

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JUNE 13, 2018**

CALL TO ORDER

President Eichholz called the meeting to order at 7:03 p.m.

PRESENT

Five (5) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprenchak; and Trustee, Len Baumgart. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There were two (2) absent Trustees: Trustee, Terrell Barnes; and Trustee, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Oprenchak moved to adopt the agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, 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 5/19/18

B. Approval of Expenditure Warrants

1. Bill List Dated 5/31/18 in the Amount of \$3,548.14
2. Bill List for Electronic Funds Transfer Payment to IMRF Dated 5/31/18 in the Amount of \$13,281.14
3. Bill List Dated 6/13/18 in the Amount of \$76,292.55
4. Bill List Dated 6/13/18(a) in the Amount of \$15,817.36
5. Payroll Dated 6/15/18 and 6/29/18
6. Bill List for 6/13/18(a) in the Amount of \$15,817.36

C. Committee Reports

1. Budget – Minutes Dated 5/9/18
2. Public Relations – No Report
3. Policy – Minutes Dated 5/9/18
4. Personnel & Salary – Minutes Dated 5/9/18
5. Building – No Report
6. Planning – Minutes Dated 5/9/18
7. Audit – No Report
8. Finance – No Report

There was a correction to the Policy Committee of the Whole Minutes dated May 9, 2018. On this set of Minutes the adjournment should be corrected to Chairman Barnes instead of Chairman Harold.

Secretary Oprenchak moved to approve the Consent Agenda as amended. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on report from William Grigg, CPA:

- DuPage County tax money was received in the amount of approximately \$48,000 that is reflected in the Deferred Tax Revenue Line.
- There is \$1,775,000.00 in the PMA Investment Account.
- Consulting Services line item was over budget by \$500.00 for payments made to the Management Association. This amount is scheduled for re-allocation under New Business tonight.
- Library furnishings in Youth Services came in.

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

AYES: Baumgart, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported that the proposed pre-annexation territory notification that was sent from the Village of Roselle that was included in this month's Board Packet is already within the Library District.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap included her report in the Board Packets. Questions regarding report included:

- How did meeting with representative from IPBC go regarding pool for health insurance? Executive Director Millsap replied that joining is a lengthy process so she will continue to investigate for another Plan Year.
- Question if pre-bid meeting for the Second Floor Balcony Railing Replacement Project will be held at the Library? Executive Director Millsap replied yes and the pre-bid meeting is scheduled for June 28th with the bid opening on July 5th.

Executive Director Millsap reminded the Trustees that the next Consolidation Election will be right around the corner. This year the Administration Department is handling all the election packets for the Library.

PRESIDENT'S REPORT

President Eichholz stated that the Library's float that was in the Rose Parade was awesome. She is also impressed with all of the Library's social media statistics.

President Eichholz reported that the Community Garden began at Roselle Middle School with the Roselle Garden Club putting together.

TRUSTEE'S REPORT

Vice President Piorkowski stated that the Roselle Historical Society will be selling glow sticks during the July 3rd fireworks display for a fundraiser and is seeking volunteers to sell.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported on the Friends of the Library:

- Their last book sale fundraiser raised \$1,400.00. They are still waiting for their check for the book donations.
- Their next book sale fundraiser is scheduled for the first weekend in October.
- Their next fundraiser dinner is tentatively scheduled to be held during the first or second week in November.
- The Friends are still investigating obtaining a 501(c) 3 status.

RAILS REPORT

Executive Director Millsap reported that she will be attending the next RAILS update scheduled for July.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Treasurer Piorkowski reported that their next meeting will be in July. Check with him on meeting date with new members welcome to attend/join.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Adopt Working Budget for FY19

Trustee Baumgart moved to adopt the Working Budget for FY19. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

B. Budget Reallocations for FY18

Treasurer Harold moved to approve the budget reallocations for a total amount of \$12,403.00 for FY18. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

C. Ordinance No. 2018-1, Ordinance Setting Forth a Schedule of Regular Board Meetings for FY 18/19

Secretary Oprenchak moved to approve Ordinance No. 2018-1, Ordinance Setting Forth a Schedule of all of the Regular Board Meetings of the Board of Library Trustees of the Roselle Public Library District for the Fiscal Year Commencing July 1, 2018. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

Reminders for the October meeting scheduled for the third week in October will be sent in advance to the Trustees.

D. Ordinance No. 2018-2, Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Library

Trustee Baumgart moved to approve Ordinance No. 2018-2, Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

Executive Director Millsap reported that this Ordinance will be posted on the Library's website listing the current rates for DuPage County.

E. Approve Guidelines for Review of Closed Session

Secretary Oprenchak moved to approve the Guidelines for Review of Closed Session. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

F. Select Two Trustees and Date and time to Review Executive Session Minutes to bring to the July Meeting

Vice President Piorkowski and Treasurer Harold volunteered to review the Executive Session Minutes and bring results to the July meeting.

G. Trustee/Staff Holiday Event Facility and Trustee/Staff Guest Cost Inclusion

President Eichholz moved to hold the Library's Holiday event at Jameson's Charhouse in Bloomingdale for Staff and Trustees; plus cost of Trustee and Staff member and one guest for each. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

H. Summary and Vote Resulting from Executive Session Held on May 9th

President Eichholz reported that at the May 9, 2018, Executive Session meeting it was decided to talk to Executive Director Millsap for her annual Performance Evaluation.

Chairman of the Personnel and Salary Committee meeting and Vice President Piorkowski reported that the Trustees are happy with Executive Director Millsap's performance and forwarded areas of improvement. Composite of Trustee surveys along with additional Trustee notes were forwarded to Executive Director Millsap. It was a good meeting.

Vice President Piorkowski moved to approve a 3.5% raise for Executive Director Millsap retroactive to May 1, 2018. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

Secretary Oprenchak asked Executive Director Millsap for her feedback on her review process.

Trustee Baumgart would like Executive Director Millsap to reflect with the Trustees what she would like to see from the Trustees. Executive Director Millsap

is ready to address. President Eichholz stated this can be discussed at tonight's Committee of the Whole meeting.

I. Determine Next Disposition of CD #7068353307 at Huntington Bank

Secretary Oprechak moved to table the Determination of the Disposition of CD #7068353307 held at Huntington Bank until the July 11, 2018, Roselle Public Library District Board of Trustee meeting. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were comments or questions from the citizens.

ADJOURNMENT

Secretary Oprechak moved to adjourn the meeting at 7:40 p.m. The motion was seconded. A voice roll call was conducted with all present voting in favor and none opposed. The motion was approved.


Minutes Approved: Secretary


Date