

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MAY 8, 2019**

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 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 Sydners; 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 voice roll call was conducted with all voting aye.

OATH OF OFFICE AND COMMITMENT PLEDGE

Re-elected Trustees Terrell Barnes, Priscilla Spencer, Len Baumgart, and Tom Piorkowski along with newly elected Trustee, Kory Atkinson pledged their oath of office as library board trustee and signed the commitment pledge.

ELECTION OF OFFICERS – TWO-YEAR TERMS

President Eichholz asked for nominations for two-year terms for the office of President, Vice President, Treasurer, and Secretary or for those Trustees interested in running for one of these offices.

Terrell Barnes explained why he might be abstaining during this voting process.

Tom Piorkowski nominated Len Baumgart for the office of Secretary. The motion was seconded. The nomination was accepted.

Tom Piorkowski nominated Sue Harold for Treasurer. The motion was seconded. The nomination was accepted.

Sue Ellen Eichholz stated that as much as she loved serving in the position of President, she would like to step down for this term.

Len Baumgart nominated Sue Ellen Eichholz for the office of Vice President. The motion was seconded. The nomination was accepted.

Sue Ellen Eichholz nominated Tom Piorkowski for the office of President. The motion was seconded. The nomination was accepted.

Priscilla Spencer nominated Terrell Barnes for the office of Vice President. The motion was seconded. The nomination was accepted.

Sue Ellen Eichholz moved to approve Tom Piorkowski for the office of President. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Barnes

ABSENT: None

The motion was approved.

There were two nominations for the office of Vice President: Sue Ellen Eichholz and Terrell Barnes. A voice vote was conducted with the following results:

Voice vote for Sue Ellen Eichholz for the office of Vice President: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

Voice vote for Terrell Barnes for the office of Vice President: Barnes, Spencer

Per vote, Sue Ellen Eichholz would serve as Vice President.

Sue Ellen Eichholz moved to approve Len Baumgart for the office of Secretary. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Barnes

ABSENT: None

The motion was approved.

Sue Ellen Eichholz moved to approve Sue Harold for the office of Treasurer. 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.

The Board Officers for the next two-year terms: President, Tom Piorkowski; Vice President, Sue Ellen Eichholz; Treasurer, Sue Harold; and Secretary, Len Baumgart started their duties immediately.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 4/10/19

B. Approval of Expenditure Warrants

1. Bill List for 4/15/19 in the Amount of \$3,014.00
2. Bill List for 4/25/19 in the Amount of \$700.00
3. Bill List for 4/26/19 in the Amount of \$76.00
4. Bill List for 4/30/19 in the Amount of \$13,421.47

5. Bill List for IMRF Electronic Funds Transfer Payment Dated 4/30/19 in the Amount of \$12,790.93
6. Bill List for 5/8/19 in the Amount of \$19,640.65
7. Payroll Dated 5/15/19 and 5/31/19
8. Bill List for 5/8/19(a) in the Amount of \$19,706.53

C. Committee Reports

1. Budget/Finance – Minutes Dated 4/10/19
2. Public Relations – No Report
3. Policy – Minutes Dated 4/10/19
4. Personnel & Salary – Minutes Dated 4/10/19
5. Building – Minutes Dated 4/10/19
6. Planning – Minutes Dated 4/10/19
7. Audit – No Report

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 reported on expenses: 1) two additional payments for snow plowing were incurred; and 2) payment was made for the Rose Parade float.

Treasurer Harold reported that the 2018 HRA Plan Year is now closed. Approximately \$38,000.00 was moved from this account for unused 2018 HRA funds, which resulted in a savings.

Treasurer Harold reported that quote from audit firm, McClure & Inserra, would be voted under New Business tonight. Last year the audit cost over \$16,000 to comply with new GASB74/75 requirements. Executive Director Millsap will be increasing the budget for the upcoming fiscal year.

Treasurer Harold reported that the PMA statement was not available to include in Bill Grigg's financial report this month. Both the April and May PMA statements will be include in the June financial report.

Vice President Eichholz 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

Executive Director Millsap reported that a letter of request was received from the Lions Club. This was added to the agenda under New Business.

Executive Director Millsap reported on the Lake Park Tax Consortium that the Library participates in. There was not a lot of activity for the Library in the last year. They only intervene with tax appeals over \$100,000.00. Belonging to this Consortium is an excellent value for the Library that has saved thousands of dollars in potential tax reimbursements.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her report. See attachment A. In addition, Adult and Teen Services Department Manager Bose asked if any Trustees would be available to volunteer to march or ride on the Library's float in the Rose Parade. Executive Director Millsap reported that the upcoming summer newsletter would have a new look to coordinate with the new upcoming website.

PRESIDENT'S REPORT

TRUSTEES REPORT

Trustee Barnes stated it was his honor to join Profiles Civil Engagement. This group helps high school students learn how public bodies operate.

Vice President Eichholz reported that Lake Park High School is extending by branching out with their special needs students. They will be looking to collaborate with the Library in the next school year.

President Piorkowski thanked the trustees for electing him Board President; and reported on 1) Flags for Roselle, through the Roselle History Museum, is looking for volunteers; and 2) urged trustees to represent the Library around town.

FRIENDS OF THE LIBRARY REPORT

Vice President Eichholz reported that there was no meeting for the Friends of the Library this month. Their next meeting is scheduled for the first Wednesday next month. They meet every other month in the evening.

RAILS REPORT

Executive Director Millsap reported that the Library is ready to join the Explore More Illinois program. RAILS is also working on offering opportunities to present workshops regarding the upcoming Illinois minimum wage increases.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that there was no meeting this month. She is happy to report that Foundation Members Elaine and Jeanie have gone through drawers of paper Foundation files and weeded many out.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Designation of Freedom of Information Act (FOIA) Officers, Open Meetings Act Officer (OMA), and Ethics Officer

Trustee Atkinson nominated Executive Director Millsap as the Freedom of Information Act (FOIA) Officer. 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.

Trustee Atkinson nominated Vice President Eichholz as the Open Meetings Act (OMA) Officer. 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.

Secretary Baumgart nominated Treasurer Harold as the Ethics Officer. 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.

Elected officers have 90 days to complete the OMA online training.

B. Approve Engagement with McClure Inserra & Co. for Annual Financial Audit for FY 2018/2019

Trustee Atkinson moved to approve engagement with McClure Inserra & Co. for annual financial audit for FY 2018/2019. 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. Approve Engagement with Baker Tilly Virchow Krause, LLP for Accounting Services for FY 2019/2020 through FY 2021/2022

Executive Director Millsap stated that with the retirement of current CPA, William Grigg, she and Business Office Manager Green interviewed two accounting firms that had submitted proposals. A third firm was not interviewed due to uncompetitive pricing. The two firms interviewed were Baker Tilly and Lauterbach & Amen. Executive Director Millsap recommended contracting with Baker Tilly due to comparable pricing and her working experience with them.

Vice President Eichholz moved to approve engagement with Baker Tilly Virchow Krause, LLP for Accounting Services for FY 2019/2020 through FY 2021/2022. 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. Approve Pay Grade Assignments Effective July 1, 2019

Trustee Atkinson moved to approve pay grade assignments effective July 1, 2019. 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. Approve Updated Trustee Policies for Policy Manual

Trustee Atkinson moved to approve updated Trustee Policies for Policy Manual. 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.

F. Approve Updated Professional Policies for Policy Manual

Trustee Atkinson moved to approve updated Professional Policies for Policy Manual. 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.

G. Approve Updated Collection Policy for Policy Manual

Trustee Atkinson moved to approve updated Collection Policy for Policy Manual. 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.

H. Approve Updated Circulation Policies for Policy Manual

Trustee Atkinson moved to approve updated Circulation Policies for Policy Manual. 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.

I. Approve Roselle Lions Club Request for Parking Lot Use during Taste of Roselle 2019

Executive Director Millsap reported that if the Board approved the Lions request, a certificate of insurance would be obtained along with the understanding that the library parking lot would also be cleaned after this event.

Secretary Baumgart moved to approve Roselle Lions Club Request for Parking Lot Use during the Taste of Roselle 2019. 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.

J. Determine Next Disposition of Certificate of Deposit Maturing 5/18/19 at Roselle Bank & Trust

Trustee Atkinson moved to approve Executive Director Millsap's recommendation to renew maturing certificate of deposit on 5/18/19 with Roselle Bank & Trust for a 24-month term with an interest rate of 2.55%. 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.

EXECUTIVE SESSION

Trustee Atkinson moved to go into Executive Session at 7:42 p.m. Pursuant to the Requirement of the Illinois Open Meetings Act to discuss personnel under Exemption 5ILCS 120/2 (c)(2). 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.

Secretary Baumgart moved to exit from Executive Session at 8:43 p.m. 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.

SUMMARY AND VOTE RESULTING FROM EXECUTIVE SESSION

Treasurer Harold moved to approve a 10% raise effective June 21, 2019, for Executive Director Millsap and to award a \$5,000.00 gross bonus effective with paycheck dated July 15, 2019. 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

Vice President Eichholz moved to adjourn the meeting at 8:45 p.m. 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.



Minutes Approved: Secretary

6-12-19
Date

Executive Director's Report

April 11 – May 8, 2019

Samantha Millsap



Building and Renovation Planning

Surveyors were out at the end of April surveying the land and utilities around our property in order to gather data that will be used for future renovations.

New leaks throughout the second floor occurred on 4/15 and 4/29. The roof was inspected on 4/2 and several minor repairs were made at that time but a tiny puncture on the roof and a small opening on top of one of our exhaust fans were not discovered during the walkthrough and high concentrations of rain water and snow melt found a way inside. Those two openings have now been sealed.

Our emergency generator was inspected on 4/11 and is in good working order.

General Updates

We have been working with Revize on our site map for the new website. Things will be going much quicker now and the next step is to migrate data over and begin the final touches on everything.

On 4/25 I sent a message to RAILS informing them of our intention to join their recently launched program, Explore More Illinois (exploremoreillinois.org). Similar to the Museum Adventure Pass Program we participate in, it will make passes and discounts available to our patrons to visit statewide cultural attractions like the Abraham Lincoln Presidential Library and Museum, the Chicago Children's Museum, the Illinois Holocaust Museum, and more. Keep an eye out for more information once we complete the process of joining.

I signed off on our draft tax extension with Cook County on 4/29, so the levy extension process is nearly complete. Deposits from Cook have already been trickling in and by June we should begin to receive the first half of DuPage deposits for TY 2018.

Amnesty Week is the last full week in May. We will clear fines and not charge fines and timed it to line up with the end of school and the beginning of Summer Reading.

Speaking of Summer Reading: we will need volunteers for our Rose Parade float on Sunday, 6/2. Please consider signing up to walk or ride on the float if you are available. We use this to promote the reading program and encourage residents to sign up and participate. Area students will still be in the classroom when we open registration due to the cold weather closures earlier in the year, so we anticipate sign-ups will be slower that week than is typical.