

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
APRIL 11, 2018, 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 Oprenchak; 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; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There was one absent Trustee: Trustee, Priscilla Spencer.

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, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: 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 3/14/18

B. Approval of Expenditure Warrants

1. Bill List Dated 3/30/18 in the Amount of \$1,893.62
2. Bill List Dated 3/30/18 for IMRF Electronic Funds Transfer Payment in the Amount of \$12,820.27
3. Bill List Dated 4/11/18 in the Amount of \$42,171.00
4. Payroll Dated 4/13/18 and 4/30/18
5. Bill List Dated 4/11/18(a) in the Amount of \$6,794.25

C. Committee Reports

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

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, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on:

- Nothing out of the ordinary concerning the expenses.
- Second AED machine purchased for a cost of approximately \$900.00.
- Contract for upcoming year from CPA, William Grigg had no cost increase. This will be voted on under New Business.

- For Illinois Funds line item \$1,000.00 is reflected resulting from Personal Property Replacement Tax money received.
- Received approximately \$67,000.00 from Cook County taxes that will be deferred until the next fiscal year.
- Under the Interest Income line item \$4,000.00 was budgeted with an actual amount received of approximately \$10,000.00.
- Capital Equipment line has a budgeted amount of \$10,000.00.
- Non-Resident Library Card fees are down. The amount of \$5,000.00 was budgeted with only approximately \$1,500.00 in fees purchased.
- The Investment Policy is back on the Committee of the Whole agenda to be discussed with the hope of finalizing.
- The end of HRA Plan Year 2017 is coming to a close. The maximum liability dollar amount is \$58,000.00 with approximately \$26,000.00 in expenses incurred. The final report of expenses is expected next month.

Secretary Oprenchak 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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported that the proposed pre-annexation of territory notices from the Village of Roselle were included in the Board Packets.

Circulation Department Manager Snyders reported that the Library was awarded a Certificate of Appreciation from Lake Park Transition program for hosting three occupational students this year. The Library has been hosting students from this Program for quite a few years.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Millsap recapped her report from the Board Packets with the following:

- Received three invitations to participate in Roselle Park District Focus Groups on April 26th from 3:30-5:30 p.m.

- Statement of Economic Interest filings are due on May 1st.
- Is planning to schedule the Roselle Police department to present an active shooting training along with other safety topics for the August 24th staff in-service day. This presentation should take up half of the day.
- She is participating as part of the Illinois delegation during National Library Legislative Day in Washington D.C on May 8th.
- The Management Team met with Dewberry's principal architect and designer on March 15th to discuss ideas, goals and visions for the Library. A multi-phase plan will be discussed at the Committee of the Whole meeting.
- Throughout this month she is working with Call One to move the POTS (plain old telephone service) lines to virtual POTS lines, with a few phone line exceptions.
- With the LIRA insurance dividends she purchased a second AED unit.

President Eichholz liked the new department statistic format but would like to see the prior year statistics for comparison purposes. Trustee Baumgart agreed and would like to see on all the statistics listed.

Trustee Baumgart commented positively on the consistent increases of social media each month, as listed on the monthly department statistics.

TRUSTEE'S REPORT

Vice President Piorkowski reported that the Roselle Historical Society is hosting a history night presentation at Trinity Lutheran Church to celebrate the 100th anniversary of the Dough Boys on April 14th. He encouraged Trustees to purchase tickets and attend to advocate for the Library.

PRESIDENT'S REPORT:

President Eichholz reported on the following:

- The Friends of the Library book sale fundraiser is this weekend on April 14th and April 15th. If Trustees could help sort books on Friday, April 13th, that would be great. The book sale coincides on April 15th with the Volunteer Appreciation Musical Sunday again this year. She encouraged Trustees to attend this event also.
- School District #12 is going to do a new fundraiser called Fun Run. This will help supplement the school and community gardens. There are two different dates for this event, May 11th and May 18th, for the two different schools.
- May 9th is the Chamber Golf outing if Trustees are interested in attending.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends of the Library book sale fund raiser is being held this weekend on April 14th and 15th.

RAILS REPORT

Executive Director Millsap reported that she attended the latest Membership meeting today. RAILS has received 1/3 of their Per Capita Grant money. They are also seeking from library staff and trustees feedback on where their priorities should be. Forms for this survey are available on their website.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President Piorkowski and Foundation Treasurer reported that their next scheduled meeting is in July for those interested in attending.

UNFINISHED BUSINESS

There was no unfinished business for this month.

NEW BUSINESS

A. Approve William E. Grigg, CPA Agreement for FY 18/19

There were no price increases from CPA William E. Grigg's Agreement for fiscal year 2018/2019.

Secretary Oprenchak made a motion to approve the William E. Grigg CPA Agreement for fiscal year 2018/2019 as presented. 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.

B. Approve Pay Grade Assignments Effective June 1, 2018

Trustee Baumgart made a motion to approve the Pay Grade Assignments Effective June 1, 2018. 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.

C. Adopt Policy on Staff Bonuses for Personnel Handbook

Trustee Barnes made a motion to adopt the Policy on Staff Bonuses for the Personnel Handbook. 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.

D. Revised Salary Administration Policy Procedure

Trustee Baumgart made a motion to approve the revised Salary Administration Procedure/Policy as presented. 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.

E. Approve Employment Status for Jason Kepler, Marketing Coordinator/Graphic Artist, from Part-Time to Full-Time Effective May 1, 2018

Trustee Barnes made a motion to approve employment status for Jason Kepler, Marketing Coordinator/Graphic Artist, from part-time to full-time effective May 1, 2018. 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.

F. Determine Disposition of Certificate of Deposit #3180050466 at Roselle Bank & Trust

Trustee Baumgart made a motion to renew the Certificate of Deposit #3180050466 at Roselle Bank & Trust for a 24-month term. 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.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Trustee Oprenchak made a motion to adjourn the meeting at 7:36 p.m. The motion was seconded. A voice roll call produced all present voting aye. The motion was approved.



Minutes Approved: Secretary



Date