

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
AUGUST 8, 2018, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:05 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 Oprechak; 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; and Youth Services Department Manager, Kristen Lawson.

ABSENT

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

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: Baumgart, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: 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 7/11/18

B. Approval of Expenditure Warrants

1. Bill List for 7/31/18 in the Amount of \$3,606.76
2. Bill List for Electronic Funds Transfer Payment to IMRF Dated 7/31/18 in the Amount of \$13,869.42
3. Bill List for 8/8/18 in the Amount of \$76,713.18
4. Bill List for 8/8/18(a) in the Amount of \$9,374.74
5. Payroll Dated 8/15/18 and 8/31/18

C. Committee Reports

1. Budget – Minutes Dated 7/11/18
2. Public Relations – No Report
3. Policy – Minutes Dated 7/11/18
4. Personnel and Salary – No Report
5. Building – Minutes Dated 7/11/18
6. Planning – Minutes Dated 7/11/18
7. Audit – No Report
8. Finance – No Report

Trustee Baumgart made a motion to approve the Consent Agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: Eichholz

ABSENT OR NOT VOTING: Barnes, Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the first month during the new fiscal year. Items of note were: 1) drop box paid for; and 2) there was no change in the investment portfolio from last month, which continues to be \$1,700,000; and 3) deferred tax money in the amount of \$948,000 from DuPage County and \$112,000 from Cook County was moved to the Library's current revenue fund.

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

AYES: Baumgart, Eichholz, Harold, Oprencak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Barnes, Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Millsap forwarded invitations to the Trustees sent from the Schaumburg Public Library inviting them to attend their Look In Remodel held on September 8th. She is planning on attending.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap summarized her written report with the following:

- Thanked those that contributed in any capacity with the Taste of Roselle. The Library had 1,091 visitors who visited their booth.
- Drop box has arrived and waiting for installation from Roselle Public Works. The Drop box Intergovernmental Agreement with the Village of Roselle will be finalized in September for the Trustees to approve.
- In August, Johnson Controls tied the meeting rooms exhaust fan into Metasys. This should give better climate control for this area.
- Library Foundation pledged to give \$15,000 to the Library for the new lighting portion of the second floor construction project. The pledged amount will be given after their 2018 annual appeal ends.
- The second floor construction project is officially scheduled to begin on September 17th. She is still waiting for the architect to approve the general contractor's schedule of work.
- Proposals are being sent for the website redesign project and a final candidate will be selected for approval at the September Board meeting.
- She along with Business Office Manager Debbie Green, have completed the onsite preliminary audit with the auditor. She contracted with the firm Lauterbach & Amen to prepare the actuarial report to comply with GASB 74/75 requirement. This report is in addition to the annual financial audit that is scheduled for September. The next actuarial report will need to be prepared again in 2020.
- Met with Village staff along with IPBC representative to discuss the possible joining of their benefits pool as a listed entity under the Village of Roselle for the future.
- Faxing is now free in the Library effective August 1.
- The State of Illinois switched their payment vendor to JetPay. With this change a new portal was created for online payments through EPay along

with the Library receiving a new credit card terminal. She recommended that Trustees check out the new functions on the user friendly Epay portal. Currently the Library does not have a lot of traffic using this payment source, but it is available as a convenience to the patrons.

- Last Thursday the Gallagher Basset representative toured the building with her to conduct their annual site visit. He pointed out one area in the basement that could use improved lighting. Next training thru this agency will be in October on workplace harassment.
- She will be on vacation next week.
- Reminder that the Library will be closed on August 24th for the annual staff in-service day. Due to the active shooter training in the morning, this in-service day will be for staff only.
- She was invited by the Mayor and Boy Scouts to attend the Community Leadership Breakfast on August 29th. She plans on attending.

Trustee questions included how is the new online payment system being advertised? Reply was a Facebook post will be broadcasted. Link has been replaced on the Library's website with their new logo that pops. Second question was if Gallagher Basset had any other recommendations during their site visit? Reply was sidewalk out front needs grinding and GFCI's were needed on some of the patron computer outlets.

PRESIDENT'S REPORT

President Eichholz reported on the following:

- She will also be attending the August 29th Community Leadership Breakfast, as well.
- The Taste of Roselle went well and recommended that the Library submit their Taste request.
- Roselle Park District is re-working the Clauss Center this month and also Scout Lodge.
- Spring Hills School is holding their first Back to School carnival on August 21. She recommended that the Library be represented with a booth.
- The Garden Club had quite an impact with 250 pounds of food that has been already donated to the Food Pantry this year.

TRUSTEE'S REPORT

There was no Trustees Report for this month.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported on the Friends of the Library with the following:

- Their fundraising dinner is scheduled for November 5th to be held at 1913 restaurant at a price of \$40.00 per ticket. They are seeking donations for their raffle.
- Their next meeting is scheduled to be held on August 29th held at Pollyanna. They will be working on planning their fundraiser, if anyone is interested in attending.

Executive Director Millsap reported that they are well on their way to obtaining 501(c) 3 status.

RAILS REPORT

There was no RAILS Report for this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President Piorkowski reported that the only Library Trustee currently on the Foundation Board is Trustee Spencer who is the Library liaison. President Eichholz reported that Trustee Spencer was unable to attend the Foundation meetings. It was determined that in the Library's best interest that Executive Director Millsap would serve as Library liaison on the Foundation.

UNFINISHED BUSINESS

Approve Revised Investment and Cash Management Policy for Library Policy Manual

Executive Director Millsap had two extra periods in presented policy that needs removing. Also on page 2 under Internal Controls, the wording needs to be corrected to "quarterly" for reporting.

Trustee Baumgart made a motion to approve the revised Investment and Cash Management Policy for the Library Policy Manual with correcting the two typos and correcting reporting to quarterly. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Barnes, Spencer

The motion was approved.

NEW BUSINESS

A. Approve Certification for Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2017/2018

Secretary Oprenchak made a motion to approve the Certification for the Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2017/2018. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Barnes, Spencer

The motion was approved.

B. Approve Spending Threshold of \$15,000 for Potential Change Orders for Balcony Railing Replacement Project, with Ability to Exceed No Higher than \$20,000 Following Written Approval from Two Trustees and Formal Board Approval at the Following Board Meeting

Secretary Oprenchak made a motion to approve Spending Threshold of \$15,000 for Potential Change Orders for Balcony Railing Replacement Project with Ability to Exceed No Higher than \$20,000 Following Written Approval from Two Trustees and Formal Board Approval at the Following Board Meeting. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprenchak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Barnes, Spencer

The motion was approved.

C. Remove Pages 4-5 through 4-8 from the Library Policy Manual, Illinois Freedom of Information Act and Freedom of Information Request Form

Executive Director Millsap reported that the Library is only removing listed pages from the Library Policy Manual, but will still be abiding by these Acts.

Secretary Oprenchak made a motion to remove pages 4-5 through 4-8 from the Library Policy Manual, the Illinois Freedom of Information Act and the Freedom of Information Request Form. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Barnes, Spencer

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Oprechak made a motion to adjourn the meeting at 7:32 p.m. The motion was seconded. A voice vote was taken with all present voting aye. The motion was approved.



Minutes Approved: Secretary

9.12.18

Dated