

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
APRIL 12, 2017, AT 7:00 P.M.**

CALL TO ORDER

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

PRESENT

Seven (7) 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; Trustee, Gary Oprechak; 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; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There were no Trustees who were absent.

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 conducted with all voting aye.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 3/8/17
2. Minutes of the Special Board of Trustees Meeting Dated 3/15/17

B. Approval of Expenditure Warrants

1. Bill List Dated 3/15/17 in the Amount of \$12,353.68
2. Bill List Dated 3/31/17 in the Amount of \$2,134.33
3. Bill List Dated 3/31/17 for IMRF Electronic Funds Transfer Payment in the Amount of \$12,673.40
4. Bill List Dated 4/12/17 in the Amount of \$38,668.52
5. Payroll Dated 4/14/17 and 4/28/17
6. Bill List Dated 4/12/17(a) in the Amount of \$13,353.55

C. Committee Reports

1. Budget – Minutes Dated 3/15/17
2. Public Relations – No Report
3. Policy – Minutes Dated 3/15/17
4. Personnel & Salary – Minutes Dated 3/15/17
5. Building – Minutes Dated 3/15/17
6. Planning – Minutes Dated 3/15/17
7. Audit – No Report
8. Finance – No Report

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT

Treasurer Harold highlighted payments from the Treasurer's Report that included:

- Expenses still in line within budget.
- CPA, William Grigg, is increasing his monthly services beginning July 1st from \$685.00 per month to \$740.00 per month resulting in an increase of \$660.00 for the year.
- Interest was earned totaling over \$500.00 from the recent First Eagle certificate of deposit.
- Asked for clarification from Executive Director Millsap on deferred Cook County taxes, as listed on Treasurer's Report.

- Explained HRA monies used, per report supplied in Board Packets. In 2016 roughly \$24,000.00 was paid in claims from the HRA account. For 2017, the HRA has a total of \$54,000.00 available with approximately \$11,000.00 paid to date. The Treasurer's Report lists the cash position for this fund.

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on the following correspondence received:

- Annexation Notice of property in Medinah.
- Lake Park Tax Consortium notification of negotiated tax appeal from Redi-Strip. This resulted in a 60% savings or \$473.00 for the Library's piece.
- State Library awarding the Per Capita Grant for 2017 to the library. Grant money may be delayed in sending.
- Email from the State that they have received only 50% of the Statement of Economic Interests, from the list supplied to them. The deadline to file is May 1st before fees are incurred.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Millsap recapped her report with the following:

- Eric Annala was hired for the Maintenance Technician position starting on March 28th.
- Participating in the Roselle Police Department Citizen Police Academy.
- Selling tickets for the Rotary's annual fundraiser to support international clean drinking water in Bolivia.
- Filed adjusted tax extension with DuPage County. Still waiting for Cook County.
- Library will be hosting blood drive on June 1st in the afternoon with Heartland Blood Center.

- ALA Annual is from June 22- June 27. Let her or Business Office Manager Green if you would like to go.
- Staff from multiple departments will be attending the ILA Reaching Forward Conference on May 5th.
- Library awarded \$111 for the DRAM Antitrust settlement from the Attorney General of Illinois. Another settlement is pending.
- Usual leaks sprang in the Library from the storm on March 30th. Olsson Roofing was able to address on same day.
- Electrical work was done on April 5th to prepare for first floor touch screen catalog stations.
- Carpet cleaning for public areas is scheduled for May 12th with the rest of the library scheduled for floor cleaning on May 19th.
- She and Automation Coordinator Dennis met with Call One representative who pointed out that a large part of the telephone bill was for a copper wire for the fire alarm. This was being paid redundantly with NORCOMM supplying the same service beginning in 2009. Going forward she removed this portion from the telephone bill with Call One with the wire being supplied by AT&T.
- Working with LIRA and Klein, Thorpe and Jenkins on putting together Participation Waiver forms.
- Submitted the Prevailing Wage Survey to the State of Illinois. This is the second year for this survey.
- Reported on TIF meeting that she attended.

TRUSTEE'S REPORT

Secretary Pizzicaro commended Adult Services Department Manager Bose and her team for the Book Lover's Day luncheon she attended yesterday. She especially liked the printout of recommended books she received. At this luncheon she announced the upcoming Foundation fundraiser, Antique Appraisal, held in June. She also asked Executive Director Millsap if she could announce this fundraiser during the April 23rd Volunteer Appreciation musical performance, which she agreed to.

President Eichholz commented on the Science kits now available at the Library. She heard all good comments from the public at the Open House displaying the Science kits.

Trustee Piorkowski reported that at the Roselle Historical fundraiser that he attended and worked he was told what a great job the Library is doing. Trustee Barnes and Pizzicaro were in attendance for the performance.

PRESIDENT'S REPORT:

President Eichholz reported on the following:

- Community Garden is underway and is located behind Spring Hills School. They are looking for volunteers.
- The Roselle Park District opened their building last week. An upcoming Grand Opening is forthcoming.

FRIENDS OF THE LIBRARY REPORT

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

- Book sale fund raiser is being held the same weekend as Volunteer Appreciation Musical Sunday again this year on April 22nd and 23rd. Set-up will be on that Thursday and Friday and they are looking for volunteers to help sort books.

Executive Director Millsap reported that the Library received a check from the Friends for approximately \$5,200.00, per their vote to fund department requests at a recent meeting.

RAILS REPORT

Executive Director Millsap reported that she listened to a fundraising podcast sponsored by RAILS, which was very informative.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

There was no report for the Roselle Public Library Foundation this month.

UNFINISHED BUSINESS

There was no unfinished business for this month.

NEW BUSINESS

A. William E. Grigg, CPA Agreement for FY17/18

Treasurer Harold made a motion to adopt the William Grigg Agreement for FY17/18. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. Ehlers Investment Partners Agreement of Fees Selected

Trustee Oprechak made a motion to table the Ehlers Investment Partners Fees Selected until May. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Policy for Evaluation of the Executive Director for Job Description Manual

President Eichholz thanked Secretary Pizzicaro for creating the presented guideline for the evaluation of the Executive Director.

Trustee Oprechak made a motion to approve the revised Policy for Evaluation of the Executive Director of the Roselle Public Library District for the Job Description Manual, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

Agenda for April 19th Committee of the Whole Meetings

Budget Committee of the Whole Meeting with topics: 1) Presentation of Second Draft of the Working Budget for FY17/18; 2) DuPage County Report of Proposed Tax Extension for Tax Year 2016 (FY 17/18); and 3) Cook County Report of Proposed Tax Extension for Tax Year 2016 (FY 17/28, if received).

Building Committee of the Whole Meeting with the topic: Update on Roof Replacement/Repairs.

Policy Committee of the Whole Meeting with topics: 1) New Policy – Closed Session Review for Library Policy Manual; 2) New Policy – Blood Donations for Personnel Handbook; and 3) Continued Discussion on Revised Investment Policy for Library Policy Manual.

Planning Committee of the Whole Meeting with topics: 1) Completed Board Self-Evaluations Reviewed and Future Action Plan Discussion, if needed; 2) Trustee Vacancy; and 3) Proclamation for Retiring Mayor Gayle Smolinski.

Personnel and Salary Committee of the Whole Meeting with the topic: Executive Director Evaluation.

CITIZEN COMMENTS/QUESTIONS

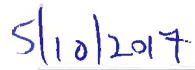
There were no citizen comments or questions.

ADJOURNMENT

Trustee Oprechak made a motion to adjourn the meeting at 7:42 p.m. The motion was seconded. A voice roll call produced all voting aye. The motion was approved.



Minutes Approved: Secretary



Date