

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JUNE 14, 2017**

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 p.m. Trustee Oprenchak served as Secretary Pro Tem until a Secretary is elected.

PRESENT

Six (6) Board Members were present at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz; Sue Harold, Gary Oprenchak; and Tom 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; Youth Services Department Manager, Kristen Lawson; and guest, Ruth Garippo.

ABSENT

There was one (1) absent Trustee: Trustee, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

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

PUBLIC COMMENT

There were no public comments.

OATH OF OFFICE AND COMMITMENT PLEDGE

Secretary Pro Tem Oprenchak administered the Oath of Office separately to re-elected Trustees Sue Ellen Eichholz and Sue Harold and to newly appointed Trustee Len Baumgart. The three (3) sworn in Trustees also signed the Oath of Office form and Board Commitment Pledge form.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 5/10/17
2. Minutes of the Special Board of Trustees Meeting Dated 5/23/17

B. Approval of Expenditure Warrants

1. Bill List for 5/12/17 in the Amount of \$903.68
2. Bill List for 5/17/17 in the Amount of \$650.00
3. Bill List for 5/23/17 in the Amount of \$15,951.19
4. Bill List for 5/31/17 in the Amount of 839.79
5. Bill List for Electronic Funds Transfer Payment to IMRF Dated 5/31/17 in the Amount of \$13,185.39
6. Bill List for 6/14/17 in the Amount of \$58,457.47
7. Payroll Dated 6/15/17 and 6/30/17
8. Bill List for 6/14/17(a) in the Amount of \$5,840.76

C. Committee Reports

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

Secretary Pro Tem Oprechak moved to approve the Consent Agenda, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the 11th month of FY 2016/2017. Highlights included: 1) Budget reallocations will be discussed under New Business tonight; 2) Payment of approximately \$1,800.00 was made to ServicePRO for mold

abatement; 2) Two payments were made to MetLife dental due to employee changes; 3) Payment of approximately \$7,800.00 was made to Stanley Security for new equipment, installation and wiring on security system; and 4) Treasurer's Report reflects move of Certificate of Deposit from Itasca Bank to Roselle Bank.

Treasurer Harold reported that Executive Director Millsap will contact CPA, Bill Grigg, to change description on Treasurer's Report for the Medical/Dental fund to be more descriptive.

Secretary Pro Tem Oprenchak moved to approve the Treasurer's Report. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

CORRESPONDENCE

President Eichholz reported that former Trustee Elaine Pizzicaro sent a thank you card to the Trustees. She circulated to Trustees.

Executive Director Millsap reported on the Public Hearing Notification that she received from the Village of Roselle. This Hearing is in regards to the TIF District area on North Roselle and Nerge roads. The Hearing will be on June 29th at 11:00 a.m.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on the following:

- She successfully completed the Citizens Policy Academy on May 25th. She encouraged all Trustees to attend.
- The June 1st Blood Drive had 16 successful donations and 3 attempts. She plans to do again in the future.
- In the Board Packets she attached a detailed report pertaining to the Director's University she attended in Springfield.
- The All Staff Appreciation/Training date is August 25th tentatively to be held at the new Roselle Park District facility. She encouraged the Trustees to attend and will be forwarding an itinerary soon.
- She thanked the Trustees who volunteered to participate in the Rose Parade this year.

- Phone outage occurred on June 7th that was resolved pretty quickly.
- She reported on the Driveway/sidewalk repairs that the Village of Roselle is working on behind the Library building. During this repair a contractor clipped the Library's sprinkler system and the sprinkler system was off for a few days. This was repaired and Public Works assured her that the contractor would pay for this repair. Public Works also advised her that she will receive two (2) days notification before paving will start in the alley.
- A technician from ComEd forced his way into the gated area behind the Library to inspect their equipment for a brief time, but left the gate open and did not inform staff. In this gated area is also the Library's generator. She has followed up with ComEd and they will investigate the matter.
- She reported on the upcoming roof repair. It was noted by Dewberry Architects that some weep holes are not visible and are potentially covered with flashing. The architects are recommending that Olsson Roofing inspect these areas before the roofing work.
- Exhaust fans were not included in the Johnson Controls maintenance agreement for the last 7 years. She plans to add to the contract upon renewal.
- Patron admitted that she backed into the light pole in the Library's parking lot and it appears that others have also backed into them. Maintenance Technician Eric Annala is painting light poles bright yellow in the Library's parking lot for improved visibility.
- First floor carpeting is now starting to tear. She recommended replacing along with the other work that will ultimately need to be completed in the department that includes paint, drywall work, shelving update, lighting update, and sprinklers.

Treasurer Harold commended Executive Director Millsap on completing the race on June 4th and then participating in the parade in quite hot/humid weather.

Treasurer Harold pointed out the high number of donations received for Summer Reading, as listed in the Youth Services Department Report. President Eichholz wondered what method she used. Youth Services Department Manager Lawson reported that she wrote letters and also telephoned. She was overwhelmed by the generosity of this community. President Eichholz stated that it was very apparent to her when she was in the parade how much the community loves the Library.

PRESIDENT'S REPORT

President Eichholz reported that the Stepping Stones organization is having their annual Wine Night fundraiser at Lynfred Winery.

At the end of August 100+ Women will be holding their next meeting at 1913.

No report on schools right now with summer closures.

TRUSTEE'S REPORT

No Trustee's Report for this month.

FRIENDS OF THE LIBRARY REPORT

Executive Director Millsap reported on the Friends of the Library:

- Their last book sale fundraiser raised \$1,500.00.
- They are purchasing a dozen more book sale signs to post around town for a total of 36 signs.
- They voted to fund and sponsor the Library's request for the Wi-Fi Café to be held during the Taste of Roselle. She hopes that funds will be generated to purchase additional mobile hotspots for the Library.

RAILS REPORT

Executive Director Millsap reported that RAILS is crafting their membership standards taken from *Serving Our Public* (version 3.0). She has a draft copy of proposed standards. Soon RAILS will begin Public Hearings to ask questions before these standards are official. She will forward dates and times of these Hearings to the Trustees when available.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Trustee and Foundation Treasurer Piorkowski reported that the next Foundation fundraiser is being held tomorrow, June 15th, at 6:30 p.m. in the Library's meeting rooms for the Antique Appraisal. He also reported that a couple of donations have come in. The annual appeal letter will be starting soon in a couple of months.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Election of Officers – Two (2) Year Terms

The following nominations were made for two year terms for the offices of President, Vice President, Treasurer, and Secretary on the Library Board of Trustees. Trustees expressed what offices they were interested in.

Tom Piorkowski nominated Sue Ellen Eichholz for the office of Board President. The nomination was accepted. Tom Piorkowski moved to elect Sue Ellen Eichholz for the office of Board President. The motion was seconded. A voice vote was conducted with all in favor and none opposed. The motion was approved.

Gary Oprechak nominated Tom Piorkowski for the office of Board Vice President. The nomination was accepted. Gary Oprechak moved to elect Tom Piorkowski for the office of Board Vice President. The motion was seconded. A voice vote was conducted with all in favor and none opposed. The motion was approved.

Tom Piorkowski nominated Gary Oprechak for the office of Board Secretary. The nomination was accepted. Tom Piorkowski moved to elect Gary Oprechak for the office of Board Secretary. The motion was seconded. A voice vote was conducted with all in favor and none opposed. The motion was approved.

Tom Piorkowski nominated Sue Harold for the office of Board Treasurer. The nomination was accepted. Tom Piorkowski moved to elect Sue Harold for the office of Board Treasurer. The motion was seconded. A voice vote was conducted with all in favor and none opposed. The motion was approved.

B. Designation of Freedom of Information Act (FOIA) Officers, Open Meetings Act Officer, and Ethics Officer

Treasurer Harold and Executive Director Millsap were appointed as the FOIA Officers. Vice President Piorkowski was appointed as the Ethics Officer. President Eichholz, Trustee Baumgart, and Executive Director Millsap were appointed as the Open Meetings Act Officers. Officers will need to do online training for current certification.

C. Summary and Vote Resulting from Executive Session Held on May 10th

This item was tabled and will be discussed at a Special Board of Trustees meeting that was agreed to be held on June 21, 2017, at 7:00 p.m. Topic is the annual increase for the Executive Director's performance.

D. Adopt Working Budget for FY 2017/2018

Secretary Oprechak moved to adopt the Working Budget for Fiscal Year 2017/2018, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

Trustee Barnes departed the meeting at 7:43 p.m.

E. Budget Reallocations for Fiscal Year 2016/2017

The budget reallocations for FY 2016/2017 were presented with one change from the presented copy. The amended budget reallocations for FY 2016/2017 recommendations were: Moving \$2,600.00 funds from Utilities – Electric to Telephone; Moving \$3,200.00 funds from Utilities – Electric to Security Systems; Moving \$120.00 Funds from Utilities – Gas to Landscaping; Moving \$100.00 funds from Supplies – Copy Paper to Supplies – RASD; and Moving \$150.00 funds from Processing/Outsourced to Supplies Processing.

Secretary Oprenchak moved to adopt the budget reallocations for FY 2016/2017, as amended. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

F. Ordinance No. 2017-1, Ordinance Setting Forth a Schedule of Regular Board Meetings for FY 2017/2018

Treasurer Harold moved to approve Ordinance No. 2017-1, Ordinance Setting Forth a Schedule of the Regular Board Meetings for Fiscal Year 2017/2018. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

G. Ordinance No. 2017-2, Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Library

Secretary Oprenchak moved to approve Ordinance No. 2017-2, Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Roselle Public Library District, as presented. The motion was seconded. A roll call produced the following results:

- AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski
- NAYS: None
- ABSTAIN: None
- ABSENT: Barnes, Spencer

The motion was approved.

H. Adopt Blood Donations Policy for the Personnel Handbook

Treasurer Harold moved to adopt the Blood Donations Policy for the Personnel Handbook. The motion was seconded. A roll call produced the following results:

- AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski
- NAYS: None
- ABSTAIN: None
- ABSENT: Barnes, Spencer

The motion was approved.

I. Taste of Roselle Commission Request to Use Library's North Parking Lot

Executive Director Millsap reported that the Taste of Roselle Commission would like to use the Library's north parking lot to place the bingo tent sponsored by the Roselle Chamber of Commerce for the Taste of Roselle. Executive Director Millsap asked the Commission if the Library parking lot could be patrolled. They said they could limit parking for non-staff to no more than one hour and provide library parking passes for staff to park in this lot during the Taste of Roselle. This request was made with the Police Explorers program monitoring this area.

Executive Director Millsap will be forwarding a donation request to the Taste Commission, as she did last year, upon conclusion of the event.

President Eichholz asked if the Certificate of Insurance has been received that names the Library as an additional insured on the Village of Roselle's Certificate of Insurance, per the Library's requirements. Executive Director Millsap replied that it is being emailed to her with the same requirements as last year's certificate of insurance.

Secretary Oprechak moved that the Request from the Taste of Roselle Commission be adopted, to use the north side of the Library's parking lot for the Taste of Roselle, and that the Library requires that the specified certificate of insurance name the Library as an additional insured on the Village of Roselle's Certificate Insurance to protect the interests of the Library. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

J. Trustee/Staff Holiday Event

Treasurer Harold moved to hold the Library's Trustee/Staff Holiday event at Jameson's in Bloomingdale. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

K. Treasurer Harold and Vice President Piorkowski to Select Date and Time to Review Executive Session Minutes to bring to the July Meeting

Treasurer Harold and Vice President Piorkowski volunteered to review the Executive Session Minutes and bring results to the July meeting.

Agenda for the June 21, 2017, Committee of the Whole Meeting to be held after the Special Board of Trustees Meeting beginning at 7:00 p.m.

There were four (4) Committee of the Whole meetings scheduled for June 21, 2017. The Finance Committee of the Whole Meeting with the Presentation by PMA for Investment and Cash Management Services. The Planning Committee of the Whole Meeting with the topics of: 1) Announcement of Standing Committee Chairpersons by President (two-year terms); and 2) Discussion on Fines Amnesty Month – September 2017. The Budget Committee of the Whole Meeting with the topic of draft of the Tentative Budget and Appropriation Ordinance for FY 2017/2018. The Policy Committee of the Whole Meeting with the topics of: 1) Continued Discussion of the Vendor Certificate of Insurance Policy; and 2) Revised Library Card Registration Policy for the Library Policy Manual.

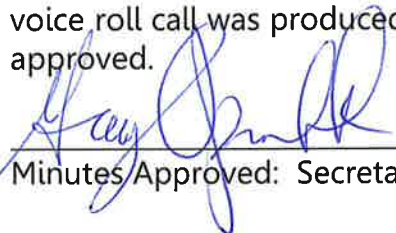
Executive Director Millsap stated that she will be bringing bank signature cards to the meeting to obtain signatures from the Board Officers.

CITIZEN COMMENTS/QUESTIONS

There were comments or questions from the citizens.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m. The motion was seconded. A voice roll call was produced with all in favor and none opposed. The motion was approved.



Minutes Approved: Secretary

07/12/17

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
JUNE 21, 2017**

CALL TO ORDER

President Eichholz called the meeting to order at 7:03 p.m.

PRESENT

Five (5) Board Members were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprenchak; and Trustee, Len Baumgart. Executive Director, Samantha Millsap attended the start of the meeting, but left after the adoption of the agenda.

ABSENT

There were two (2) Trustees absent: Trustee, Terrell Barnes and Trustee, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Oprenchak made a motion to approve the agenda. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

EXECUTIVE SESSION

Secretary Oprenchak moved to go into Executive Session at 7:04 p.m. Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c)(1) to discuss personnel with the topic of Executive Director evaluation. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

On adjournment of the Executive Session at 8:32 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

SUMMARY AND VOTE RESULTING FROM EXECUTIVE SESSION

President Eichholz called for a motion to approve a 3% increase for the Director, and a \$3,000.00 net Bonus paid to the Director. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

DIRECTOR'S COMMENT

None

TRUSTEE COMMENTS

None

PUBLIC COMMENT/QUESTIONS

There were no public comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 7:34 p.m.


Secretary

07/12/17
Date