

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
AUGUST 9, 2017, AT 7:00 P.M.**

**CALL TO ORDER**

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

**PRESENT**

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprechak; Trustee, Terrell Barnes; and Trustee, Len Baumgart. 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; and Youth Services Department Manager, Kristen Lawson.

**ABSENT**

There was one Trustee absent: Trustee, Priscilla Spencer.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

Secretary Oprechak made a motion to adopt the 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 OR NOT VOTING: Spencer

The motion was approved.

**PUBLIC COMMENT**

There was no public comment.

## CONSENT AGENDA

### A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 7/12/17

### B. Approval of Expenditure Warrants

1. Bill List for 7/19/17 in the Amount of \$1,378.81
2. Bill List for 7/31/17 in the Amount of \$1,071.69
3. Bill List for Electronic Funds Transfer Payment to IMRF Dated 7/31/17 in the Amount of \$14,375.33
4. Bill List for 8/9/17 in the Amount of \$30,300.38
5. Bill List for 8/9/17(a) in the Amount of \$450.00
6. Payroll Dated 8/15/17 and 8/31/17
7. Bill List for 8/9/16(b) in the Amount of \$8,454.12

### C. Committee Reports

1. Budget – Minutes Dated 7/19/17
2. Public Relations – No Report
3. Policy – Minutes Dated 7/19/17
4. Personnel and Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 7/19/17
7. Audit – No Report
8. Finance – Minutes Dated 7/19/17

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

## TREASURER'S REPORT

Treasurer Harold reported that the July Treasurer's Report is the first month into the new fiscal year so the numbers presented are small. Two items of note include: 1) Illinois Funds earned interest in the amount of approximately \$1,800.00; and 2) deferred funds of approximately \$800,000.00 were moved mostly into the Library Fund. Payments of note included: 1) began to pay Dewberry for the roof repair project; 2) \$300.00 purchase for de-humidifier for

meeting rooms; 3) \$4,300.00 to Morningside for annual renewal of database; and 4) approximately \$1,000.00 to Duff and Phelps for annual appraisal in connection with the audit for the Library.

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

### **CORRESPONDENCE**

President Eichholz reported on invitation received from Spring Hills School to attend their Garden Dedication on August 17th. She also reported that Stepping Stones will be holding a fundraiser garage sale at Trinity Lutheran.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap reported on the following:

- Thanked those that helped during the Taste of Roselle.
- Met with auditor to begin FY 16/17 financial audit along with Business Office Manager Green. She will be returning in September for the on-site audit.
- Met with Roselle Park District staff to discuss installing "little free library" for next summer at Kemmerling Pool along with Youth Services Department Manager Lawson.
- Discussed allowing after library hours parking for nearby Main Street businesses with the Village of Roselle. She will update the Board on this.
- LIRA convened their July meeting and discussed providing dividends back to membership from their pool reserve starting with original members, Roselle included.
- Pre-bid meeting was held for the roof repairs with a strong turnout. Sealed bids are scheduled to be opened on August 14<sup>th</sup> at 2:00 p.m. at the Library.
- Property tax appeals are coming in. The Lake Park Tax Consortium will meet next on August 24<sup>th</sup>. She plans on attending this meeting.
- Reminder that the All Staff meeting is scheduled for August 25 and will be held at 10 North Roselle, Roselle, beginning at 8:30 a.m. Trustees planning to attend should let Administration know.

- She and some Managers attended the Roselle Chamber of Commerce sponsored program *Lagers and Leaders* held at the Roselle Park District on 10 North Roselle. She encouraged Trustees to attend the next upcoming session.

### **PRESIDENT'S REPORT**

President Eichholz reported that the Village of Roselle is working on several networking opportunities within the Village including one that will be held at Sammy's Restaurant on August 30th at 7:00 p.m.

### **TRUSTEE'S REPORT**

Vice President Piorkowski stated that the Roselle Historical Society will be holding another concert on the porch this Sunday at 5:30 p.m. He encouraged Trustees to attend and also represent the Library.

### **FRIENDS OF THE LIBRARY REPORT**

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

- Raised \$1,700.00 at their last book sale fundraiser.
- Next fundraising book sale is scheduled for October 7<sup>th</sup> and 8<sup>th</sup>.
- Their fundraising dinner will be held on November 6<sup>th</sup> at the restaurant 1913. Tickets should be available soon. They are looking for donations for their raffle.
- They are hoping to hold their next meeting in conjunction with the Roselle Foundation on October 4<sup>th</sup> to discuss future plans, if their invitation is accepted.

### **RAILS REPORT**

There was no RAILS Report for this month.

### **ROSELLE PUBLIC LIBRARY FOUNDATION REPORT**

Vice President and Foundation Director Piorkowski reported that the Foundation is gearing up for their annual donation drive. They are also hoping that the Board votes to accept their donation, as listed on the agenda for tonight.

### **UNFINISHED BUSINESS**

There was no Unfinished Business for this month.

## **NEW BUSINESS**

### **A. Certification for Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2016/2017**

Secretary Oprechak made a motion to approve the Certification for the Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2016/2017, 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 OR NOT VOTING: Spencer

The motion was approved.

### **B. Approval of Johnson Controls Three Year Mechanical & Control Contracts**

This item was tabled for further review and will be discussed at the next Special Board of Trustees meeting.

### **C. Recommendation of Cash Management Investment Services Firm and Vote**

This item was tabled and will be discussed at the August 16, 2017, Committee of the Whole meeting and put to a vote at the September 13, 2017, Regular Board of Trustees meeting.

### **D. Approve the \$30,000 Donation from the Foundation**

Vice President Piorkowski made a motion to accept up to a \$30,000.00 donation from the Roselle Public Library Foundation for the library's roof repair costs. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

E. Approve Freedom of Information Update for Posting and the Library Policy Manual

Trustee Barnes made a motion to approve the Freedom of Information Update for Posting and for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

F. Approve Removal of Request for Reconsideration of Materials Form and Procedures from the Library Policy Manual (pages 5-33 through 5-35)

Secretary Oprenchak made a motion to approve the removal of Request for Reconsideration of Materials Form and Procedures from the Library Policy Manual, pages 5-33 through 5-35. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

G. Ticket Sales at Library for Friends Fall Fundraising Dinner

Trustee Barnes made a motion to approve the ticket sales at the Library for the Friends of the Library Fall Fundraising dinner. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

H. Schedule Special Board of Trustees Meeting to Vote on Bid for the Construction of the Roof and Exterior Wall Repair

A Special Board of Trustees meeting was scheduled for Wednesday, August 16, 2017, at 7:00 p.m. to vote on the bid for the construction of the roof and exterior wall repair. The Board of Trustees Committee of the Whole meetings will immediately follow this Special meeting.

Agenda for August 16, 2017, Committee of the Whole Meeting

There were three (3) Committee of the Whole Meetings scheduled for August 16th. The Budget Committee of the Whole meeting with the topics: 1) Certified Estimate of Revenue by Source -- Presented; and 2) Draft of Annual Report Brochure. The Policy Committee of the Whole meeting with the topics of: 1) Meeting Room Policy for the Library Policy Manual; and 2) Removal of Meeting Room Applications from the Library Policy Manual. The Planning Committee of the Whole meeting with the topic of guest cost inclusion for holiday event scheduled 12/8/17.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Oprechak made a motion to adjourn the meeting at 7:28 p.m. The motion was seconded. A voice vote was taken with all present voting aye. The motion was approved.

  
Minutes Approved: Secretary

Secretary Oprechak

9/13/2017  
Dated

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING  
AUGUST 16, 2017**

**CALL TO ORDER**

President Eichholz called the meeting to order at 7:06 p.m.

**PRESENT**

Seven (7) Trustees were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprechak; Trustee, Terrell Barnes; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

**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 roll call was conducted with all voting aye. The motion was approved.

**AWARDING OF ROOF REPAIR CONTRACT TO LOWEST RESPONSIBLE BIDDER**

Trustee Baumgart made a motion to award the roofing repair contract to L. Marshall Roofing and Sheet Metal, Inc. in the amount of \$33,853.00 with an additional alternate amount of \$7,271 for the re-sealing of stone coping joints, as well as a unit price of \$2,500.00 per 100 feet squared if roof membrane replacement is necessary. 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.



**AWARDING OF THREE YEAR MECHANICAL CONTRACT NUMBERED 1-MPCK3U7 WITH JOHNSON CONTROLS FOR HVAC SERVICES**

Trustee Barnes made a motion to award the three year mechanical contract numbered 1-MPCK3U7 with Johnson Controls for HVAC services for \$23,100 for Year 1; \$23,793 for Year 2; and \$24,507 for Year 3. 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.

**AWARDING OF THREE YEAR CONTROLS CONTRACT NUMBERED 1-MPCK6H2 WITH JOHNSON CONTROLS FOR HVAC SERVICES**

Secretary Oprechak made a motion to award the three year controls contract numbered 1-MPCK6H2 with Johnson Controls for HVAC services for \$7,180 for Year 1; \$7,395 for Year 2; and \$7,617 for Year 3. 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.

**DIRECTOR'S COMMENTS**

There were no comments from the Executive Director.

**TRUSTEE COMMENTS**

There were no comments from the Trustees.

**PUBLIC COMMENTS/QUESTIONS**

Stepping Stones will be holding their garage sale fundraiser on Friday and Saturday.

**ADJOURNMENT**

The meeting was adjourned at 7:23 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

*David Bony*  
Secretary

*Secretary pro tem*

*9/13/2017*  
Date