

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
JULY 11, 2018, AT 7:00 P.M.**

**CALL TO ORDER**

Vice President Piorkowski served as Acting President with the absence of President Eichholz. He called the meeting to order at 7:00 p.m.

**PRESENT**

Six (6) Trustees were present at the start of the meeting: Vice President, Thomas Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprechak; Trustee, Terrell Barnes; Trustee, Leonard 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; Youth Services Department Manager; and Representatives Doug Pfeiffer, Samantha Josh, and Paul Reardon from the architect firm, Dewberry.

**ABSENT**

There was one absent Trustee: President, Sue Ellen Eichholz.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

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

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

## **PUBLIC COMMENT**

There was no public comment.

## **PRESENTATION BY DEWBERRY ON BUILDING MASTER PLAN**

Introductions were made from the architect firm, Dewberry, from Elgin introducing Doug Pfeiffer, Samantha Josh, and Paul Reardon. Mr. Pfeiffer and Ms. Josh worked with leadership at the Library identifying goals and how they can accommodate these goals using the current building. They presented a couple of concepts that seemed possible to accomplish for both the first and second floor of the library and how library space may be used over the next several years.

Mr. Reardon presented options for the Balcony Railing Replacement project including replacing the lighting and ceiling tiles in this area. This project went to bid on July 5<sup>th</sup> and three bids were presented. The low bidder was REEF, LLC. Dewberry checked their references and all were complimentary and thereby Dewberry is recommending awarding the contract to this company. Project is scheduled to start in mid-September with a period of 1-2 days that the library may need to be closed.

Dewberry answered questions from Trustees regarding the Master Plan that they presented. They stated that the next step for the Trustees would be to discuss Plan with the Executive Director and Management Team on prioritizing since this Master Plan can be accomplished in different phases. Mr. Pfeiffer stated that the Facility Management database that Dewberry was contracted to prepare a few years ago for the Library may trigger work that may help with this prioritizing. He stated that Dewberry can certainly work on a timeline and costs involved, if directed.

Vice President Piorkowski thanked them for their presentation and they departed the meeting.

## **CONSENT AGENDA**

### **A. Secretary's Report**

- Minutes of the Regular Board of Trustees Meeting Dated 6/13/18

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

1. Bill List Dated 6/29/18 in the Amount of \$30,276.82
2. Bill List for Electronic Funds Transfer to IMRF Dated 6/29/18 in the Amount of \$14,230.48
3. Bill List for 7/11/18 in the Amount of \$34,639.85
4. Payroll Dated 7/13/18 and 7/31/18
5. Bill List for 7/11/18(a) in the Amount of \$16,873.74

C. Committee Reports

1. Budget – Minutes Dated 6/13/18
2. Public Relations – No Report
3. Policy – Minutes Dated 6/13/18
4. Personnel & Salary – No Report
5. Building – Minutes Dated 6/13/18
6. Planning – Minutes Dated 6/13/18
7. Audit – No Report
8. Finance – No Report

Secretary Oprechak moved to accept the Consent Agenda as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

**TREASURER'S REPORT**

Treasurer Harold reported on notable expenditures: 1) new desk for Graphic Artist/Marketing Coordinator; and 2) accessible door repairs made due to sticking with weather stripping added.

Treasurer Harold reported on William Grigg, CPA, Report for the period ending June 30, 2018: \$899,000 was received from DuPage County tax money that will be deferred to FY 18/19.

Trustee Baumgart moved to accept the Treasurer's Report as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

## **CORRESPONDENCE**

Executive Director Millsap reported that she emailed a couple of Annexation Notices to the Trustees from the Village of Roselle. One of these notifications was already in the District and the other was not. She will watch the out-of-District property as it progresses.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap report on the following:

- Dee Brennan, RAILS Executive Director, visited the Library on June 18<sup>th</sup>. During her visit she provided an update of projects that RAILS is currently working on.
- She is officially President-Elect of the Bloomingdale-Roselle Rotary Club.
- The Library's fiscal year has ended so she and Business Office Manager Green are preparing for the Preliminary Audit scheduled for July 17<sup>th</sup> and the actual audit scheduled for the days preceding the Labor Day holiday.
- The Heartland Blood Center mobile coach will be on-site on July 17<sup>th</sup> from 1:00-5:00 p.m. Sign-up is online and walk-ins are welcome.
- For the website redesign project, she is making progress and will have an updated RFP ready. This project should be ready to vote at the September Board meeting.
- She received the go ahead to order the drive-up box return to be delivered to Public Works, who will store it until ready to install.
- There is some minor leaking in the Adult Services area with no damage to materials or equipment. She is hoping to address repairs needed in the Master Plan.

## **PRESIDENT'S REPORT**

Vice President Piorkowski stated that there was no report from President Eichholz. He reported that he received praise for the library staff when he wore his library t-shirt at a Dollar Store in Schaumburg. The employee told him that she prefers to visit the Roselle Public Library because they are so nice.

Executive Director Millsap forwarded a sign-up sheet to the Trustees to volunteer to help during the Taste of Roselle at the Library's booth. She reported that steel straws personalized with the Library's name on each will be available to hand out at this event. On July 19<sup>th</sup> she will find out where the Library booth will be located.

## **TRUSTEE'S REPORT**

There was no Trustee's Report for this month.

## **FRIENDS OF THE LIBRARY REPORT**

Vice President Piorkowski reported that the Friends are continuing to work on obtaining 501(c) 3 status. Their attorney does not see any obstacles preventing this. Their next meeting is scheduled to be held on the first Wednesday in August and encouraged Trustees to become a Friend of the Library.

## **RAILS REPORT**

Executive Director Millsap reported that the next RAILS update is scheduled for July 31<sup>st</sup>. She plans on viewing.

## **ROSELLE PUBLIC LIBRARY FOUNDATION REPORT**

Vice President Piorkowski reported that the next Foundation meeting is scheduled for July 17th. At this meeting will be the election of Officers. He encouraged Trustees to join and become a Foundation Director.

## **UNFINISHED BUSINESS**

### **Determine Next Disposition of CD #7068353307 at Huntington Bank**

Trustee Baumgart moved to withdraw the CD at Huntington Bank CD #7068353307 including all principal and interest at maturity, and deposit into the Itasca Bank account for the Second Floor Balcony Replacement Project. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

## **NEW BUSINESS**

### **A. Award Construction Design Project for Second Floor Balcony Replacement Project with Possible Additional Alternates**

Trustee Baumgart moved to award the construction Design Project for Second Floor Balcony Replacement Project to the low bidder, REEF, LLC for the

base bid with the add-ons of Alternate 1, Alternate 2, and Alternate 3. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

Executive Director Millsap is working with Graphic Artist/Marketing Coordinator Kepler on a Communication Plan.

B. Adopt Tentative Budget and Appropriation Ordinance No. 2018-4 for Fiscal Year 2018/2019

Trustee Barnes moved to adopt the tentative Budget and Appropriation Ordinance No. 2018-4 for fiscal year 2018/2019. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

C. Set Date for Public Hearing on Budget and Appropriation Ordinance and Approve Legal Notice

Secretary Oprenchak moved to set the date for Public Hearing on the Budget and Appropriation Ordinance and approve Legal Notice for September 12, 2018, at 7:00 p.m. in the Library Meeting Room. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

D. Adopt Ordinance No. 2018-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment

Trustee Barnes moved to adopt Ordinance, No. 2018-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

E. Approve Revised Investment and Cash Management Policy for Library Policy Manual

Secretary Oprechak tabled the approval of the revised Investment and Cash Management Policy for the Library Policy Manual until the August Board meeting. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

F. Approval of Village of Roselle Request to Use North Parking Lot for Taste of Roselle

Executive Director Millsap reported that she has the Certificate of Insurance in hand. She also has written confirmation from the Village of Roselle Public Works department that the parking lot will be cleaned after the Taste this year. She requested, same as last year, that vendors not park in the Library lot and she obtained cards for staff to display in their vehicles authorizing them to park in the south side of the Library's parking lot during the Taste.

Secretary Oprechak moved to approve the Village of Roselle Request to use North Parking Lot for the Taste of Roselle in August 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

G. Appoint Two Trustees to Conduct Secretary's Audit

Vice President Piorkowski and Trustee Baumgart volunteered to perform the Secretary's Audit of the Board minutes.

H. Approve Certificate Listing the Board of Trustees Names, Addresses, Board Office, and Term of Office

Secretary Oprenchak moved to approve the Certificate listing the Board of Trustees names, addresses, Board office, and term of office as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

I. Review of Executive Session Minutes (5ILCS 120/2.06)

Vice President Piorkowski and Treasurer Harold reviewed all of the closed session minutes/tapes. Business Office Manager Green was instrumental in creating confidential labels to be placed on the outside of each Executive Session envelope and creating sheets to be placed inside each Executive Session envelope for recording information during each Review. Treasurer Harold reminded Trustees of information needed when taking Executive Session Minutes. Secretary Oprenchak asked if a detailed Executive Session Minute template could be created so that Trustees can circle/check off the Open Meeting Act Requirement statute when Trustees are taking Executive Session Minutes. Treasurer Harold volunteered to create this form.

Vice President Piorkowski recommended a few Executive Session Minutes for release.

Executive Millsap stated that it is a best practice to approve Executive Session Minutes every six months even if they are not released to the public.



J. Vote Following Executive Session Review

Treasurer Harold moved to approve and release to the public: Executive Session Minutes dated January 20, 2016 and to destroy the tape; approve and release to the public Executive Session Minutes dated March 21, 2016, and to destroy the tape; and to approve and release the January 12, 2011, Minutes. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Eichholz

The motion was approved.

**CITIZEN COMMENTS/QUESTIONS**

Adult Services Department Manager Bose announced that this year's "On the Same Page" multi-community reading event held in October is titled *News of the World*.

**ADJOURNMENT**

Secretary Oprenchak made a motion to adjourn the meeting at 8:46 p.m. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.

  
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Minutes Approved: Secretary

  
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Date