

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

**CALL TO ORDER**

President Eichholz called the meeting to order at 7:02 p.m.

**PRESENT**

Seven (7) Trustees were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Thomas Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprechak; Trustee, Terrell Barnes; Trustee, Leonard Baumgart; and Trustee, Priscilla Spencer. 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 absent Trustees.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

Secretary Oprechak made a motion to adopt the agenda, as presented. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

**A. Secretary's Report**

1. Minutes of the Regular Board of Trustees Meeting Dated 6/14/17
2. Minutes of the Special Board of Trustees Meeting Dated 6/21/17

B. Approval of Expenditure Warrants

1. Bill List Dated 6/30/17 in the Amount of \$13,643.21
2. Bill List for Electronic Funds Transfer to IMRF Dated 6/30/17 in the Amount of \$13,578.61
3. Bill List for 7/12/17 in the Amount of \$31,351.42
4. Bill List for 7/12/17(A) in the Amount of \$1,574.92
5. Payroll Dated 7/14/17 and 7/31/17  
(Paylocity Check #12123 reported lost. Replaced with Library Check #41666 Dated 6/30/17)
6. Bill List for 7/12/17(B) in the Amount of \$6,936.58

C. Committee Reports

1. Budget – Minutes Dated 6/21/17
2. Public Relations – No Report
3. Policy – Minutes Dated 6/21/17
4. Personnel & Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 6/21/17
7. Audit – No Report
8. Finance – Minutes Dated 6/21/17

Secretary Oprechak made a motion 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, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

**TREASURER'S REPORT**

Treasurer Harold reported on the following pertaining to the June 30, 2017, Treasurer's Report (last Treasurer's Report in the fiscal year):

- Check payment payable to Total Fire & Safety for almost \$1,000 for annual fire extinguishers inspection and inspection of emergency lights. Executive Director Millsap stated that the emergency lighting is all tied into the generator.
- Check payment of almost \$1,000 was made for the annual payment of the Treasurer's surety bond.
- Interest income doubled from \$5,000 in FY 15/16 to \$10,000.00 in FY 16/17.

- No Per Capita Grant funds received in FY 16/17 (waiting for approximately \$17,000 from this Grant).
- No Special Fund Reserve payments made in FY 16/17 versus \$125,000 made in FY 15/16.
- Medical and dental costs increased 8% in FY 16/17.
- Had Recruiting expense in FY 15/16.
- Newsletter has gone down from \$14,000.00 in FY 15/16 to \$11,000 in FY 16/17.
- Less money spent on computer equipment in FY 16/17 due to less equipment purchased, per Technology Plan.
- Special Reserve Fund was at \$450,000 in FY 15/16 and is at \$552,000 in FY 16/17.
- Summary of changes in Fund Balance in FY 16/17 versus FY 15/16 included little higher in revenue and little lower in expenses.

Treasurer Harold thanked Executive Director Millsap for her good stewardship in FY 16/17.

Secretary 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, Baumgart, Eichholz, Harold, Oprechak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

**CORRESPONDENCE**

There was no correspondence to report on.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Millsap report on the following:

- She completed the required OMA and FOIA training courses on June 30th.
- The Per Capita Grant funds have not been received, but she does have confirmation from the State Library that the Library has been awarded the same amount as last year.
- She attended two annual local TIF meetings.

- Forwarded sign-up sheet to Trustees to volunteer to help in the Taste of Roselle library's booth.
- She along Youth Services Department Manager Lawson has been working with the 2017 Cocoa Crawl Commission for the past several months.
- The curb outside the front entry has been painted where the sidewalk transitions to the street by A&A Paving who donated the work.
- She reported that Dewberry Architects and Olsson Roofing were out to survey a section of upper wall above the Circulation/Adult Services area and concluded there were no weep holes. They reported that this would indicate our usual leaks are a building issue and not entirely a roof issue. The option was to either insert weep holes or to include a clear sealant in the upcoming project. It was recommended by Dewberry Architect to use the clear sealant to remedy.
- The advertisement for bid was forwarded by Dewberry Architects and will be published in the newspaper on July 14<sup>th</sup>. Bids will be opened with a meeting by Dewberry Architects in August. She is recommending holding a Special Board of Trustees meeting in August to award the bidder for this project.
- Received contract renewal proposals from Johnson Controls for the HVAC system and sent to the Library's attorney for review.
- The alley and staff parking areas have been re-paved and are waiting for striping.
- Trustee business cards will be ordered for Trustee Baumgart with the new logo. She inquired whether any other Trustees would like new cards ordered for them.

Executive Director Millsap replied to questions pertaining to her report:

- Where will the Friends Wi-Fi Café be located for the Taste of Roselle? Reply was on Park Street.
- For setting the schedule during the Cocoa Crawl will the performances align with the Library's? Reply was yes, with a set schedule.
- Secretary Oprechak read an email that the Library's parking lot wasn't the Library's. Executive Director Millsap assured him that the parking lot across the street is the Library's parking lot. Secretary Oprechak will try to locate the email.

## **PRESIDENT'S REPORT**

President Eichholz reported on the following:

- Stepping Stones Sip and Support fundraiser is scheduled for July 26<sup>th</sup>. Raffle tickets are also available to purchase. She has both sets of tickets if Trustees are interested in purchasing.
- Spring Hills School started their community garden. Any one is welcome to take items from the garden once they are ripe.

## TRUSTEE'S REPORT

Vice President Piorkowski reported that the Roselle History Museum is sponsoring a concert outside their building from 5:30-7:30 p.m. this Sunday. He encouraged Trustees to attend.

Vice President Piorkowski attended the Carol Stream's 4<sup>th</sup> of July parade and heard appreciative comments about Executive Director Millsap.

## FRIENDS OF THE LIBRARY REPORT

There was no meeting in July.

## RAILS REPORT

There was nothing to report on for RAILS.

## ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President Piorkowski reported on the Foundation. Their next meeting is scheduled for tomorrow night at 6:00 p.m. Anyone is welcome to attend.

## UNFINISHED BUSINESS

There was no unfinished business.

## NEW BUSINESS

### A. Ordinance No. 2017-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment

Trustee Barnes made a motion to adopt Ordinance, No. 2017-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. Adopt Tentative Budget and Appropriation Ordinance No. 2017-4 for Fiscal Year 2017/2018

Trustee Barnes made a motion to adopt the tentative Budget and Appropriation Ordinance No. 2017-4 for fiscal year 2017/2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Approve Legal Notice for Budget and Appropriation Public Hearing

Trustee Barnes made a motion to approve the legal notice for the Budget and Appropriation Public Hearing scheduled for September 13, 2017, at 7:00 p.m. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Secretary's Audit

Vice President Piorkowski and Trustee Baumgart volunteered to perform the Secretary's audit of the Board minutes.

E. Certificate Listing the Board of Trustees Names, Addresses, Board Office, and Term of Office

Trustee Barnes made a motion to approve the Certificate listing the Board of Trustees names, addresses, Board office, and term of office. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

F. Review of Executive Session Minutes (5ILCS 120/2.06)

Vice President Piorkowski and Treasurer Harold reviewed the closed session minutes/tapes on a previous date and forwarded their recommendations.

Trustee Spencer made a motion to destroy the closed Executive Session minutes tapes dated June 11, 2014, June 10, 2015, and August 12, 2015, and to release the closed Executive Session minutes for July 13, 2016, as indicated. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

G. Executive Session Minutes for Auditor

Secretary Oprechak made a motion to approve releasing the Roselle Public Library District Executive Session Minutes to the auditor. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

H. Approve Fines Amnesty during the Month of September

Trustee Barnes made a motion to approve Fines Amnesty during the month of September. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

I. Approve Vendor Certificate of Insurance Requirement Policy for Library Policy Manual

Treasurer Harold made a motion to approve the Vendor Certificate of Insurance Requirement Policy for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

J. Revised Library Card Registration Policy for Library Policy Manual

Secretary Oprenchak made a motion to approve the revised Library Card Registration Policy for the Library Policy Manual, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None



The motion was approved.

#### Agenda for Committee of the Whole Meetings Scheduled for July 19, 2017,

There were four Committee of the Whole meetings scheduled for July 19, 2017. The topic for the Finance Committee of the Whole meeting with continued discussion on retaining cash management investment services firm. The topic for the Budget Committee of the Whole meeting to discuss any changes to the Budget and Appropriation Ordinance. The topics for the Policy Committee of the Whole meeting were to review and discuss: 1) Freedom of Information Update for Posting and the Library Policy Manual; and 2) Organization Chart for Posting and the Personnel Handbook. The topics for the Planning Committee of the Whole meeting were to review and discuss: 1) Draft of IPLAR; 2) Chapter 12 "Safety" of *Serving our Public 3.0* for FY 18 Per Capita Grant Application; and 3) Chapters 1-5 of *Trustee Facts File* 4<sup>th</sup> edition for FY 18 Per Capita Grant Application.

President Eichholz and Trustee Baumgart stated that they would not be able to attend the July Committee of the Whole meetings.

Executive Director Millsap reported that the Committee of the Whole materials would be emailed on Friday. She also asked that Trustees forward any questions pertaining to the discussion on retaining a cash management investment services firm to her before the meeting so she may provide answers at the Finance Committee of the Whole meeting.

#### **CITIZEN COMMENTS/QUESTIONS**

Adult Services Department Manager Bose provided a presentation on this year's "On the Same Page" community-wide library reading event program available at the Roselle Public Library District along with participating libraries, Bloomingdale and Itasca. This year the book selected is entitled "*Geography of Genius*". She forwarded a copy of this book to each Trustee along with a homemade bookmark donated by a patron and encouraged all to read. This is the fifth year for participation amongst the three libraries for this reading event. However, this reading event began at this Library in 2009 and was originally called "Roselle Reads". She encouraged Trustees to attend the August 25<sup>th</sup> Staff Day, that will include a book discussion on this book. She encouraged Trustees to attend as many programs as they are able to attend amongst the three libraries.

Youth Services Department Lawson stated that a book for children has also been selected to go along with the adult selection.

**ADJOURNMENT**

Treasurer Harold made a motion to adjourn the meeting at 7:38 p.m. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.

  
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Minutes Approved: Secretary

  
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Date