

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
APRIL 10, 2019, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:03 p.m. Len Baumgart served as Secretary Pro Tem in Secretary Barnes' absence.

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, 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; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There was one absent Trustee: Secretary, Terrell Barnes.

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: Atkinson, Baumgart, Eichholz, Harold, Oprechak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 3/13/19

B. Approval of Expenditure Warrants

1. Bill List Dated 3/14/19 in the Amount of \$10,925.99
2. Bill List Dated 3/25/19 in the Amount of \$12,447.43
3. Bill List for IMRF Electronic Funds Transfer Payment dated 3/29/19 in the Amount of \$11,184.03
4. Bill List Dated 4/10/19 in the Amount of \$29,270.42
5. Payroll Dated 4/15/19 and 4/30/19
6. Bill List Dated 4/10/19(b) in the Amount of \$6,842.38

C. Committee Reports

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

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

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on:

- Typical month for this time of year.
- Approximately \$104,000 in Cook County taxes received that will be deferred until next fiscal year.

- CPA Grigg will be retiring at end of this fiscal year. Executive Director Millsap will report on later in the meeting.
- HRA Plan Year for 2018 is coming to a close. The maximum liability dollar amount for the year is \$60,000.00 with approximately \$21,000.00 in expenses incurred. The final report of expenses is expected next month for Plan Year 2018.
- Snow removal is a little over budget. Executive Director Millsap will increase this budget line item for 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, Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on correspondence received:

- Per Capita Grant awarded with full funding. For Roselle Library this would amount to over \$28,000.00 allocated to be used for library materials. No date was given when money would be sent.
- Retirement letter received from William E. Grigg, CPA, beginning with new fiscal year. Executive Director Millsap forwarded a request for proposal to four accounting firms with a deadline to submit by April 19, 2019. She hopes to have an option to vote on at the May Board meeting or June at the very latest.
- Rotary Club is seeking sponsorship for their Fish Release scheduled for April 27th.
- Notice of Annexation received for 730-840 East Irving Park Road. An annexation ordinance will be forthcoming for these properties for the Trustees to vote on.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Millsap presented her report. See Attachment A. She also thanked Trustees that attended this year's Volunteer Appreciation Sunday held on April 7th.

Executive Director Millsap forwarded letters from 5th graders at Nerge School who were given a research assignment on the Library. Stephanie Forrest, Youth Services Librarian/Assistant Outreach, represented the Library for this project.

TRUSTEE'S REPORT

Vice President Piorkowski reported on the Flags for Roselle community program. They are also seeking volunteers. He also reported on the Roselle Historical Society's historical fundraiser scheduled for April 13th.

PRESIDENT'S REPORT

President Eichholz reported on the following:

- Friends of the Library book sale fundraiser went well.
- Reported on School District #12.
- DuPage Pads is looking for helpers/volunteers. Contact your church, if interested.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends of the Library book sale fundraiser raised a little over \$1,800.00, with so many books sold. They also increased their signage in the community. For their next book sale, they are looking to sell all the children's materials in the Conference Room. Their next fundraising dinner is scheduled for November 4th. They are seeking donations, either monetary or prizes, for this event.

RAILS REPORT

Executive Director Millsap reported that she plans on viewing their update tomorrow.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that the Foundation raised \$151.81 from their Chipotle fundraiser.

UNFINISHED BUSINESS

There was no unfinished business for this month.

NEW BUSINESS

- A. Resolution No. 2019-1: Approving and Authorizing PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Fund

Trustee Atkinson moved to approve Resolution No. 2019-1, Approving and Authorizing PMA Financial Network, Inc. and PMA Securities, Inc. to Provide Investment Services and Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Fund. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

B. Resolution No. 2019-3: Approving a Waiver from the Request for Qualification Process under Section 8 of the Illinois Local Government Professional Services Act and Approving Authorizing the Execution of an Agreement for Certain Professional Surveying Services

Trustee Atkinson moved to approve Resolution No. 2019-3, Approving a Waiver from the Request for Qualification Process under Section 8 of the Illinois Local Government Professional Services Act and Approving Authorizing the Execution of an Agreement for Certain Professional Surveying Services. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

C. Approve Bill List Dated 4/10/19(a) in the Amount of \$10,212.90

Trustee Atkinson moved to approve Bill List Dated 4/10/19(a) in the Amount of \$10,212.90. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

Hours for engineer work to be creditable upon work completion.

D. Approve Policy Updates

1. Financial Policies
 - a. Sponsorship
 - b. Petty Cash
 - c. Investments
 - d. Bids and Contracts
2. Service Policies
 - a. Reference and Reader's Advisory
 - b. Interlibrary Loan
 - c. Homebound Delivery
 - d. Public Programs
 - e. Photo Release
 - f. Displays and Exhibits
 - g. Volunteer Program

Secretary Pro Tem Baumgart moved to approve Financial Policies: Sponsorship, Petty Cash, Investments, Bids and Contracts; and Service Policies: Reference and Reader's Advisory, Interlibrary Loan, Homebound Delivery, Public Programs, Photo Release, Displays and Exhibits, and Volunteer Program. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

E. Remove Study Spaces Policy from Policy Manual

Trustee Atkinson moved to remove Study Spaces Policy from Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

F. Approve Emergency Preparedness and Action Plan

Question was how often would this Plan be reviewed with staff? Executive Director Millsap replied that the Safety Committee will be reviewing quarterly. Question was who was IC, as listed in plan, and if they have access to keys? Executive Director Millsap replied that whoever is working as the Person-in-Charge, at that time in the Library, would be the IC. All Persons-in-Charge have master keys with keys also available to emergency responders in Knox Box outside.

Trustee Atkinson moved to approve the Emergency Preparedness and Action Plan. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

G. Approve Amnesty Week Promotion May 19 – May 26, 2019

Trustee Atkinson moved to approve Amnesty Week Promotion for May 19 – May 26, 2019. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

H. Appointment of Board Committee Chairs

President Eichholz stated that the appointment of Board Committee Chairs are made at this meeting and the Election of Board Officers will be held at next month's meeting.

Executive Director Millsap recommended that the Budget Committee and the Finance Committee be combined as one Committee.

Board Committee Chairs Appointed for a Two-Year Term:

Budget/Finance Committee of the Whole – Sue Harold

Public Relations Committee of the Whole – Priscilla Spencer

Policy Committee of the Whole – Tom Piorkowski

Personnel and Salary Committee of the Whole – Len Baumgart

Building Committee of the Whole – Kory Atkinson

Planning Committee of the Whole – Sue Ellen Eichholz

Audit – Terrell Barnes

Trustee Atkinson moved to approve Committee Chairs: Budget/Finance – Sue Harold, Public Relations – Priscilla Spencer, Policy - Tom Piorkowski, Personnel and Salary – Len Baumgart, Building – Kory Atkinson, Planning – Sue Ellen Eichholz, and Audit – Terrell Barnes. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Trustee Atkinson moved to adjourn the meeting at 7:37 p.m. The motion was seconded. A voice roll call produced all present voting aye. The motion was approved.



Minutes Approved: Secretary

5-9-19
Date

Executive Director's Report

March 13 – February 10, 2019

Samantha Millsap



Building and Renovation Planning

Under New Business tonight there is a resolution to approve surveying services, to be performed by Dewberry's recommended firm, in order to complete a study of our property (meets and bounds, utilities, etc.). Everything currently on file here and with Dewberry is decades old. If we are able to expand the building in any way in the future we will want this information on hand.

I am also still waiting for a quote detailing what we can expect to pay for Dewberry's service through the next rounds of renovation projects but have not yet received that information.

General Updates

As shown under Correspondence: this year's Per Capita Grant remains fully funded for the Library at over \$28,000. It is not yet clear whether checks will be cut before the fiscal year ends or after. We will continue to use these funds to supplement our materials spending.

On 3/12 all Person-in-Charge (PIC) staff met to discuss the upcoming Emergency Action Plan finalization, and other topics related to workplace safety. Afterwards I issued a survey to gather feedback for topics for future PIC training.

After the 30-day period for petitions objecting the annexation of the Deeke Homestead Subdivision, I filed the ordinance and attached plat of annexation with the DuPage County Recorder on 3/26.

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.

Now that the Consolidated Election is passed, recently-elected trustees should plan to complete the required Open Meetings Act training online via the Illinois Attorney General's website within 90 days.

Our website contractor Revize is still building the new website, but we have been promised a viewable version of it will be available soon.

Following the announcement of our CPA's intent to retire in the next few months, I issued an RFP to four firms and have a list of a few other firms I may include in the process. Debbie and I drafted this RFP back in January so we were prepared for this eventuality, though it will be a significant adjustment – Bill has worked for this library district for decades.