

**ROSELLE PUBLIC LIBRARY DISTRICT
TRUTH-IN-TAXATION ACT PUBLIC HEARING MINUTES
NOVEMBER 9, 2016, AT 7:00 P.M.**

CALL TO ORDER

Vice President Spencer called the Public Hearing to order at 7:00 p.m. in President Eichholz's absence. The Public Hearing was held for public comment and questions regarding the Ordinance Levying and Assessing Taxes for Fiscal Year July 1, 2016, through June 30, 2017.

PRESENT

Five (5) Trustees were present at the start of the hearing: Vice President, Priscilla Spencer, Secretary, Elaine Pizzicaro; Treasurer, Sue Harold; Trustee, Terrell Barnes; and Trustee, Gary Oprechak. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult Services Manager, Marcia Bose; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Circulation Department Manager, Christy Snyders; and Judy Walther from the audit firm, McClure, Inserra & Company Chartered.

ABSENT

There were two (2) Trustees absent: President, Sue Ellen Eichholz; and Trustee, Thomas Piorkowski.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There were no questions or comments by the public.

ADJOURN

Secretary Pizzicaro made a motion to adjourn the meeting at 7:02 p.m. The motion was seconded. A voice vote was taken with all present voting aye. The meeting was adjourned.



Minutes Approved: Secretary

12.14.2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
NOVEMBER 9, 2016, AT 7:03 P.M.**

CALL TO ORDER

Vice President Spencer called the meeting to order at 7:03 p.m. in President Eichholz's absence.

PRESENT

Five (5) Trustees were present at the start of the meeting: Vice President, Priscilla Spencer; Secretary, Elaine Pizzicaro; Treasurer, Sue Harold; Trustee, Terrell Barnes; and Trustee, Gary Oprechak. 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; Circulation Department Manager, Christy Snyders; and Judy Walther from the audit firm, McClure, Inserra & Company Chartered.

ABSENT

There were two (2) Trustees who were absent: President, Sue Ellen Eichholz; and Trustee, Thomas Piorkowski.

ADOPTION OF AGENDA

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was said at the Truth-in-Taxation Public Hearing immediately preceding this meeting.

PUBLIC COMMENT

There was no public comment.

AUDIT PRESENTATION BY MC CLURE, INSERRA & COMPANY CHARTERED

Ms. Judy Walther, Senior Audit Manager from McClure, Inserra & Company Chartered, presented the annual financial audit presentation for the time period July 1, 2015 through June 30, 2016, and forwarded final audit booklets.

A summary of what is included in the audit report were: 1) "clean opinion"; 2) net position increased by \$137,514.00 over prior year on the accrual basis; 3) revenues and expenses remained approximately the same as prior year; 4) small increase in IMRF pension obligation from 90% to 86%; 5) General Fund had an increase of \$213,000 that included an operating transfer of \$77,500 from the General Fund to the Special Reserve Fund; 6) had a \$169,000.00 in surplus amongst funds which is well within the legal spending limit; 7) the General Fund expended \$606,240 less than the appropriation; 8) Special Reserve Fund is at \$451,258.00; 9) Donations decreased over prior year; 10) Library has a General Fund balance and can operate for approximately 10 months with no revenues over a year period, versus last year's period of 7.7 months; 11) CD's remained at the same balance as last year; and 12) slight change in the Illinois Fund accounts with their rating being the highest but they are not FDIC insured and risk is slight.

Auditor Walther explained library foundations need to be included in the audit if they are over a certain dollar amount. The date of the inception of the Roselle Foundation will be reviewed for future reports.

The Management Report was unchanged since the Management Report from last fiscal year's comment and had nothing new to report that was of any concern. Auditor Walther reported that the books are meticulously maintained in the office. They encountered no unusual audit findings or disagreements during the course of the audit process.

Question was asked to the Auditor on her opinion about uploading final audit report to the website. Auditor Walther stated that several of their library clients include the final audit that is prepared by their office and upload to their websites. She will send a PDF file of final audit report to Executive Director Millsap that is easy to post and search. Ms. Walther forwarded documentation for signatures for filing to Executive Director Millsap.

Ms. Walther departed the meeting at 7:33 p.m.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 10/12/16
2. Minutes of the Special Board of Trustees Meeting Dated 10/19/16

B. Approval of Expenditure Warrants

1. Bill List for 10/31/16 in the Amount of \$2,798.29
2. Bill List for IMRF Electronic Funds Transfer Payment Dated 10/31/16 in the Amount of \$13,482.12
3. Bill List for 11/9/16 in the Amount of \$39,517.87
4. Payroll for 11/15/16 and 11/30/16
5. Bill List for 11/9/16(a) in the Amount of \$10,647.63

C. Committee Reports

1. Budget – Minutes Dated 10/19/16
2. Public Relations – No Report
3. Policy – Minutes Dated 10/19/16
4. Personnel & Salary – Minutes Dated 10/19/16
5. Building – Minutes Dated 10/19/16
6. Planning – No Report
7. Audit – Minutes Dated 10/19/16
8. Finance – Minutes Dated 10/19/16

Trustee Oprechak had two changes to the Minutes of the Regular Board of Trustees Meeting dated October 12, 2016. The vote for Revised Death in Family Policy should reflect Piorkowski as Aye instead of Absent and the vote for Resolution No. 2016-7, Intergovernmental Agreement for Library Services to Non-Resident Roselle Park District Employees should reflect Piorkowski as Aye instead of Absent.

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

AYES: Barnes, Harold, Oprechak, Spencer

NAYS: None

ABSTAIN: Pizzicaro

ABSENT: Eichholz, Piorkowski

The motion was approved.

TREASURER'S REPORT

Trustee Oprechak made a motion to accept the September 2016 Treasurer's Report. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Piorkowski

The motion was approved.

This vote was omitted from the September 14, 2016, Board of Trustees Regular meeting.

Treasurer Harold had nothing new to report on for the October Treasurer's Report.

Trustee Barnes made a motion to accept the October 2016 Treasurer's Report. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Piorkowski

The motion was approved.

Discussion ensued on the Library's credit card account. It was determined that charges on the credit card were still within the Executive Director's spending limit and Trustees agreed to continue using as needed.

CORRESPONDENCE

Executive Director Millsap reported on the invitation from the Roselle Chamber of Commerce for their holiday party. This event is not funded by the Board for those wishing to attend.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap included her report in the Board Packets and presented a verbal presentation summarizing:

- Youth Services Department Assistant Manager Annala has assumed interim leadership over the Youth Services Department with Youth Services Department Manager Skeen's passing until a Youth Services Department Manager has been hired.
- The Safety Committee meeting has been meeting to review the Emergency Manual and propose recommended changes at a 2017 Committee of the Whole meeting.
- On November 15th she is facilitating two Staff quarterly meetings. Identical meetings will be presented at 9:00 a.m. and 2:00 p.m. so as many staff can attend as possible. Topics will be policies approved this month and last and questions on health insurance.
- Included ILA report from the conference she attended with additions from Automation Coordinator and Technical Services Department Manager Dennis and Reference Librarian Wieck.
- She will be out of the office from 12/10/16-12/15/16.
- The matured CD at Itasca Bank was renewed at an interest rate of .75 APY. The bank cards for the new money market account at Itasca Bank are available for signatures tonight. Online banking accounts for President Eichholz and Treasurer Harold have been dormant for six months. Treasurer Harold determined to remove the transferring status from these accounts. The Trustees agreed to allow the Library's CPA, Bill Grigg, access to view the account online in addition to Executive Director Millsap with no transferring privileges.
- She will be attending the November 10th meeting requirement for the LIRA insurance pool. Renewal through LIRA is at the end of December. She will present a report from this meeting at next week's Committee of the Whole meeting.
- Olsson Roofing was out yesterday and took some samples. She is hoping to have more information for next week's Committee of the Whole meeting.
- Cintas has been hired to replace and deliver floor mats in the lobby and the hallway on the first floor on a monthly basis.
- On October 24th Boy Scout Troop 408 retired the library's flag and raised the new flag.
- Signed the snow removal contract with ALM, with amendments as requested.
- There will be two Christmas trees to decorate this year. The small tree will be decorated by the Youth Services Department and dedicated to former Youth Services Department Manager Leann Skeens. There is a bigger tree on Main Street that she asked the Trustees if they would like to sponsor for the Library and all agreed to do so. She invited Trustees to participate in the decorating.

PRESIDENT'S REPORT

Vice President Spencer confirmed that a Regular Board of Trustees meeting would be held on December 14th, with no Committee of the Whole scheduled for December.

TRUSTEE'S REPORT

Secretary Pizzicaro was asked by the election judges to thank the staff for providing a welcome table in the lobby and providing refreshments during Election Day. Executive Director Millsap stated that this idea came from Circulation Department Manager Snyders.

FRIENDS OF THE LIBRARY REPORT

Executive Director Millsap reported that the Friends held their fundraising dinner at 1913 and tickets were sold out. There were 110 tickets sold with 30 people on a waiting list. It was the highest revenues for a dinner fundraiser and was a very popular event. She attended this event with some staff also in attendance.

RAILS (REACHING ACROSS ILLINOIS LIBRARY SYSTEM) REPORT

There was no RAILS report for this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

There was no Foundation report for this month.

UNFINISHED BUSINESS

There was no Unfinished Business to report on.

NEW BUSINESS

A. Ordinance No. 2016-7, Ordinance Levying and Assessing Taxes for the Fiscal Year, Beginning July 1, 2016 - June 30, 2017

Secretary Pizzicaro made a motion to approve Ordinance No. 2016-7, Ordinance Levying and Assessing Taxes 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, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Piorkowski

The motion was approved.

B. Approve Certification of Truth-in-Taxation Law

Treasurer Harold made a motion to approve the Certification of the Truth-in-Taxation Law. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Piorkowski

The motion was approved.

C. Appoint Executive Director as Acting Local Official

Secretary Pizzicaro made a motion to appoint Samantha Millsap, Executive Director of the Roselle Public Library District, to act as the Local Election Official in her stead. She also enabled her to appoint Marcia Bose, Adult Services Department Manager, and other staff members to assist in performing the duties required of the Local Election Official. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Piorkowski

The motion was approved.

Secretary Pizzicaro signed document on letterhead authorizing this appointment.

D. Approve Revised Sick Pay Policy for Personnel Handbook

Trustee Barnes made a motion to approve the revised Sick Pay policy for the Personnel Handbook. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Piorkowski

The motion was approved.

E. Approve Sale of Alcohol Liquor Polity for Library Policy Manual

Trustee Barnes departed the meeting at 8:09 p.m.

Treasurer Harold made a motion to approve the Sale of Alcohol Liquor Policy for the Library Policy Manual, as revised, to include with the addition to number 8 "and shall be BASSET certified". The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Piorkowski

The motion was approved.

F. Approve Ordinance No. 2016-8, Establishing a Policy to Regulate the Reimbursement of all Travel, Meal, and Lodging Expenses of Library Trustees and Employees for Inclusion in Personnel Handbook and Library Policy Manual

Secretary Pizzicaro made a motion to approve Ordinance No. 2016-8, Establishing a Policy to Regulate the Reimbursement of all Travel, Meal, and Lodging Expenses of Library Trustees and Employees for inclusion in the Personnel Handbook and Library Policy Manual. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Piorkowski

The motion was approved.

G. Delete Automobile Usage and Travel Lodging and Meal Reimbursement from Personnel Handbook

Treasurer Harold made a motion to delete the Automobile Usage and Travel Lodging and Meal Reimbursement Policy from the Personnel Handbook. The motion was seconded. A roll call produced the following results:

AYES: Harold, Oprenchak, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Piorkowski

The motion was approved.

H. Delete Policy for Board of Trustee Reimbursement from the Library Policy Manual

Vice President Spencer departed the meeting at 8:33 p.m. She returned to the meeting at 8:34 p.m.

Trustee made a motion to delete Policy for Board of Trustee Reimbursement from the Library Policy Manual. There was no second.

The motion was not carried.

This topic will be discussed further at the next Committee of the Whole meeting, with recommended revisions, and voted on at the December Regular Board of Trustees meeting.

Agenda for November 16, 2016, Committee of the Whole Meetings

There were four (4) Committee of the Whole meetings scheduled for November 16, 2016. They include the Building Committee of the Whole, Budget Committee of the Whole, Policy Committee of the Whole, and Finance Committee of the Whole. The topics for the Building Committee of the Whole meeting were: 1) Building Update from Maintenance Technician Steven Schreiner; and 2) Roof Discussion and Special Reserve Funds from Financial Statements Ending June 30, 2016. The topics for the Budget Committee of the Whole meeting were: 1) Draft Ordinance Amending Ordinance 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to

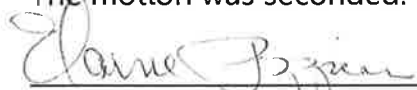
Said Ordinance; 2) Draft Ordinance Authorizing Interfund Transfers; 3) Director Report on LIRA – Facility & Liability Insurance Premiums for 2017; and 4) Draft Per Capita Grant Application. The topics for the Policy Committee of the Whole meeting were: 1) Revised Investment Policy for Library Policy Manual; and 2) Discussion on Policy for Board of Trustee Reimbursement from the Library Policy Manual. The topic for the Finance Committee of the Whole meeting is continued discussion on investments in Illinois Funds alternatives in accordance with Library’s Investment Policy.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Vice President Spencer made a motion to adjourn the meeting at 8:43 p.m. The motion was seconded. All present voted aye. The motion was approved.



Minutes Approved: Secretary

12-14-2016
Date