

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
FEBRUARY 8, 2017, AT 7:00 P.M.**

CALL TO ORDER

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

PRESENT

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Trustee, Terrell Barnes; 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; Circulation Department Manager, Christy Snyders; Carmen Forte representing law firm Klein, Thorpe and Jenkins; and Kristen Lawson newly hired Youth Services Department Manager starting on February 20, 2017.

ABSENT

There was one (1) absent Trustee: Secretary, Elaine Pizzicaro.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Pro Tem Oprenchak made a motion to adopt the agenda, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

PUBLIC COMMENT

There were no public comments or questions.

INVESTMENT POLICY PRESENTATION FROM LAW FIRM KLEIN, THORPE AND JENKINS

Executive Director Millsap introduced Attorney Carmen Forte from Klein, Thorpe and Jenkins who is the lead attorney working on recommending changes to the Library's current Investment Policy. She forwarded questions and suggestions from Trustees concerning this Investment Policy to him.

Attorney Carmen Forte began his presentation by stating the library's Investment Policy originated in 1999 and was amended in 2011. He researched to see if this Policy was still in compliance with State Law involving Cash Management and Investments. There was only one minor change with a date and the rest of the Policy was still in compliance. He presented a general overview of the Policy. The statutes state that investments must be moderate and conservative since the library is a public body. He recommended to diversify investments in different banks to stay under the FDIC insured amount of \$250,000.00 or else the statutes require collateralization if it does go over in one bank. The Public Financial Act prefers investments to be local, if possible, but not required. The authorized Officers and Employees who are responsible for the investments and moving of funds are the Executive Director and the Board Treasurer. He recommended that another Board Officer, such as the Secretary, may be added to the account as backup to the Board Treasurer, but the Executive Director is always on the account. He went over the following portions of the Policy and presented their recommended changes:

- What constitutes a conflict of interest from the Ethics and Conflicts of Interest portion of the Policy
- Reviewed the Investment Restrictions
- Collateralization specifics can be added to clarify Policy. Treasurer Harold asked for clarification to number 1 of this section. He will review and clarify before a final draft of this Policy is sent to the Library.
- Reviewed Diversification
- Reviewed Safekeeping and Custody

Trustee Piorkowski departed the meeting at 7:20 p.m.

- Reviewed Internal Controls
- Reviewed Delegation of Authority
- Reviewed Documentation
- Reviewed Accounting

Trustee Piorkowski rejoined the meeting at 7:37 p.m.

- Reviewed Reporting – He said he recommends working with an outside experienced financial individual, company, library consortium, firm, or

other Library Directors, other than a CPA who only records the investments made. Secretary Pro Tem Oprechak is in favor of this. Treasurer Harold would like the statute on reporting requirements, other than a summarization of the requirement, be included in this section.

- Reviewed Indemnification
- Reviewed Amendment – Does not need to be in Policy, but he kept it in.
- Reviewed Ratification
- Recommended deleting the Finance Committee section

Treasurer Harold inquired which statutes are required from the Authorized Broker/Dealers and Financial Institutions section. He stated they must be registered in the State of Illinois, number 6 under this section, number 7 under this section, and number 1 are required. Number 2 is in Act, but not a requirement.

Executive Director Millsap asked if it is prudent to move out of Illinois Funds. He recommended moving funds out of these accounts.

Attorney Forte stated the next steps are: 1) he will discuss questions, as discussed, with Attorney Smith in his office; 2) provide additional drafts with changes; and 3) available to answer any further questions.

President Eichholz thanked him for his presentation. He departed at 7:40 p.m.

Executive Director Millsap left the meeting at 7:40 p.m.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 1/11/17
2. Minutes of the Special Board of Trustees Meeting Dated 1/18/17
3. Minutes of the Special Board of Trustees Meeting dated 1/25/17

B. Approval of Expenditure Warrants

1. Bill List Dated 1/18/17 in the Amount of \$6,297.05
2. Bill List Dated 1/31/17 in the Amount of \$517.28
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 1/31/17 in the Amount of \$12,602.89
4. Bill List for 2/8/17 in the Amount of \$28,415.11
5. Payroll for 2/15/17 and 2/28/17
6. Bill List for 2/8/17(a) in the Amount of \$5,945.07

C. Committee Reports

1. Budget – Minutes Dated 1/18/17

2. Public Relations – No Report
3. Policy – Minutes Dated 1/18/17
4. Personnel & Salary – Minutes Dated 1/18/17
5. Building – Minutes Dated 1/18/17
6. Planning – Minutes Dated 1/18/17
7. Audit – No Report
8. Finance – No Report

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

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported that expenses seemed to be in line with the budget.

Vice President Spencer left the meeting at 7:42 p.m.

For next month's Treasurer's Report the AOI billing in the amount of \$1,320.00 will be moved to the Furniture account. There is plenty of cushion in the snow removal account, to date. She reported that Executive Director Millsap stated that there is still money in the Trustee Education account with only 11% spent this fiscal year, if any Trustees would like to attend Trustee Day at ILA. Accrued interest from maturing certificate of deposit held at Roselle Bank and transferred to First Merit Bank has been posted with an amount of approximately \$500.00.

Executive Director Millsap rejoined the meeting at 7:43 p.m.

Treasurer Harold reported that the Treasurer's Report includes the mat rental from G & K. Executive Director Millsap reported that she may change the rental to one time per month instead of two with the lack of snow.

Treasurer Harold reported that the charge on the credit card for the vendor Gigg Salad was interesting and is actually a programmer booking site that Adult Services Reference Librarian Matt Wieck found that is cheaper. This site also tracks correspondence with the programmer.

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

AYES: Barnes, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Spencer

The motion was approved.

Vice President Spencer re-joined the meeting at 7:45 p.m.

CORRESPONDENCE

Executive Director Millsap reported on the following correspondence received: 1) letter from Jesse White from the Office of the Secretary of State listing the Local Government Travel Expense Contract Act that became effective January 1, 2017; 2) Thank you letter from the Marine Corps Reserve for participating in the Toys for Tots donation; and 3) Thank you letter from former staff member Nancy Ecklund for the retirement gift she received from the Board.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her report along with including in the Board Packet. Her presentation included:

- Requesting the help of Trustees in distributing flyers around town for National Library week event.
- Next quarterly Staff meeting is scheduled for February 14th.
- Indoor sprinkler system was inspected on Monday instead of Friday by F. E. Moran. She is waiting for their final report.
- Breaker went out in meeting rooms on Friday and also the temperature was cold. All were fixed on Monday with the breaker changed by the electrician vendor and Johnson Controls adjusting the temperature. In the near future, she plans to have the breakers re-labeled, without deviating from the blueprints.
- There will be no consolidated Primary Election held at the Library this year.
- Bidding for electricity supplier will be determined by NIMEC, depending on pricing.
- Olsson Roofing has not been out to identify the location of the 80 feet of loose flashing on the roof. She remains in contact with them to schedule.

- Carpet cleaning has not been done since November 2015. Business Office Manager Debbie Green has been delegated to coordinate the schedule and cost in order to resume a regular cleaning rotation.
- Received final report from 360 Energy Group with their recommendations on future lighting updates. She will use this report to help her compile the upcoming budget.
- Maintenance Technician Schreiner resigned effective January 28th. She is taking care of the modifications to the Metasys system for building temperature, until this position is filled.
- She introduced and welcomed Kristen Lawson, Youth Services Department Manager, who will be starting at the Library on February 20th.

PRESIDENT'S REPORT

President Eichholz reported that the Stepping Stones organization will be holding a fundraiser tea that is scheduled for March 12th. They are looking for models for this event. She also reported that the Roselle Park District has slated for their new facility to open at the end of March and also will be voting on Turner.

TRUSTEE'S REPORT

Trustee Piorkowski reported that History Night at the Roselle Historical Museum is scheduled for April 1st. Tickets will be on sale shortly. The museum is also partnering with local businesses and Lake Park on a fundraising flag service in town. Cost is \$40.00 to have a flag placed at participant's location for four holidays per year. Flyers were brought to the Library on this fundraising effort.

Trustee Piorkowski reported that a current bill is in legislation to reform how PTABS are handled.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends cancelled their February 1st meeting. Their next meeting is scheduled for April 5th at 6:00 p.m.

RAILS REPORT

There was no report for RAILS this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Trustee and Foundation Treasurer Piorkowski reported that the Foundation completed their annual fundraising drive and raised \$7,500.00. This

is a slight decrease over last year. All name plates have been ordered and installed for this Annual Drive.

UNFINISHED BUSINESS

The Trustees had no unfinished business.

NEW BUSINESS

A. Certify Statement of Cash Receipts and Disbursements 7/1/16-12/31/16

Trustee Barnes made a motion to approve to certify the Statement of Cash Receipts and Disbursements for 7/1/16-12/31/16. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

B. Dewberry Architect Roof Proposal

Secretary Pro Tem Oprenchak made a motion to approve the revised Dewberry Architect roof proposal with the attached rider, subject to Dewberry's agreement to suggested changes. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

C. Revised Employee Development Policy for the Personnel Handbook

Executive Director Millsap reported that the proposed changes were recommended by the Policy Committee of the Whole meeting.

Trustee Barnes made a motion to approve the revised Employee Development Policy for the Personnel Handbook. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

D. Revised Sick Pay Policy for the Personnel Handbook

Executive Director Millsap reported that the proposed changes were made by the State of Illinois amending the the Illinois Employee Sick Leave Act.

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, Eichholz, Harold, Oprenchak, Piorkowski, Spencer

NAYS: None

ABSTAIN: Harold

ABSENT: Pizzicaro

The motion was approved.

E. Approve Employee Recognition Bonus of \$300.00 for LTA Earned

Secretary Pro Tem Oprenchak made a motion to approve the employee recognition bonus of \$300.00 for LTA earned. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

F. Revised Maintenance Technician Job Position Description

Executive Director Millsap reported that two additions were recommended by Secretary Pizzicaro to the proposed revised Maintenance Technician job description. One was to include "Reports regularly on the state of the building and grounds in a variety of formats, including updating the library's capital assets tool" and the second was to add "Uses Microsoft Office applications". It was determined to include both in the job description but to have a separate bullet point for "Uses Microsoft Office applications".

Secretary Pro Tem Oprechak made a motion to approve the revised Maintenance Technician job description, as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

G. Maintenance Substitute Job Position Description

Executive Director Millsap reported that she spoke with Secretary Pizzicaro who recommended mirroring the last bullet point of the Maintenance Substitute job description with the last bullet point of the Maintenance Technician job description.

Secretary Pro Tem Oprechak made a motion to approve the Maintenance Substitute job position description, as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

Agenda for February 15, 2017, Committee of the Whole Meetings

There were three (3) Committee of the Whole meetings scheduled for February 15, 2017. The Planning Committee of the Whole meeting with the

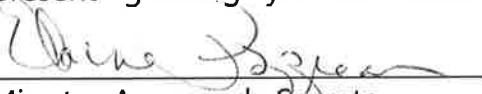
topics of: 1) Presentation of Science Kit Award by Norm Phoenix of IEEE Chicago Section; 2) Update on Strategic Plan Ad Hoc Committee; and 3) Discuss Board Self-Evaluation Worksheet. The Budget Committee of the Whole meeting with the topics of: 1) Presentation of First Estimate of Projected Income for Fiscal Year 2017/2018; 2) Review Salary Recommendations for Fiscal Year 2017/2018; and 3) Review Department Staffing Requests for Fiscal Year 2017/2018. The Policy Committee of the Whole Meeting with the topic of continued discussion on Investment Policy from the Library Policy Manual.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Pro Tem Oprechak made a motion to adjourn the meeting at 8:16 p.m. The motion was seconded. A voice roll call was conducted with all presenting voting aye. The motion was approved.


Minutes Approved: Secretary


Date