

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JANUARY 9, 2019, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:02 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; Trustee, Terrell Barnes; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult and Teen 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; Youth Services Librarian, Deanna Siegel; Adult Services Librarian, Molly Schoenherr; and Guest, Kory Atkinson.

ABSENT

There is one (1) vacant Trustee position

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Spencer moved to adopt the agenda. 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.

PUBLIC COMMENT

Executive Director Millsap introduced two new librarians hired. They are Deanna Siegel, Youth Services Librarian; and Molly Schoenherr, Teen Services Librarian. Both were welcomed by the Trustees and then departed the meeting.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 12/12/18

B. Approval of Expenditure Warrants

1. Bill List Dated 12/28/18 in the Amount of \$4,116.76
2. Bill List for IMRF Electronic Funds Transfer Payment Dated 12/28/18 in the Amount of \$12,741.53
3. Bill List Dated 1/9/19 in the Amount of \$35,203.27
4. Payroll Dated 1/15/19 and 1/31/19
5. Bill List for 1/9/19(a) in the Amount of \$10,960.53

C. Committee Reports

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

The Planning Committee of the Whole minutes dated 8/8/18 were not available to vote on.

Trustee Baumgart 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 on expenses:

- Special Reserve Fund was over budget. Construction project was budgeted for \$100,000.00 and it is coming in at \$175,000.00.
- Recap of the last 6 months for the current fiscal year of expenses and revenues had been prepared by Executive Director Millsap who will present at tonight's Committee of the Whole meeting.

Treasurer Harold stated that the one-year anniversary with the Library working with financial investment firm PMA is coming up. She recommended that the representative meet with the Trustees and present an overview on how the Library has done and where is it going. Trustees agreed and Executive Director Millsap will make arrangements to present at a meeting.

President Eichholz moved to approve the Treasurer's Report. 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

President Eichholz reported that Kory Atkinson has submitted his resume for the vacant trustee position who is also in attendance at this meeting.

Executive Director Millsap reported that Mr. Atkinson will also be on the election ballot running for the two-year trustee position, with no competition at this point. She asked the Trustees on how to proceed. It was determined to put to a vote as an action item at the 2/13/19, Board meeting along with the Oath of Office.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on:

- Construction is now complete. Final payment is scheduled to be voted on tonight.

- Communications Coordinator & Graphic Artist Kepler submitted project pictures and information to ILA for their February Reporter issue. This issue features recent library building projects. The editor confirmed that it would be included in this edition.
- Management Team and Dewberry will be meeting next Monday to begin planning for the first floor remodel project.
- Expressed thanks to those who attended this year's staff/trustee holiday event and to Trustees Baumgart, Eichholz, and Harold who donated toward collection of items given away during this event.
- Submitted preliminary ballots to Cook and DuPage counties for the upcoming library trustee election. She will sign off on final ballots within the next few weeks.
- Submitted annual library certification with the Illinois State Library. This is a requirement to belong to RAILS.
- Received second donation for \$2,000 from the family in memory of Frank S. Strle. This year they suggested money to be dedicated towards youth services materials.
- Sister Cities donated \$100.00 to support Polish language materials.
- Phase II of new website project is near completion. Once final design project is approved the firm Revize will begin building the new website.
- Chamber of Commerce has a new website. All registrations for chamber events will need to be done by her, as she is the administrator on the account for the library.
- Library stats were discussed.

President Eichholz congratulated Youth Services Department Manager Lawson on the grant award to purchase a 3D printer. She also heard many positive comments on the Mario Party program. She thanked Circulation Department Manager Snyders for the coordination of the mitten tree donations collected. She thanked Business Office Manager Green for coordinating the holiday event again this year.

PRESIDENT'S REPORT

President Eichholz reported that she and Trustee Baumgart went through the Executive Session meeting minutes for 2½ hours. She thanked Vice President Piorkowski and Treasurer Harold for providing written guidelines for review of the minutes. They had a few notes to forward on the process.

TRUSTEE'S REPORT

Vice President Piorkowski reported that the Flags for Roselle program is starting up again and encouraged participation.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that there was no meeting in December for Friends of the Library. Their next meeting is scheduled in February.

Vice President Piorkowski reported that the application has been submitted and waiting for approval on the 501(c) 3 status.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that the appeal is complete with the total of donations received at \$6,500.00. Their next meeting is tentatively scheduled for next Tuesday.

UNFINISHED BUSINESS

There was no Unfinished Business for January.

NEW BUSINESS

A. Determine Next Disposition of Certificate of Deposit #495031 at First Eagle Bank Maturing on 1/26/19*

Trustee Baumgart moved to approve moving Certificate of Deposit #495031 from First Eagle Bank maturing on 1/26/19 and re-investing at Itasca Bank and Trust for a 24-month term at an interest rate of 3%. The motion was seconded. A roll call produced the following results:

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

NAYS: Harold

ABSTAIN: None

ABSENT: None

The motion was approved.

* Maturity date was listed incorrectly on agenda as 1/29/19. Should be 1/26/19.

B. Certification of Payment to Reef LLC in the Amount of \$15,848.40 (Bill List Dated 1/9/19b)

Secretary Barnes moved to approve certification of payment to Reef LLC in the amount of \$15,848.40, Bill List Dated 1/9/19b. 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 3D Printing Policy

Vice President Piorkowski moved to approve the 3D Printing Policy. 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.

CLOSED OR EXECUTIVE SESSION PURSUANT TO 5ILCS 120/2 OPEN MEETINGS (c) (21) DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF MINUTES AS MANDATED BY SECTION 2.06

Secretary Barnes moved to go out of Open Session at 7:40 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 moved to enter into closed session (Executive Session) at 7:42 p.m. pursuant to the requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the Minutes or semi-annual review of the Minutes as mandated by Section 2.06. 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.

Vice President Piorkowski moved to go into Open Session at 7:53 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.

VOTE AFTER REVIEW OF EXECUTIVE SESSION MINUTES (5ILCS 120/2.06)

Trustee Baumgart moved to approve the closed session minutes dated: 2/6/10; 2/11/10; and 3/10/10. 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.

Secretary Barnes moved to release the closed session minutes dated: 2/6/10, 2/11/10; and 3/10/10. 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 moved to approve the closed session minutes dated: 2/9/11; 9/12/12; 9/19/12; 12/12/13; 2/11/15; 2/18/15; 3/11/15; 4/8/15; 2/10/16; 2/17/16; and 3/9/16. 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 moved to destroy the verbatim records (tapes) for the closed session meetings dated: 2/9/11, 9/12/12; 9/19/12; 12/12/13; 2/11/15; 2/18/15; 3/11/15; 4/8/15; 2/10/16; 2/17/16; and 3/9/16. 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.

Secretary Barnes moved to release the closed session minutes dated: 9/12/12; 9/19/12; 12/12/13; 2/18/15; 3/11/15; 4/8/15; 2/10/16; 2/17/16; and 3/9/16. 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.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Barnes moved to adjourn the meeting at 8:22 p.m. The motion was seconded. A voice roll call produced all present voting aye. The motion was approved.



Minutes Approved: Secretary



Date