

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JANUARY 10, 2018, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:02 p.m. Trustee Barnes served as Secretary Pro Tem in Secretary Oprechak's absence.

PRESENT

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Len 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 was one (1) absent Trustee: Secretary, Gary Oprechak.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Pro Tem Barnes 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, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Oprechak

The motion was approved.

PUBLIC COMMENT

There were no public comments or questions.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 12/13/17

B. Approval of Expenditure Warrants

1. Bill List Dated 12/29/17 in the Amount of \$6,107.57
2. Bill List for IMRF Electronic Funds Transfer Payment Dated 12/29/17 in the Amount of \$13,598.42
3. Bill List Dated 1/10/18 in the Amount of \$44,891.23
4. Payroll Dated 1/12/18 and 1/31/18
5. Bill List for 1/10/18(a) in the Amount of \$12,519.78

C. Committee Reports

1. Budget – Minutes Dated 12/13/17
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – Minutes Dated 12/13/17
5. Building – No Report
6. Planning – Minutes Dated 12/13/17
7. Audit – No Report
8. Finance – No Report

Vice President Piorkowski made a motion to approve the Consent Agenda. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the following pertaining to the December 2017 Treasurer's Report:

- First premium payment for vision insurance benefit was made with a reasonable total of \$112.00.
- Healthy fund balance of \$730,000.00 in the Special Reserve Fund.
- Review of six month expenses and revenues will be discussed at the Budget Committee of the Whole meeting tonight.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on the following correspondence:

- Reported that property will automatically be added to the Library District pertaining to the Annexation Notice from the Village of Roselle.
- Received a nice thank you card from Trustee Spencer for the flowers sent on the loss of her husband.
- Reported that Secretary Oprenchak was hospitalized over the weekend and had surgery. The Library sent him a plant/flower arrangement and get well wishes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on:

- Submitted FY18 Per Capita Grant application to the Illinois State Library. The FY17 Per Capita Grant check has not been disbursed yet.
- Library's attorney worked with her on cleaning up the proposed Intergovernmental Agreement with the Village of Roselle pertaining to parking in the Library's parking lot after Library hours. The finalized version was forwarded to the Village of Roselle for their review before Christmas.
- She filed the library certification with the Illinois State Library. This is a requirement to belong to RAILS.
- Reported on the ILA Legislative Meet-up lunches. She will be attending and encouraged Trustees to attend.

- The 2018 ILA Trustee Forum workshop will be held on February 17th. She encouraged Trustees to attend and to contact the Library if they would like to attend.
- Police report was made from an incident that occurred in the men's restroom. The Library will be especially vigilant by making additional rounds in the public areas.
- She received closeout documentation from L. Marshall on December 20th. Final payment has been mailed for this project.
- The elevator has passed its annual inspection.
- Is in the very early stage of discussion with Dewberry concerning design concepts for the Youth Services wall containment project. She will collaborate with the Youth Services Department Manager and department on presented concepts.

PRESIDENT'S REPORT

President Eichholz reported on the following:

- Strength of 100 will be doing their first volunteer event at Phil's Friends on January 23rd from 6:30-8:30 p.m. This is an Open House for anyone interested in helping both of these charities.
- The January 16th Board meeting at Roselle Middle School has on their agenda to discuss how money will be spent from their successful referendum passed this past election for Spring Hills School.

TRUSTEE'S REPORT

Treasurer Harold reported that the Stepping Stones organization is holding a bunco fundraiser on January 19th at Trinity Lutheran. Additional information is available.

Vice President Piorkowski reported that the History Museum is seeking volunteers to classify museum artifacts. Training is available.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that there was no December Friends of the Library meeting, however they did meet for dinner in December. Executive Director Millsap attended this dinner and was asked to explore the idea of a Book Club that serves alcoholic beverages.

RAILS REPORT

Executive Director Millsap is planning to attend the Member update webcast.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Treasurer Piorkowski reported that the Foundation is wrapping up their 2017 fundraiser. This year was a better year than years past. Donations are still welcome. Their next meeting is scheduled for February 3rd at 10:00 a.m. that is open to anyone to attend.

UNFINISHED BUSINESS

There was no Unfinished Business for January.

NEW BUSINESS

A. Approval for Director (or alternate in the absence of the Director) for NIMEC Electrical Power Annual Pricing Bid

Secretary Pro Tem Barnes made a motion to approve the Director, or alternate in the absence of the Director, for NIMEC Electrical Power Annual Pricing Bid. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprechak

The motion was approved.

President Eichholz recommended selecting Business Office Manager Green, as the alternate.

B. Closed or Executive Session

Secretary Pro Tem Barnes made a motion to go into Executive Session at 7:21 p.m. pursuant to the requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the Minutes or semi-annual review of the Minutes as mandated by Section 2.06 and under Exemption 5ILCS 120/2 (c) (1) to discuss compensation of specific personnel. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Opreenchak

The motion was approved.

On adjournment of the Executive Session at 7:48 p.m. President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

C. Vote after Review -- Executive Session Minutes (5ILCS 120 (c) (21))

Treasurer Harold and Trustee Piorkowski reviewed the sealed Executive Session minutes and tapes. In compliance with the Open Meetings Act Amendment the following motion was made:

Secretary Pro Tem Barnes made a motion to release the January 11, 2017 Executive Session Minutes to the public. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Opreenchak

The motion was approved.

Trustee Spencer made a motion to destroy Executive Session tape dated July 13, 2016. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Opreenchak

The motion was approved.

D. Vote after Review -- Executive Session Minutes (5ILCS 120/2 (c) (1))

Vice President Piorkowski made a motion to award Youth Services Department Manager Kristen Lawson a gross \$1,000.00 bonus. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Vice President Piorkowski made a motion to adjourn the meeting at 7:43 p.m. The motion was seconded. A voice roll call produced all present voting aye. The motion was approved.



Minutes Approved: Secretary

3/14/18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
EXECUTIVE SESSION MINUTES
JANUARY 10, 2018**

CALL TO ORDER

The Executive Session was called to order at 7:40 p.m.

ATTENDANCE

Six (6) Trustees were in attendance at the start of the meeting. They were Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one (1) absent Trustee: Gary Oprenczak.

PURPOSE FOR EXECUTIVE SESSION

The purpose of the Executive Session were to: 1) review Executive Session minutes; 2) personnel raise for Youth Services Department Manager Kristen Lawson; and 3) review for Executive Director Samantha Millsap.

DISCUSSION

During this Executive Session Trustees recommended to:

- Approve release of Executive Session Minutes dated January 11, 2017
- Approve destruction of Executive Session tape dated July 13, 2016
- Bonus for Youth Services Department Manager Kristen Lawson in the amount of \$1,000.00 gross to be taken from Youth Services salary fund
- Discussion about upcoming performance evaluation review for Executive Director Samantha Millsap

ADJOURNMENT

The Executive Session was adjourned at 7:46 p.m. The motion was seconded. A roll call was taken with all voting aye.


Secretary

8-14-19
Date