

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OCTOBER 17, 2018, AT 7:00 P.M.**

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, Terrell Barnes; Trustee, Len 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, Kristen Lawson; Technical Services Assistant, Corey Hultgreen; and Page, Jean Langendorf.

ABSENT

There is one (1) vacant Trustee position.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Baumgart moved to adopt the agenda as presented. The motion was seconded. A voice roll call was conducted with all voting aye. The motion was approved.

PUBLIC COMMENT

Two new staff members were introduced to the Trustees: Technical Services Assistant, Corey Hultgreen; and Page, Jean Langendorf. The Trustee's welcomed them to the staff. Both departed at 7:03 p.m.

BOARD SECRETARY ELECTION

With the residential move and resignation of former Secretary, Gary Oprechak, an election took place for the Board Office of Secretary.

Vice President Piorkowski moved to nominate Trustee Baumgart for the position of Board Secretary. The motion was seconded. Trustee Baumgart accepted the nomination.

Trustee Barnes commented that when he started his term in office he was told that traditionally a Trustee could not run for Board Officer for two years. He felt a Board Officer should be a Trustee that was elected by the public and not appointed. Trustee Barnes moved to nominate Trustee Spencer for Board Secretary. The motion was seconded. Trustee Spencer accepted the nomination.

Trustee Baumgart withdrew his nomination.

Trustee Spencer nominated Trustee Barnes for the position of Board Secretary and withdrew her nomination. The motion was seconded. Trustee Barnes accepted the nomination. A vote was taken to elect Terrell Barnes as Board Secretary. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

It was determined that the current Bylaws do not state any minimum waiting period for Board Officer Elections.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Budget and Appropriation Public Hearing Dated 9/12/18
2. Minutes of the Regular Board of Trustees Meeting Dated 9/12/18

B. Approval of Expenditure Warrants

1. Bill List Dated 9/28/18 in the Amount of \$7,016.91
2. Bill List for IMRF Electronic Payment Transfer Dated 10/2/18 in the Amount of \$14,107.92
3. Bill List Dated 10/4/18 in the Amount of \$11,896.50
4. Bill List Dated 10/17/18 in the Amount of \$53,704.64
5. Payroll for 10/15/18 and 10/17/18
6. Bill List Dated 10/17/18(a) in the Amount of \$4,378.08

C. Committee Reports

1. Budget – Minutes Dated 9/12/18
2. Public Relations – No Report
3. Policy – Minutes Dated 9/12/18
4. Personnel & Salary – No Report
5. Building – Minutes Dated 9/12/18
6. Planning – No Report
7. Audit – No Report
8. Finance – Minutes Dated 9/12/18

Treasurer Harold moved to approve the Consent Agenda as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported that there were no unusual expenses listed on the September Treasurer's Report. An item of note was that \$500,000.00 plus had been added to the PMA investment account bringing this account to a grand total of \$2,200,000.00 plus.

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on two pieces of correspondence received:

- October is anti-bullying awareness month
- Thank you card from former Board Trustee, Gary Oprenchak, and his wife Deb.

President Eichholz reported that School District #54 has a link to their October 9th speaker on the message for National Bullying Prevention month.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on the following:

- Yesterday the Library received a donation in the amount of \$2,000.00 from a patron.
- Construction project is ongoing and last week was ahead of schedule.
- Delivery of light fixtures is scheduled for tomorrow.
- Staff has been very supportive and flexible with limited space during the construction project. Patrons are excited about the new lighting that will be installed.
- Library trustee candidate packets are still available for pickup.
- Library card sign-up month was moved to October this year and she asked Trustees to keep promoting this program.
- The Socktober sock drive continues. Donations will be distributed by local charity Socks & Souls.
- The Model Railroading Showcase is scheduled to be held the first weekend in November at the Library again this year. The Library is again participating in the community Cocoa Crawl also held later in November. The Village of Roselle is seeking volunteers for the Cocoa Crawl along with another adult volunteer needed at the Library for this event.
- Included in her Director's Report were sessions from the ILA conference she attended in Peoria last week. She thanked the Trustees for moving the date of the October Board meeting so that she was able to be a presenter at this conference.

PRESIDENT'S REPORT

President Eichholz reported on:

- Strength of 100+ will be participating in the DuPage Habitat for Humanity for the building project located in Hanover Park on October 27th.
- All are invited to attend the Strength of 100 quarterly meeting held on October 30th.

- District #12 is having their first annual Harvest Fest next Friday with proceeds going to both schools for their interactive gaming system—Beam.
- The Community Impact Garden had their last harvest with 2,200 pounds of food donated to the Methodist Church.

TRUSTEE'S REPORT

Vice President Piorkowski reported that he is informally in charge of the Flags for Roselle. He recommended that Trustees subscribe to this program. He also reminded Trustees of the History Museum's annual cookie crawl scheduled for the beginning of December.

FRIENDS OF THE LIBRARY REPORT

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

- Book Sale fundraiser raised about \$1,400.00. Remaining books were paid by the pound.
- Fundraiser dinner ticket sales are available at \$40.00 per ticket. This fundraiser will be held on November 5th at 1913.

RAILS REPORT

Executive Director Millsap reported that tomorrow is the next RAILS Member Update.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that the Foundation launched their annual appeal on October 8th. Checks are starting to come in. She asked Trustees to help spread the word for this appeal.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Set Date for Truth-in-Taxation Act Public Hearing

Secretary Barnes moved to set the date for the Truth-in-Taxation Act Public Hearing as November 14, 2018, at 7:00 p.m. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

Trustee Baumgart stated that he would not be able to attend this Public Hearing date.

B. Resolution No. 2018-3, Resolution to Determine Estimate of Funds Needed

Trustee Baumgart moved to approve Resolution No. 2018-3, Resolution to Determine Estimate of Funds Needed. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Approve Resolution No. 2018-4, Approving a Waiver from the Request for Qualification Process Under Section 8 of the Illinois Local Government Professional Services Selection Act and Approving and Authorizing the Execution of an Agreement for Certain Professional Surveying Services with Marchese & Sons Inc.

Trustee Spencer moved to accept Resolution No. 2018-4, Approving a Waiver from the Request for Qualification Process under Section 8 of the Illinois Local Government Professional Services Selection Act and Approving and Authorizing the Execution of an Agreement for Certain Professional Surveying Services with Marchese & Sons Inc. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Approve Ordinance No. 2018-5, Annexing Territory Owned by Brock Klein and Christine Klein

Vice President Piorkowski moved to approve Ordinance No. 2018-5, Annexing Territory Owned by Brock Klein and Christine Klein. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

E. Appointment of Executive Director to Act as Local Election Official in Place of Board Secretary

Secretary Barnes moved to approve Executive Director to act as local election official in place of Board Secretary. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

F. Retroactively Approve Ticket Sales at the Library for Friends of the Library Fall Fundraising Dinner

Treasurer Harold moved to approve retroactively the ticket sales at the Library for the Friends of the Library Fall Fundraising Dinner. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

G. Approve Public Access Computer Policy Renamed and Revised for Library Policy Manual

Secretary Barnes moved to approve the Public Access Computer Policy renamed and revised for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

H. Medical Insurance Renewal

1. Employee Benefits, Group Medical, Dental and Life
2. Library Funded HRA

Executive Director Millsap reported that premium proposals were just received in the last couple of days at the Library. The Library's current medical provider, Healthy Lifestyles, increased their rates by 30%. She is recommending to change brokers back to BBP and to accept the BlueCross BlueShield premium rates for Plan S507OPT that has a decrease in premiums of 1.9% from the current October premium rates. She is also recommending to keep the HRA Library contribution the same with \$4,000.00 for employee and \$6,000.00 for employee, spouse, and/or children.

Trustees discussed composite rates compared to age related rates for the proposed plan. With current participants, the Library's portion of the monthly premium cost would be higher going with the composite rates versus the Library's portion of the monthly premium cost would be lower going with the age related rates.

Trustee Baumgart moved to accept the medical insurance at renewal with BlueCross BlueShield Plan S507OPT with the age rated option along with a Library funded HRA with \$4,000.00 for Employee and \$6,000.00 for Employee, Spouse and/or Family. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

President Eichholz left the meeting at 8:23 p.m. and returned at 8:24 p.m. Trustee Spencer left the meeting at 8:24 p.m. and returned at 8:25 p.m. Vice President Piorkowski left the meeting at 8:24 p.m. and returned at 8:27 p.m.

Executive Session

Vice President Piorkowski moved to go into Executive Session at 8:28 p.m., pursuant to the requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c)(1) the Appointment, Employment, Compensation, Discipline, Performances, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

On adjournment of the Executive Session at 8:33 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

CITIZEN COMMENTS/QUESTIONS

There were no citizens at the meeting during this time.

ADJOURNMENT

Trustee Baumgart adjourned the meeting at 8:34 p.m. The motion was seconded. A voice vote was conducted with all voting aye.



Minutes Approved: Secretary

11/14/2018
Date