

**ROSELLE PUBLIC LIBRARY DISTRICT
BUDGET & APPROPRIATIONS PUBLIC HEARING
FOR FISCAL YEAR 2018/2019
SEPTEMBER 12, 2018
7:00 P.M.**

CALL TO ORDER

President Eichholz called the Public Hearing to order at 7:02 p.m.

PRESENT

Seven (7) Board Members were present at the start of the hearing: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprenczak; Trustee, Terrell Barnes; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. 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 no Board Members who were absent.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The Public Hearing was held for public comments and questions pertaining to the fiscal year 2018/2019 Budget and Appropriations. There were no questions/discussion.

ADJOURN

Trustee Barnes made a motion to adjourn the hearing at 7:03 p.m. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.



Minutes Approved: Secretary

10-17-2018

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
SEPTEMBER 12, 2018, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:04 p.m.

PRESENT

Seven (7) 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; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. 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 no Board Members absent.

ADOPTION OF AGENDA

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was conducted at the Budget and Appropriations Public Hearing held immediately prior to the Regular Board of Trustees meeting.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 8/8/18

B. Approval of Expenditure Warrants

1. Bill List Dated 8/20/18 in the Amount of \$2,283.97
2. Bill List Dated 8/31/18 in the Amount of \$7,538.49
3. Bill List for Electronic Funds Transfer to IMRF Dated 8/31/18 in the Amount of \$13,818.60
4. Bill List Dated 9/12/18 in the Amount of \$67,218.79
5. Payroll Dated 9/14/18 and 9/28/18
6. Bill List for 9/12/18(a) in the Amount of \$15,601.26

C. Committee Reports

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

Trustees agreed to remove the wording “or not voting” from future Board votes.

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the Treasurer's Report. Items reported for non-standard expenses included:

- Expense to Johnson Controls in the amount of \$6,200.00 for tying in the exhaust fans to the Metysis system.
- Expense to NIR Roof care for roof maintenance for the fall.
- For website redesign project, \$8,100.00 expense towards the total project cost of \$11,570.00.

Reporting on the William Grigg, CPA, report:

- Almost \$400,000.00 dollars received in DuPage tax money.
- Expense for drive-up book return listed on report with funding forthcoming from the Friends of the Library and Taste of Roselle.

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reminded Trustees to pick up their mail located at the Front Desk.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on the following:

- Due to change in the light fixture delivery date the construction project was changed to start on October 8th.
- Due to welding work during the construction project the Library will be closed three days from October 22 through October 24.
- Submitted the IPLAR to the State Library on August 9th.
- The in-service staff day held on August 24th was a very productive day. The Active Shooter training was conducted by the Roselle Police Department in the morning. In the afternoon the Persons-in-Charge were given adult and

pediatric CPR and AED training from the American Red Cross, while the rest of the staff reviewed the contents to the first aid kits, toured locations of the fire extinguishers, and discussed the Master Plan concept.

- Trustee election packets are available for pickup located in the Administration/Business Office area.
- Library Card Signup month will be in October this year.
- One-year maintenance agreement is signed with National International Roofing (NIR) for roof service for the fall and spring.
- Fresh paint is planned for the Youth Services Department.

President Eichholz inquired how the Schaumburg Library Open House went. Executive Director Millsap replied that she had attended this event and the Schaumburg Library looks very nice, especially with its open area upon entry.

PRESIDENT'S REPORT

President Eichholz reported on:

- Thank you to the Youth Services department for having a Library Booth at the first annual Spring Hills School carnival. About 300 were in attendance. The Youth Services staff were also represented at Curricular Night.
- No post Taste of Roselle meeting held yet.

TRUSTEE'S REPORT

Vice President Piorkowski reported that the Roselle Historical Museum is holding an Open House on September 23rd from 2-4 p.m. to celebrate their 30th anniversary and encouraged Trustees to attend.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends are working on their dinner fundraiser held at 1913 scheduled for November 5th. Tickets are available at the Library. They are looking for donations for raffle prizes.

RAILS REPORT

No report for this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that the Foundation Members could not meet this morning. This meeting is being rescheduled to collate fundraising letters.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Adopt Ordinance No. 2018-4, Final Budget and Appropriation Ordinance for Fiscal Year 2019

Treasurer Harold moved to adopt Ordinance No. 2018-4, Final Budget and Appropriation Ordinance for Fiscal Year 2019. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. Approve Certified Estimate of Revenue by Source

Vice President Piorkowski moved to approve the Certified Estimate of Revenue by Source. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Approve Statement of Cash Receipts and Disbursements for July 1, 2017, through, June 30, 2018

Treasurer Harold moved to approve the Statement of Cash Receipts and Disbursements for July 1, 2017, through June 30, 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Approve Resolution No. 2018-2079, a Resolution Approving an Intergovernmental Agreement Between the Village of Roselle and the Roselle Public Library District for a License Agreement for a Right of Way Drive Up Book Return

Trustee Barnes moved to approve Resolution No. 2018-2079, Resolution Approving an Intergovernmental Agreement Between the Village of Roselle and the Roselle Public Library District for a License Agreement for a Right of Way Drive Up Book Return. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

E. Approve Candidate for Website Redesign Project

Trustee Baumgart moved to approve Revize for the website redesign project. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

F. Approve Strategic Plan 2018-2021

Executive Director Millsap reported that the art work is still being worked on for the Strategic Plan. When it is finalized she will forward to Trustees.

Trustee Barnes moved to approve the Strategic Plan for 2018-2021. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

G. Approve Communications Coordinator & Graphic Artist Job Description Effective October 1, 2018 (Replaces Graphic Artist/Marketing Coordinator Job Description)

Secretary Oprechak moved to approve the Communications Coordinator & Graphic Artist Job Description Effective October 1, 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

H. Remove Reference Librarian/Outreach Coordinator Job Description Effective October 31, 2018

Trustee Baumgart moved to remove the Reference Librarian/Outreach Coordinator Job Description Effective October 31, 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

I. Approve Teen Services Librarian Job Description Effective October 1, 2018

Treasurer Harold moved to approve the Teen Services Librarian Job Description Effective October 1, 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

J. Approve Adult Services Librarian Job Description Effective October 1, 2018 (Replaces Reference Librarian Job Description)

Trustee Baumgart moved to approve the Adult Services Librarian Job Description Effective October 1, 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

K. Approve Youth Services Librarian Job Description (Replaces Youth Services Department Assistant Manager Job Description)

Secretary Oprechak moved to approve the Youth Services Librarian Job Description replacing the Youth Services Department Assistant Manager Job Description. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

L. Approve Long Term Employee Retirement Gifts for Two Retiring Employees

Secretary Oprenchak moved to approve the long term employee retirement gifts for the two retiring employees at \$300.00 each plus a service recognition honorarium. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

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



Minutes Approved: Secretary

10-17-2018
Date