

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JUNE 12, 2019**

CALL TO ORDER

President Piorkowski called the meeting to order at 7:03 p.m.

PRESENT

Four (5) Board Members were present at the start of the meeting: President, Tom Piorkowski; Vice President, Sue Ellen Eichholz; Treasurer, Sue Harold; and Secretary, Len Baumgart. Trustee, Kory Atkinson, arrived at 7:05 p.m. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult Services Department Manager, Marcia Bose; Circulation Department Manager, Christy Snyders; Youth Services Department Manager, Kristen Lawson; and David Pileski, Village Trustee.

ABSENT

There were two (2) absent Trustees: Trustee, Terrell Barnes; and Trustee, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Vice President Eichholz moved to adopt the agenda. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Barnes, Spencer

The motion was approved.

PUBLIC COMMENT

Mr. David Pileski from the Village of Roselle stated that two year's ago their Board put together a Strategic Plan for the future of Roselle. They respect what other local taxing bodies are doing in town. They would like to form a local taxing body coalition to discuss what the next 20 years of Roselle should look like. 2022 is the village centennial and they are hoping to consolidate resources and incorporate intergovernmental agreements for resources. They are hoping that by working together

larger goals can be accomplished. Executive Director Millsap has been involved in the initial discussions and process and now they are asking the support of the Boards to adopt a resolution stating their support and participation. He highly encouraged this participation and thanked the Library for all that they do in the community.

Trustee Atkinson arrived at 7:05

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 5/8/19
2. Minutes of Trustee Training Day Dated 5/18/19

B. Approval of Expenditure Warrants

1. Bill List Dated 5/16/19 in the Amount of \$1,787.46
2. Bill List Dated 5/31/19 in the Amount of \$11,804.58
3. Bill List for Electronic Funds Transfer Payment to IMRF Dated 5/31/19 in the Amount of \$12,405.44
4. Bill List Dated 6/12/19 in the Amount of \$62,587.83
5. Payroll Dated 6/14/19 and 6/29/19
6. Bill List for 6/12/19(a) in the Amount of \$2,569.88

C. Committee Reports

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

The minutes from the May 8, 2019. Planning Committee of the Whole meeting were not available to vote on.

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

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported that there were no unusual expenditures to report on. Next month she will be giving a high-level recap at the end of the fiscal year. Tonight's agenda includes approving the FY20 working budget and the FY18/19 budget reallocations. She is looking forward to receiving the new financial reports from the new accounting firm, Baker Tilly, beginning in the new fiscal year.

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

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported that pre-annexations were included in the packet sent from the Village of Roselle. Out of the 15 households, three or four were not in the District. She will follow these addresses to see if they carry forward.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her report. See attachment A. Replies to questions include: 1) New website design will be ready by fall; and 2) Billing for owner's representative is usually billed by percentage or hourly.

PRESIDENT'S REPORT

President Piorkowski reported that regretfully he was indisposed and could not attend the May 18th Trustee's training, but heard all went well. He will be talking individually with each Trustee to gather their comments. He also thanked the Library for the flowers sent. The Flags for the Roselle program through the History Museum is seeking volunteers to deliver flags.

TRUSTEE'S REPORT

Vice President Eichholz reported that the UMC Food Pantry received their 501(c) 3 status.

FRIENDS OF THE LIBRARY REPORT

President Piorkowski reported on the Friends of the Library:

- Last week’s meeting focused on preliminary planning for their next book sale and fundraising dinner both scheduled to be held in the fall.
- Still waiting to receive their 501(c) 3 status.
- Their next meeting is scheduled to be held the first Wednesday in August beginning at 6:00 p.m. They are always looking for volunteers.

RAILS REPORT

Executive Director Millsap there is nothing to report on this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that their next meeting will be in July as that is usually when their annual meeting takes place.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Adopt Working Budget for FY20

Trustee Atkinson moved to approve the Working Budget for FY20. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

B. Approve Budget Reallocations for FY18/19

Trustee Atkinson moved to approve the budget reallocations for FY18/19. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

C. Ordinance No. 2019-2, Ordinance Setting Forth a Schedule of Regular Board Meetings for FY 19/20

Secretary Baumgart moved to approve Ordinance No. 2019-2, Ordinance Setting Forth a Schedule of all of the Regular Board Meetings of the Board of Library Trustees of the Roselle Public Library District for the Fiscal Year Commencing July 1, 2019. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

D. Approve Intergovernmental Agreement for Library Services to Non-Resident Students

Trustee Atkinson moved to approve the Intergovernmental Agreement for Library Services to Non-Resident Students. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

E. Approve Revised Administrative Policies for Policy Manual

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

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

F. Approve Revised Collection Drives & Ticket Sales and also Identity Protection as Administrative Policies in the Policy Manual

Vice President Eichholz moved to approve the revised Collection Drives and Ticket Sales and also Identity Protection as Administrative Policies in the Policy Manual. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

G. Approve Updated Youth Services Assistant Job Description

Trustee Atkinson moved to approve updated Youth Services Assistant job description. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

H. Select Two Trustees and Date and Time to Review Executive Session Minutes to bring to the July Meeting

Secretary Baumgart moved to approve Sue Harold and Tom Piorkowski to review the Executive Session Minutes and bring results back to the July meeting. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were comments or questions from the citizens.

ADJOURNMENT

Trustee Atkinson moved to adjourn the meeting at 7:25 p.m. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Eichholz, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Spencer

The motion was approved.



Minutes Approved: Secretary

7-10-19

Date

Executive Director's Report

May 8 – June 12, 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. The metes and bounds study has been included in the COTW packet.

I was contacted by CCS, a firm that has provided owner's representative services for neighboring libraries, notably the Villa Park Public Library which recently passed a referendum for a major renovation project. I will continue looking into whether this will be something we should seriously consider.

I also met with a representative from the side of PMA that handles debt service. He outlined several scenarios for the Library that we will discuss at the COTW meeting later tonight. His team was contracted by Palatine PLD's recent successful effort to pass a limiting rate increase.

General Updates

We are nearing the completion of the website redesign project. The next step is setting up staff training on the new site's content management system.

Thank you to the trustees who volunteered on 6/2 to help the Library with its Rose Parade Float. Remember to sign yourselves up (and any family members) to participate in the program, which staff have been planning and preparing for months.

Debbie and I are beginning the conversion from our current accounting system to the new system we will be using with Baker Tilly. The June Treasurer's Report, to be received in July, will be the last monthly report Bill compiles for us. He will still prepare end-of-year reporting for the FY 2018-2019 financial audit, so we will continue to work with him through the month of July and then only as-needed.

As the re-appointed FOIA Officer, I completed my required training through the Illinois Attorney General's office on 5/20. I also voluntarily completed the OMA course as a quick review.

*Any newly-elected trustees who have not yet completed their required OMA training through this office should do so as soon as possible and forward their certificate to me via email.

On 6/25 I will be officially installed as President of the Bloomingdale-Roselle Rotary Club at the club's annual end-of-year meeting.