

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
MARCH 14, 2018, AT 7:00 P.M.**

**CALL TO ORDER**

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

**PRESENT**

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Treasurer, Sue Harold; Secretary, Gary Oprenchak; Trustee, Terrell Barnes; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. Vice President, Tom Piorkowski, arrived at 7:04 p.m. 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 Oprenchak 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, Oprenchak, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Piorkowski

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 2/14/18

### **B. Approval of Expenditure Warrants**

1. Bill List for 2/28/18 in the Amount of \$2,898.52
2. Bill List for IMRF Electronic Funds Transfer Payment Dated 2/28/18 in the Amount of \$13,433.84
3. Bill List for 3/1/18 in the Amount of \$553.00
4. Bill List for 3/14/18 in the Amount of \$41,035.74
5. Bill List for 3/14/18(a) in the Amount of \$13,633.43
6. Payroll Dated 3/15/18 and 3/30/18
7. Bill List for 3/14/18(a) in the Amount of \$5,983.38

### **C. Committee Reports**

1. Budget – Minutes Dated 2/14/18
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 2/14/18
7. Audit – No Report
8. Finance – Minutes Dated 2/14/18

Vice President Piorkowski arrived at 7:04 p.m.

Treasurer Harold made a motion to approve the Consent Agenda. 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 expenses:

- Paid Johnson Controls second payment for this year of our 3-year contract
- Paid \$350.00 for float deposit
- Paid \$3,000.00 towards total amount of \$4,400.00 to the Management Association for Salary Benchmarking study

Treasurer Harold reported on William Grigg report:

- Received \$42,000.00 in Cook County tax money that will be deferred until next fiscal year
- New PMA line item was added to the report. Currently 1.6 million dollars is invested. Money available to invest is approximately \$3,000.00 and is collateralized at Associated Bank. Interest money yielded will be added to page A-2 under Interest Income line.

Secretary Oprenchak inquired what the PMA fee is. Executive Director Millsap replied fee is not a percentage but is fixed basis points and is comparable to Ehler's fee of \$2,000.00 for a similar amount of money. Executive Director Millsap will research further with PMA what amount they are actually receiving.

Vice President Piorkowski 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, Oprenchak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

## **CORRESPONDENCE**

Executive Director Millsap reported that the Village of Roselle is emailing annexation notices now. She reported on Annexation Notices received since last month.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap reported on the following:

- Statements of Economic Interests are due by May 1<sup>st</sup>. Emails from the County to login and complete have been sent. Trustees should inform her if they have not received this email. Electronic copies of all filings are kept on the County website.
- The Library hosted the February 28<sup>th</sup> Chamber of Commerce Business After Hours. She thanked all that helped and attended to make this event a success.
- The Library's Community Survey concluded on March 9<sup>th</sup>. She thanked all those that worked on this and those that shared the survey. There were 488 electronic surveys sent (with not all being usable) and over 100 paper surveys received. Two popular items observed were more weekend hours a drive-up book drop.
- She has begun working on the Tax Extension for Tax Year 2017 and will continue working through Spring on this project.
- No Per Capita Grant money received yet, but she did receive a settlement check in the amount of \$1,200.00 for a Class Action Lawsuit for defunct LCD screens purchased over a decade ago.
- The project funded by Strength of 100 is now complete. The Youth Services room now has a new projector and audio system installed.
- NIMEC bidding went out for power on February 28<sup>th</sup>. The winning bid was Dynegy, the Library's current supplier. She approved a two-year contract with them.
- Meeting with architect firm Dewberry was postponed until tomorrow with the Management Team. Topic for this meeting is to discuss long term vision building improvements for the Library. She will report on this at next month's meeting.
- She reached out to a company specializing in library furnishings and equipment to discuss a possible book drop for the Library.
- She forwarded flyers to the Trustees from the Roselle/Bloomingtondale Rotary who were asking for sponsorship for their annual Fish Release that is being held on April 21<sup>st</sup>.

## **PRESIDENT'S REPORT**

President Eichholz reported on the following:

- The Taste of Roselle planning is going on. She was asked if the Library would like a certain location during the Taste. Executive Director Millsap replied next to the Roselle Park District.

Vice President Piorkowski left the meeting at 7:25 p.m.

- The Community Impact Garden is a definite with all food going to the food pantry and PADS.
- Flags of Roselle service is available for the Community for a small cost.
- District #12 will be upgrading their mechanical systems.

President Eichholz also expressed the good job done on the Library Survey. The survey numbers received are comparable with the Park District and Village. Executive Director Millsap reported that staff members Matt Wieck and Karen Corrigan will be tabulating the surveys.

### TRUSTEE'S REPORT

Trustee Piorkowski reported that the Roselle Historical Museum is hosting a program on April 14th celebrating the 100th Anniversary of the Dough Boys. Tickets for this wine and cheese program will be held at Trinity Lutheran and are \$15.00 in advance.

Trustee Barnes reported that he attended the ILA Legislative Luncheon and the Trustee Forum Workshop. He felt this event had much value. Discussion included some of the issues that libraries face. The workshop topic included messaging and how to advocate for the library. They broke this down into four points: 1) Transforming Lives; 2) Transforming Communities; 3) Lifelong Learning; and 4) Smart Investments. Trustee Barnes paid for an ad boost on his Trustee Facebook page advertising the Library Survey. Over 600 people were able to view this ad.

### FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends will be holding their book sale fundraiser on April 14<sup>th</sup> and 15<sup>th</sup>, with the 15<sup>th</sup> also being Volunteer Appreciation Musical Sunday. Book donations are appreciated for this event.

### RAILS REPORT

There was no RAILS Report for March.

### ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Treasurer and Foundation Director Harold reported that the Chipotle fundraiser raised \$434.00. One library patron donated money at the Front Desk to go towards this Fundraiser in lieu of purchasing food.

## **UNFINISHED BUSINESS**

The Trustees had no unfinished business for this month.

## **NEW BUSINESS**

### **A. Resolution No. 2018-1, Resolution to Participate in the Public Library Non-Resident Services Program**

Trustee Barnes made a motion to approve Resolution No. 2018-1, Resolution to Participate in the Public Library Non-Resident Services Program. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Piorkowski

The motion was approved.

### **B. Lawn Maintenance Proposal**

Executive Director Millsap reported that the proposal from ALM for lawn maintenance was distributed tonight. She reported that the scope of the proposal is unchanged from 2013. She also listed pricing from the last two years' worth of contracts on the proposal.

Secretary Oprenchak made a motion to approve the ALM Group Landscaping contractors' proposal for the lawn maintenance contract from April 1 through November 30, 2018, at a rate of \$300.00 per month for that period. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Piorkowski

The motion was approved.

C. Computer View Inc. (CVI) Annual Comprehensive Remote LAN Management Agreement April 1, 2018 - March 31, 2019

Executive Director Millsap presented Computer View's annual contract and stated that there was a 2% increase in cost from last year whereas there had been a 5% increase in cost between the 2016-2017 and the 2017-2018 contracts. It was discussed that this covers 61 computers in the entire library. Secretary Oprechak asked if the emergency hour rates were comparable to last year's rates. Executive Director Millsap replied that they increased by a few dollars. Automation Coordinator and Technical Services Department Manager Dennis has been happy with their service, response, and online ticketing system.

Vice President Piorkowski returned to the meeting at 7:34 p.m.

Trustee Barnes made a motion to approve the Computer View Inc. Comprehensive Remote LAN Management Agreement for April 1, 2018 through March 31, 2019 contract. 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.

D. Approval of Maximum Staff Salary Merit Increase for FY 2018/2019 (recommended 2% from Committee Meeting)

Trustee Baumgart made a motion to approve the maximum staff salary merit increase for FY 2018/2019 as 2% as recommended from the Committee of the Whole meeting. 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

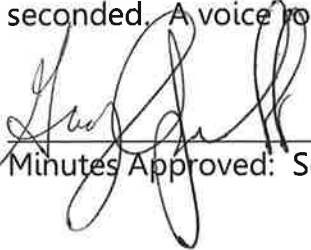
The motion was approved.

**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Secretary Oprenchak adjourned the meeting at 7:37 p.m. The motion was seconded. A voice roll call produced all voting aye. The motion was approved.

  
Minutes Approved: Secretary

4/11/18  
Date