

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MAY 9, 2018**

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, 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 absent Trustee: Trustee, Len Baumgart.

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, Eichholz, Harold, Oprechak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart

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 4/11/18

B. Approval of Expenditure Warrants

1. Bill List for 4/12/18 in the Amount of \$568.00
2. Bill List for 4/30/18 in the Amount of \$3,116.22
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 4/30/18 in the Amount of \$13,590.68
4. Bill List for 5/9/18 in the Amount of \$40,701.62
5. Payroll Dated 5/11/18 and 5/31/18
6. Bill List for 5/9/18(a) in the Amount of \$15,480.06

C. Committee Reports

1. Budget – Minutes Dated 4/11/18
2. Public Relations – No Report
3. Policy – Minutes Dated 4/11/18
4. Personnel & Salary – Minutes Dated 4/11/18
5. Building – Minutes Dated 4/11/18
6. Planning – Minutes Dated 4/11/18
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, Eichholz, Harold, Oprenczak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the Expenses:

- Johnson Flooring – both payments were made this month and completes this project
- Deposit of approximately \$10,000.00 was made payable to Computer View for new equipment

- Three exhaust fan motors were replaced for approximately \$2,000.00 payable to Johnson Controls

Reporting on the William Grigg, CPA, report:

- Per Capita Grant check was received and reflected in presented Treasurer's Report
- HRA Plan Year 2017 ended with approximately \$26,000 in unspent money that was moved out of this account
- McClure, Inserra proposal will be voted on tonight with an increase of \$200.00 with an additional up to \$1,500.00 dollar amount for possible expenses for working on GASB 75.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Baumgart

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on the two proposed pre-annexation of territory notices from the Village of Roselle. Both addresses are not in the Library District. She will follow progression on these.

EXECUTIVE DIRECTOR'S REPORT

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

- A panel proposal was accepted that she submitted for the 2018 ILA Conference held in Peoria, IL. Since this panel will take place over the October Regular Board meeting she asked if Trustees would consider changing the Board meeting for this month.
- On April 17th she received confirmation that the 2018 Per Capita Grant would be brought back to full funding.
- The 2017 Per Capita Grant check was received on April 24th. Because funds for this Grant are to be expended by June 30th, she amended the original plan to use these grant funds on a variety of collections and equipment. She adjusted

the FY19 Working Budget to include the website re-design that she originally proposed for the 2017 Grant funds. A Request for Proposal for website design was issued on May 1st and she expects to have a final candidate for Board approval at the July Board meeting.

- Preliminary 2019 IMRF employer contribution rate forwarded has decreased to 10.10% which is the Library's lowest rate in a decade.
- Three exhaust fan motors were replaced on April 19th.
- Later this summer Johnson Controls will be tying in the exhaust fan over the Meeting Rooms into Metasys. This should improve the climate in these rooms.
- She and the Management Team continue to talk with Dewberry with the next meeting set for May 21st to put together potential future plans for the first and second floors for the Library. Dewberry plans to present at the July Board meeting. The engineers should be at the Library later this month to begin the Engineering Analysis. After that comes pricing estimates.
- Painting and carpet installation was completed on April 30th in the Graphics Room.
- She asked the Trustees to consider volunteering for the Rose Parade on June 3rd. A sign-up sheet was available for those able to participate.

Secretary Oprechak reported that he has seen the Request for Proposal in a Roselle Chamber email. Executive Director Millsap stated that along with the Roselle Chamber this notice for Request for Proposals for website redesign was also published in the local newspapers. May 31st is the deadline to submit proposals, with the final firm brought before the July 11th Board meeting for approval.

President Eichholz inquired why the statistics were lower in October/November across the board this year compared to previous year. Executive Director Millsap replied that this still needs to be discussed with the Management Team but she believes it is the change on how the statistics are compiled.

PRESIDENT'S REPORT

President Eichholz expressed her appreciation for the awesome job on the Volunteer Appreciation event that was held in April after hearing pleasant comments.

She also reported on:

- A local illustrator, Ginger Schaefer, who is in the Waterbury School District, provided a wonderful presentation that she attended.
- District 12 is hosting a Fun Run fundraiser with all funds going towards various school events and the community food garden. Food grown from this garden will be going to the Food Pantry and DuPage Pads. Many community donations have been received in support of this fundraiser.

TRUSTEE'S REPORT

No Trustee's Report for this month.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends held their Book Sale fundraiser the same weekend as Volunteer Appreciation again this year and raised approximately \$1,200-\$1,400. Their next meeting is scheduled for next month.

RAILS REPORT

Executive Director Millsap reported that RAILS is conducting election for Board Members.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Treasurer Piorkowski reported that the next Foundation meeting is scheduled for July. All are invited to attend.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Audit Proposal for FY17/18

Executive Director Millsap reported that to comply with GASB 75 the District will need to hire an outside actuary. She is in the process of getting quotes, but has not had very recommendations.

Trustee Barnes made a motion to approve Audit Proposal for FY 2017/2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Baumgart

The motion was approved.

B. Vote to Initiate Open Bidding Process on Youth Services Wall Project

Trustee Barnes made a motion to vote to initiate bidding process on Youth Services Wall Project. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Baumgart

The motion was approved.

Executive Director Millsap reported that she will update the Trustees as things move along.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

The meeting was adjourned at 7:22 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.



Minutes Approved: Secretary

6/13/18
Date