

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
FEBRUARY 13, 2019, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:03 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, Terrell Barnes; and Trustee, Len Baumgart. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Circulation Department Manager, Christy Snyders; Youth Services Department Manager, Kristen Lawson; Trustee Candidate, Kory Atkinson; and Brittany Carson.

ABSENT

There was one (1) Board Member who was absent: Trustee, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

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

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

PUBLIC COMMENT

There were no public comments or questions.

SELECTION OF CANDIDATE TO FILL TRUSTEE VACANCY

There was one (1) candidate interested in filling the vacant trustee position who was Kory Atkinson.

Secretary Barnes moved to approve Kory Atkinson to fill the vacant trustee position. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

OATH OF OFFICE AND SIGNING OF BOARD SERVICE COMMITMENT PLEDGE

Secretary Barnes administered the Oath of Office to Kory Atkinson. After being sworn in, Trustee Atkinson signed and forwarded the Oath of Office form.

CONSENT AGENDA

A. Secretary's Report

Minutes of the Regular Board of Trustees Meeting Dated 1/9/19

B. Approval of Expenditure Warrants

1. Bill List Dated 1/23/19 in the Amount of \$1,000.70
2. Bill List Dated 1/31/19 in the Amount of \$16,310.61
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 1/31/19 in the Amount of \$11,442.76
4. Bill List for 2/13/19 in the Amount of \$41,089.30
5. Payroll for 2/15/19 and 2/28/19
6. Bill List for 2/13/19(a) in the Amount of \$5,336.46

C. Committee Reports

1. Budget – Minutes Dated 1/9/19
2. Public Relations – No Report
3. Policy – Minutes Dated 1/9/19
4. Personnel & Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 8/18/18 and 1/9/19
7. Audit – No Report
8. Finance – Minutes Dated 1/9/19

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

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

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the expenses:

- o New account was added for sale of over the counter stamps.
- o Paid ALM a lot of money for snow plowing, so far this year.
- o Paid McClure, Insera \$8,500.00 for audit work performed.

Treasurer Harold reported on the Financial Report prepared by CPA William Grigg:

- o Reflects HRA funds deposited into the medical fund bank account for Calendar Year 2019 in the amount of \$53,000.00.
- o Reflects developer donations received in the amount of \$400.00 from the Village of Roselle.
- o Posted \$175,000 to the Special Reserve Fund construction project for recent expenses.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported that each trustee received a copy of *The Reporter's* February edition from ILA. This issue showcases the Library's recently completed construction project.

Executive Director Millsap reported that the January 24th edition of the Daily Herald picked up the grant award for the 3D printer, as submitted by Communications Coordinator/Graphic Artist Kepler.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on the following:

- Management Team met with Dewberry on January 14th to discuss next phases of renovation plan for the Library. Her goal is to present a detailed renovation plan for the first floor of the Library at the April Board meeting.
- Small leak occurred under the Conference Room sink during recent sub-zero temperatures. The repair was completed by Mas Plumbing.
- Elevator inspection was recently completed twice and passed. With no fault of the equipment, a family got stuck in the elevator due to user error. Within 15 minutes the Fire Department was able to release the family, but was unable to disengage the alarm the night of, and were out at 11 am the next morning to do so.
- Comcast has been blocking emails sent from the Library. Automation Coordinator and Technical Services Department Manager Dennis is working to resolve this issue with CVI.
- The Foundation forwarded a check in the amount of \$15,000 to the Library to fund the lighting portion for the recently completed construction project, per their pledge to do so. A plaque has been installed in recognition of this donation.
- Website project has moved on to the design phase.
- A new service is available at the Circulation Desk stamps for sale by the booklet. Promotional decals are on the front doors and more promotion is forthcoming.
- Accepted request to serve as judge at the March Rose Queen Scholarship event.
- Drop box account is now available for Trustees to use, which serves as a file system for Library policies.
- Reminded Trustees of the annual Rotary Club fundraiser held on February 23rd.

PRESIDENT'S REPORT

TRUSTEE'S REPORT

Vice President Piorkowski reported that the History Museum's fundraiser, Flags for Roselle, has been delayed in sending cards due to the government shut-down. Deadline for participation is April 15th. He also reported on their April 13th annual historical evening.

Secretary Barnes reported that he boosted a post on his Facebook account from the Daily Herald regarding the Library's 3D printer. This resulted in 7,000 views.

President Eichholz reported on the following:

- School District #12 is sponsoring two scholarships this year.
- She heard buzz at her kid's gymnastics about the new 3D printer service available at the Library.
- Reiterated that the Trustees role at the Library is for positive promotion and to uplift government entities, including on social media platforms. In the past couple of weeks the Library has been having some issues that are not acceptable and have caused extra work for the Executive Director. If this is not acceptable, another solution will be needed and should be communicated directly to her, along with any other specifics.
- Recommended that that Library's Youth Services Outreach service participate at the March 20th Family Night held at School District #12.
- Recommended that the Library provide representation at the Summer Fest Cultural Night to be held the last weekend in May.
- The Stepping Stones tea fundraiser is scheduled for March 10, 2019.

Trustee Baumgart offered to send information on a file that could be used for the 3D printer. He asked about usage for this new printer service. Youth Services Department Manager Lawson replied that there have been no patron print jobs yet, however, she anticipates an upswing in interest once promotional material has been received. She also has expectations of projects to be received in the near future submitted by students.

FRIENDS OF THE LIBRARY REPORT

Vice President Piorkowski reported on the Friends of the Library:

- Fundraiser book sale will coincide this year again as the same weekend as Volunteer Appreciation Musical Sunday. They are seeking help with the book sale set-up on April 5th. Jen Fisher Books located in Roselle donated a large quantity of books that will help with this sale.
- Friends donated money to fund candy for the Library float in the Rose Parade again this year.
- Next fundraiser dinner is scheduled to be held on November 4th at 1913.
- Next meeting will be held on the first Wednesday in April.
- Obtaining their 501(c)3 status has been delayed due to the government shut-down.

RAILS REPORT

Executive Director Millsap had nothing new to report for RAILS this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap on the Roselle Public Library Foundation:

- Annual appeal is over and they received approximately \$6,500.00 in donations.
- They are working on their annual dine and donate fundraiser to be held this year at Chipotle. Date will be in April, after the book sale fundraiser.

PUBLIC COMMENT

There were no public comments or questions.

ANNEXATION ORDINANCE NO. 2019-1, ANNEXING CERTAIN TERRITORY TO THE ROSELLE PUBLIC LIBRARY DISTRICT PURSUANT TO 75 ILCS 16/15.15 (DEEKE COURT)

Trustee Baumgart moved to approve Annexation Ordinance No. 2019-1, Ordinance Annexing Certain Territory to the Roselle Public Library District Pursuant to 75 ILCS 16/15.15 known as Deeke Homestead. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

UNFINISHED BUSINESS

The Trustees had no unfinished business.

NEW BUSINESS

A. Certify Statement of Cash Receipts and Disbursements for 7/1/18-12/31/18

Treasurer Harold moved to certify the Statement of Cash Receipts and Disbursements for 7/1/18-12/31/18 as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

B. Approve Depositor Collateral Security Agreement with Itasca Bank and Trust

Secretary Barnes moved to approve the Depositor Collateral Security Agreement with Itasca Bank and Trust. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

C. Approve Revised Electronic Service Policies for Policy Manual

Library policies for approval included: 1) Computer and Internet Use; 2) Public Computers; and 3) Website User Privacy.

Trustee Atkinson moved to approve stated revised Electronic Service Policies for the Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

D. Approve Revised Safety and Security Policies for Policy Manual

Library policies for approval included: 1) Security System; 2) Conduct (formerly Patron Behavior); 3) Unaccompanied Minors (formerly Unattended Children); 4) Smoke-Free Building; 5) Concealed Weapons (formerly titled Policy on Concealed Weapons on Library Property); and 6) Emergency Closures.

Trustee Atkinson moved to approve stated revised Safety and Security Policies for the Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Barnes moved to adjourn the meeting at 7:36 p.m. The motion was seconded. A roll call produced the following results:

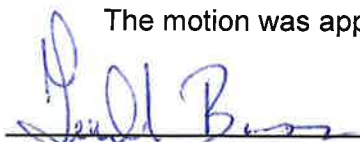
AYES: Atkinson, Barnes, Baumgart, Eichholz, Harold, Piorkowski

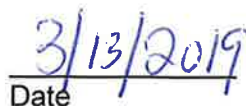
NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.


Minutes Approved: Secretary


Date