversary celebration held on September 24<sup>th</sup>.

The Trustees had no correspondence to add.

## EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her Report that was included in the Board Packets. Updates following her report included:

- She learned quite a bit at the Active Shooter workshop she attended and will be applying some recommendations.
- She plans to re-group and re-vamp the former All Around Town marketing campaign. She hopes to survey businesses to get their input on what they would like.
- She reported that the Library is still waiting on the repair for the sump pump.

Treasurer Harold recommended that she forward the draft of the Intergovernmental Agreement with the Roselle Park District for library services to the attorney for their recommendations.

Discussion also included parking during the Taste of Roselle, which was difficult for staff and patrons. President Eichholz stated that having the north lot utilized by the Taste was good community outreach, but also felt that there was a lack of communication from the Commission this year and is hoping for a better understanding next year. Executive Director Millsap plans to continue participating in the Commission next year. The Trustees did like the location of

the Library Booth that they were given by the Commission this year, and recommended the same spot for next year.

Treasurer Harold inquired about the hot spot service that will soon be available for patrons. It is now in the testing phase along with the development of the proposed policy and forms. This service should be available to the public within the next few months and will be promoted at that time. .

### **PRESIDENT'S REPORT**

President Eichholz reported on the following regarding School District #12:

- They want to do more fun events with the library youth.
- The Adult Center is a go.
- The extended kindergarten program has been approved.

### **TRUSTEE'S REPORT**

There was no Trustees report for this month.

### **FRIENDS OF THE LIBRARY REPORT**

President Eichholz reported on the following for the Friends of the Library:

- Next fundraising book sale is scheduled for October 2nd and 3rd.
- Their fundraising dinner will be held in November at the restaurant 1912. They are looking for donations for this event.
- They requested a list of needs to purchase for the Library.
- Graphic Artist/Marketing Coordinator Kepler is updating their fliers.

### **RAILS REPORT**

Executive Director Millsap reported on RAILS:

- They have an updated website.
- Encouraged Trustees to listen to Sparks, a podcast, with library directors being interviewed.
- Noted upcoming Trustee workshops that they are sponsoring.

### **ROSELLE PUBLIC LIBRARY FOUNDATION REPORT**

There was no report from the Foundation for this month.

President Eichholz thanked the Foundation for the \$5,000.00 donation to the Library to help fund the recently completed interior improvement project.

## UNFINISHED BUSINESS

There was no Unfinished Business for this month.

## NEW BUSINESS

### A. Certification for Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2015/2016

Trustee Oprechak made a motion to approve the Certification for the Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2015/2016. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

### B. Revised Freedom of Information Update for Posting and the Library Policy Manual

Trustee Barnes made a motion to approve the revised Freedom of Information Update for Posting and for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

### C. Resolution No. 2016-5, Resolution Approving a Policy for the Selection of Library Materials and Revised Collection Management Policy

Secretary Pizzicaro made a motion that Resolution No. 2016-5, Resolution Approving a Policy for the Selection of Library Materials and the Revised Collection Management Policy, be approved. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

D. Revised Salary Ranges for Exempt Employees

Trustee Barnes made a motion to approve the Revised Salary Ranges for Exempt Employees. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

E. Ticket Sales at Library for Friends Fall Fundraising Dinner

President Eichholz reported that the cost for the Friends fundraising dinner tickets will remain the same as last year's price.

Secretary Pizzicaro made a motion that the Friends be given permission to sell tickets at the Library for their Fall Fundraising dinner. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

F. Investment in IL Funds

Trustee Oprechak made a motion to table Investment in IL Funds until September or October. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

G. Approve Statement of Cash Receipts and Disbursements for July 1, 2015, through June 30, 2016

Treasurer Harold made a motion to approve the Statement of Cash Receipts and Disbursements for July 1, 2015, through June 30, 2016. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenachak, Piorkowski, Pizzicaro, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

Agenda for August 17, 2016, Committee of the Whole Meeting

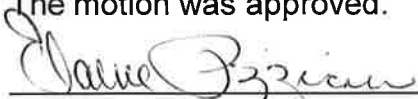
There were three (3) Committee of the Whole Meetings scheduled for August 17th. The Budget Committee of the Whole meeting with the topics: 1) Certified Estimate of Revenue by Source -- Presented; and 2) Draft of Annual Report Brochure. The Policy Committee of the Whole meeting with the topics of: 1) Revised Draft of Policy for Circulation of Materials; 2) Revised Draft of Ordinance 2016-6, Establishing Late Fees and Penalties; and 3) New Policy Pertaining to Library Events with Alcohol. The Planning Committee of the Whole meeting with the topics of: 1) Holiday Event Scheduled for 12/9/16 Guest Cost; and 2) IGA with Roselle Park District for Library Services.

**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Trustee Oprenachak made a motion to adjourn the meeting at 8:34 p.m. The motion was seconded. A voice vote was taken with all present voting aye. The motion was approved.

  
Minutes Approved: Secretary

9.14.2016  
Dated