

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

CALL TO ORDER

President Eichholz called the meeting to order at 7:01 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, Terrell Barnes; Trustee, Kory Atkinson; 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; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There were no absent Trustees.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

PUBLIC COMMENT

There was no public comment.

PRESENTATION BY TIM MATTHEW FROM PMA TO DISCUSS RESOLUTION, IPRIME, REVIEW THE FIRST YEAR OF PMA'S WORK FOR THE LIBRARY

Mr. Tim Matthew from PMA Financial Services discussed the Library's investments and portfolio of CD's that are invested through PMA as of 2/28/19. A liquidity cushion of \$200,000 is maintained. He presented the performance report that includes earnings of portfolio versus benchmark figures. Benchmark stats used are from the 6-month treasury. Yield of maturity of portfolio as of 2/19 is 2.55%. Conservative approach is used to stay invested, solid, and steady. Forecast for Fed Funds rate over the next year is forecasted to not go up. He discussed IPrime account that is triple AAA rated that is managed by PMA. Treasurer Harold asked if the Library is optimizing funds, per the library's restrictions, or are there changes to consider? Mr. Matthew replied that he feels that the Library is doing everything that they can and current investment plan is perfect for libraries. He departed the meeting after his presentation.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 2/13/19

B. Approval of Expenditure Warrants

1. Bill List for 2/15/19 in the Amount of \$451.57
2. Bill List for 2/28/19 in the Amount of \$11,283.32
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 2/28/19 in the Amount of \$11,969.58
4. Bill List for 3/13/19 in the Amount of \$45,742.57
5. Bill List for 3/13/19(a) in the Amount of \$12,511.56
6. Payroll Dated 3/15/19 and 3/29/19

C. Committee Reports

1. Budget – Minutes Dated 2/13/19
2. Public Relations – No Report
3. Policy – Minutes Dated 2/13/19
4. Personnel & Salary – Minutes Dated 2/13/19
5. Building – Minutes Dated 2/13/19
6. Planning – Minutes Dated 8/18/18 and 2/13/19
7. Audit – No Report
8. Finance – Minutes Dated 2/13/19

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

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT

Treasurer Harold stated that it was very helpful having the presentation from PMA Financial Services.

She reported on:

- Budget is on track in regular expense range
- Snow removal is still an expense
- Plumbing repair that took place at the end of January
- New line item added for the 3D printer under the Treasurer's Report
- Taxes received are deferred until next fiscal year

Trustee Atkinson 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, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

There was no correspondence this month.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her report. See attachment A.

PRESIDENT’S REPORT

President Eichholz reported on community events sponsored by School District #12. She also reported that this year the Taste of Roselle is being run by the Lions group who are accepting reservations for vendors.

TRUSTEE’S REPORT

Trustee Piorkowski reported on the Flags for Roselle community program.

Trustee Barnes reported on the ILA legislative luncheon that he attended representing the Library. He also reported on personal conferences and meetings that he attended that he felt were beneficial.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends will be holding their book sale fundraiser the first week of April that is in conjunction with Volunteer Appreciation Sunday.

RAILS REPORT

There was no RAILS Report for March.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that the Foundation’s next fundraiser is the Dine to Donate program being held at Chipotle on April 9th.

UNFINISHED BUSINESS

There was no unfinished business for this month.

NEW BUSINESS

A. Resolution No. 2019-1, Resolution to Participate in the Public Library Non-Resident Services Program

Trustee Atkinson moved to approve Resolution No. 2019-1, Resolution to Participate in the Public Library Non-Resident Services Program. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. LAN Management Contract

Trustee Atkinson moved to approve the LAN Management Contract as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Library Staff Merit Increases for FY 2019/2020

Trustee Atkinson moved to approve library staff merit increases for FY 2019/2020. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Youth Services Librarian/Assistant – Outreach Job Position to Full-Time Effective 4/1/19

Secretary Barnes moved to approve the Youth Services Librarian/Assistant – Outreach job position to full-time effective 4/1/19. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

E. Financial Policy Review for Library Policy Manual

Trustee Atkinson moved to approve the Financial Policy Review for the Library Policy Manual for 1) Budget and Finance; 2) Spending Authority; and 3) Library Credit Card. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, 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

Trustee Atkinson moved to adjourn the meeting at 7:40 p.m. The motion was seconded. A voice roll call was conducted with all voting aye. The motion was approved.


Minutes Approved: Secretary

4-10-19
Date



Building and Renovation Planning

I met with our team at Dewberry on 3/7 to continue the discussion of how renovation phases can reasonably be planned out over the next few years. I will have more information to share with the Building Committee.

General Updates

The recent issue with Library emails not making it successfully to Comcast subscriber's inbox was resolved by 2/18.

Information concerning the Deeke Homestead annexation was posted in the Daily Herald on 2/20. There is little more than a week left for petitions against the annexation to be filed. I have received no communications regarding the matter.

Between 3/1 and 3/3 I attended group meetings and workshops at the Westin in Itasca as part of training for my impending role of Rotary Club President. Though the emphasis of the weekend was Rotary-focused, I found many of the topics relevant to my responsibilities here. As it turns out: member engagement and member retention is similar to employee engagement and employee retention; club visioning and strategic planning mirrors our strategic planning needs and methods; successful fundraising is a chief concern for everyone, especially Rotarians; and I left with useful takeaways and tools for social media strategy, branding, public relations and public image.

A meeting of all person-in-charge (PIC) staff is scheduled for 3/12. We will be meeting with our safety consultant who will introduce everyone to our soon-to-be finalized emergency plan and then spend the rest of the meeting discussing our role as PICs and reviewing our procedures for the issues we commonly handle.

The Consolidated Local Election is coming up quickly on Tuesday 4/2.

Statements of Economic Interests are due to DuPage County by 5/1. If you did not receive an email from DuPage prompting you to login and begin the process, let me know. All trustees and management staff who served in their current roles in 2018 are asked to complete the SEI.

Our new website should be launching between mid-April and no later than 5/10. In accordance with the near-completion of the website, Jason has mapped out a plan to rotate our new branding into digital and physical presence.