

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OCTOBER 12, 2016, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:03 p.m. Gary Oprenchak served as Secretary Pro Tem in Secretary Pizzicaro's absence.

PRESENT

Five (5) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Trustee, Gary Oprenchak; and Trustee Thomas Piorkowski. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult Services Department Manager, Marcia Bose; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Youth Services Department Manager, Leann Skeens; and Youth Services Librarian/Assistant – Outreach, Stephanie Forrest.

ABSENT

There were two Trustees absent: Secretary, Elaine Pizzicaro; and Trustee Terrell Barnes.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Pro Tem Oprenchak made a motion to adopt the agenda, as presented. A voice roll call was conducted with all present voting aye. The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Budget and Appropriation Public Hearing Dated 9/14/16
2. Minutes of the Regular Board of Trustees Meeting Dated 9/14/16

B. Approval of Expenditure Warrants

1. Bill List for 9/21/16 in the Amount of \$4,531.66
2. Bill List for 9/30/16 in the Amount of \$470.95
3. Bill List for IMRF Electronic Payment Transfer Dated 9/30/16 in the Amount of \$13,755.80
4. Payroll for 10/14/16 and 10/31/16
5. Bill List for 10/12/16 in the Amount of \$29,419.86
6. Bill List Dated 10/12/16(a) in the Amount of \$32,106.77

C. Committee Reports

1. Budget – Minutes Dated 9/21/16
2. Public Relations – No Report
3. Policy – Minutes Dated 9/21/16
4. Personnel & Salary – Minutes Dated 9/21/16
5. Building – Minutes Dated 9/21/16
6. Planning – Minutes Dated 9/21/16
7. Audit – No Report
8. Finance – Minutes Dated 9/21/16

There were two corrections to the presented Finance Committee of the Whole Minutes dated 9/21/16. The first correction was to replace the word "accounts" with "amounts" and the second was to reflect Terrell Barnes absent at this meeting.

There was one correction to the presented Policy Committee of the Whole Minutes dated 9/21/16. The change is to reflect Terrell Barnes as absent at this meeting.

Secretary Pro Tem Oprenchak made a motion to accept the Consent Agenda, as amended. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprenchak, Piorkowski, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Pizzicaro

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported that after the first quarter in the fiscal year expenses are within anticipation of what was budgeted. Due to leaks in the building, there was the Olsson Roofing expense.

Treasurer Harold stated that the Investment Policy is on the agenda for the Committee of the Whole meeting for discussion. Executive Director Millsap located a sample investment policy from the Illinois State Library to compare. Treasurer Harold is also looking at other investment policies from other libraries. There are several procedural references in this policy that may need to be changed or deleted.

Executive Director Millsap reported that Mr. Ken Herdeman from Ehlers Investment Partners will be giving a presentation at the Committee of the whole meeting to answer questions on permissible investments and Illinois Funds.

CORRESPONDENCE

There was no correspondence this month.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her Report that was included in the Board Packets. She also included the following additions:

- Maintenance Technician Schreiner coordinated the retiring of the Library's flag with local Boy Scout troop that will be held on October 24th at 7:15 p.m. The Troop will march the retired flag to the local American Legion. Trustees are welcome to bring any American flags they wish to retire.
- She attended the 50th anniversary celebration at Poplar Creek Library. She reminded the Trustees that the Library's 80th anniversary will be coming up in a few years.
- For the upcoming Per Capita Grant application, she is proposing to request funds to create a new website for the Library along with requesting funding for additional hours needed for the Graphic Artist/Marketing Coordinator for this project. If approved, she is anticipating this project beginning next Summer. Along with the new website she would like to debut a new logo for the Library. Graphic Artist/Marketing Coordinator Kepler is working on a prototype for the logo. President Eichholz stated that Roselle has quite a few local website design companies that may give the Library a discount. With

the size of the project, Executive Director Millsap is anticipating the cost to be around \$10,000.00.

- She elaborated on the Tax Consortium meeting that she attended. Nothing special to report on. They are still working on a case from 2013. There are two objections that may affect the Library. More information will be coming after the hearings begin in late October.

Youth Services Department Manager Skeens introduced Stephanie Forrest who returned to the Library as Youth Services Librarian/Assistant – Outreach. She started on Monday. Both departed the meeting after the introduction.

Executive Director Millsap reported that she attended the Roselle Chamber of Commerce Casino night and was able to network there. Secretary Pro Tem Oprechak also attended this event.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported on the Friends of the Library:

- Book Sale fundraiser grossed over \$1,000.00. This is the highest profit in at least the last six years. Additional profits, anticipated at about \$300.00, will be coming from Discover Books for unsold materials.
- Fundraiser dinner tickets are available that will be held at 1913 at 6:00 p.m. for \$35.00 per ticket. Raffle donations are being sought for this event.

RAILS REPORT

Executive Director Millsap reported on RAILS:

- They are facilitating discussions with SWAN, LINCC, and Magic library consortiums as the three groups talk on merging and possibly be absorbed by SWAN. Currently, the Roselle Public Library District is stand-alone.
- Addison Public Library is hosting a RAILS sponsored workshop on project planning on October 27th. She plans on attending.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Trustee Piorkowski reported that the Foundation is in the middle of their annual appeal drive. To date, donations are coming in slow.

PRESIDENT'S REPORT

President Eichholz loves the space and new area of books located on the first floor of the Library. This project was spearheaded by Adult Services Department Manager Bose.

TRUSTEE'S REPORT

Treasurer Harold commented that she loves the new Library blog "Dear Circ". The answers are well written and funny along with good questions. Circulation Clerk Docka suggested this blog at the August All Staff Meeting.

Trustee Piorkowski exited the meeting at 7:33 p.m.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Set Date for Truth-in-Taxation Act Public Hearing

Secretary Pro Tem Oprechak made a motion to set the date of November 9, 2016, at 7:00 p.m. for the Truth-in-Taxation Act Public Hearing. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprechak, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Piorkowski, Pizzicaro

The motion was approved.

B. Resolution No. 2016-6, Resolution to Determine Estimate of Funds Needed for FY 2016/2017

Secretary Pro Tem Oprechak made a motion to approve Resolution No. 2016-6, Resolution to Determine Estimate of Funds Needed for Fiscal Year 2016/2017, as presented. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprechak, Spencer, Eichholz

NAYS: None
ABSTAIN: None
ABSENT: Barnes, Piorkowski, Pizzicaro

The motion was approved.

C. Ordinance No. 2016-6, Establishing Late Fees and Penalties

Secretary Pro Tem Oprechak made a motion to approve Ordinance No. 2016-6, Establishing Late Fees and Penalties, as presented. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprechak, Spencer, Eichholz
NAYS: None
ABSTAIN: None
ABSENT: Barnes, Piorkowski, Pizzicaro

The motion was approved.

D. Medical Insurance Selection and Library Funded HRA Amount for Employee and Family Coverage

Trustee Piorkowski re-joined the meeting at 7:41 p.m.

President Eichholz made a motion to approve the age rated renewal health plan rates for Blue Cross BlueShield HDHP B520PPO with the annual Library HRA contribution rates/liability of \$4,000.00 for individual coverage, \$6,000.00 for employee/spouse coverage, \$6,000.00 for employee/children coverage, and \$6,000.00 for family coverage. The motion was seconded. A roll call produced the following results:

AYES: Harold, Piorkowski, Spencer, Eichholz
NAYS: None
ABSTAIN: Oprechak
ABSENT: Barnes, Pizzicaro

The motion was approved.

E. Approve Snow Plowing Contract

Executive Director Millsap reported that she requested snow plowing proposals from three vendors. One vendor did not respond. Another vendor listed that as a new account the Library would not be a priority. She is recommending approving the contract with ALM again this year, since they did not increase their rates from last year. The budget for snow plowing for FY 2016/2017 is \$10,000.00. Depending on the severity of the weather, she anticipates to stay within budget.

Treasurer Harold stated that although sidewalks are mentioned further down in ALM's contract, they should also be listed in the beginning paragraphs with the parking lots.

Secretary Pro Tem Oprenchak made a motion to approve the snow plowing contract with ALM Group for fiscal year 2016/2017, as amended. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprenchak, Piorkowski, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Pizzicaro

The motion was approved.

F. Revised Death in the Family for Personnel Handbook

Treasurer Harold had a couple of corrections to the presented Death in the Family policy for the Personnel Handbook. The first correction was to add the word "up" to the sentence "The employee would still be entitled to up to three days of paid bereavement leave, which would run concurrently with the six weeks of leave in this instance." The second is to list the numerical numbers 7 and 6 for consistency with other policies in the Personnel Handbook.

Secretary Pro Tem Oprenchak made a motion to accept the revised Death in Family policy for the Personnel Handbook, as amended. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprenchak, Piorkowski, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Pizzicaro

The motion was approved.

G. Resolution No 2016-7 Intergovernmental Agreement for Library Services to Non-Resident Roselle Park District Employees

Treasurer Harold made a motion to approve Resolution No. 2016-7, Intergovernmental Agreement for Library Services to Non-Resident Roselle Park District Employees. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprenchak, Piorkowski, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Pizzicaro

The motion was approved.

H. Set Date for Certificate of Deposit Maturing at Itasca Bank & Trust on November 1, 2016

It was determined to hold a Special Board of Trustees meeting on October 19, 2016, at 7:00 p.m. before the Committee of the Whole meetings to review certificate of deposit rates for maturing certificate of deposit held at Itasca Bank and to discuss opening a money market at Itasca Bank and Trust.

Agenda for October 19, 2016, Committee of the Whole Meetings

There were six (6) Committee of the Whole meetings scheduled for October 19th. The Finance Committee of the Whole Meeting with the topics of: 1) Continued Discussion on Investments in Illinois Fund Alternatives in Accordance with Library's Investment Policy; and 2) Presentation by Kenneth Herdeman of Ehers Investment Partners. The Budget Committee of the Whole meeting with the topic of reviewing the final draft Ordinance Levying and Assessing Taxes. The Audit Committee of the Whole meeting with the topic of reviewing the preliminary audit. The Policy Committee of the Whole meeting with the topics of: 1) Continued Review of New Policy, Sales of Alcoholic Liquor Limited, for Library Policy Manual; 2) Revised Investment Policy for Library Policy Manual; 3) Ordinance – a) Reimbursement of all Travel Meal and Lodging Expenses of Officers and Employees; b) Pre-Estimation Standardized Form of Cost, Name, Job Title of Office, Dates of Travel and Nature of Official Business; and c) Deletion of Travel Lodging, and Meal Reimbursement Policy found on page 49 of the Personnel Handbook. The Personnel and Salary Committee of the Whole Meeting with the topic of revised Sick Pay Policy for Personnel Handbook.

The Building Committee of the Whole meeting with the topic of Library roof and Special Reserve Funds available.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments/questions.

ADJOURNMENT

Secretary Pro Tem Oprechak adjourned the meeting at 7:51 p.m.



Minutes Approved: Secretary

11.09.2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
OCTOBER 19, 2016**

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 p.m. Gary Oprechak served as Secretary Pro Tem in Secretary Pizzicaro's absence.

PRESENT

Five (5) Board Members were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Trustee, Terrell Barnes; and Trustee, Gary Oprechak.

ABSENT

There were two (2) absent Trustees: Secretary, Elaine Pizzicaro; and Trustee, Thomas Piorkowski.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Pro Tem Oprechak made a motion to adopt the agenda. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.

APPROVE TRUTH-IN-TAXATION ACT NOTICE FOR PUBLICATION

Treasurer Harold made a motion to approve the Truth-in-Taxation Public Hearing Notice for publication. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Piorkowski

The motion was approved.

APPROVE OPENING A MONEY MARKET ACCOUNT AT ITASCA BANK & TRUST

Secretary Pro Tem Oprenchak made a motion to approve opening a money market in the amount of \$1,000,000.00 at Itasca Bank & Trust and leaving the remaining dollars in the Itasca Bank & Trust checking account. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Piorkowski

The motion was approved.

DETERMINE DISPOSITION OF CERTIFICATE OF DEPOSIT MATURING ON 11/1/16 HELD AT ITASCA BANK & TRUST

Secretary Pro Tem Oprenchak made a motion to renew the November 1, 2016, maturing certificate of deposit held at Itasca Bank & Trust for a one-year term at an interest rate of .75% APY. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Piorkowski

The motion was approved.

DIRECTOR'S COMMENTS

There were no Executive Director comments.

TRUSTEE COMMENTS

There were no Board of Trustee comments.

PUBLIC COMMENT/ QUESTIONS

There were no public comments or questions.

ADJOURNMENT

Secretary Pro Tem Oprechak made a motion to adjourn the meeting at 7:08 p.m. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.

Clare Pizzini
Secretary

11.09.2014
Date