

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

**CALL TO ORDER**

President Piorkowski called the meeting to order at 7:00 p.m.

**PRESENT**

Four (4) Trustees were present at the start of the meeting: President, Thomas Piorkowski; Treasurer, Sue Harold; Secretary, Len Baumgart; and Trustee, Kory Atkinson. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult and Teen Services Department Manager, Marcia Bose; and Youth Services Department Manager, Kristen Lawson.

**ABSENT**

There were three (3) absent Trustees: Vice President, Sue Ellen Eichholz; Trustee, Terrell Barnes; and Trustee, Priscilla Spencer.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

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

AYES: Atkinson, Baumgart, Harold, Piorkowski,

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

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 6/12/19

### **B. Approval of Expenditure Warrants**

1. Bill List Dated 6/28/19 in the Amount of \$20,499.37
2. Bill List for Electronic Funds Transfer to IMRF Dated 6/28/19 in the Amount of \$12,896.71
3. Bill List for 7/10/19 in the Amount of \$21,726.79
4. Payroll Dated 7/15/19 and 7/31/19
5. Bill List for 7/10/19(a) in the Amount of \$12,179.70

### **C. Committee Reports**

1. Budget/Finance – Minutes Dated 6/12/19
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – Minutes Dated 6/12/19
5. Building – Minutes Dated 6/12/19
6. Planning – Minutes Dated 6/12/19
7. Audit – No Report

The Planning Committee of the Whole minutes dated 5/8/19 were unavailable to vote on.

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

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

## **TREASURER'S REPORT**

Treasurer Harold reported on end of 2018 fiscal year versus end of 2017 fiscal year: 1) Corporate Fund was consistently close; 2) revenues increased by 2%; 3) expenditures increased by 8% (due to library building project with funds taken from the Special Reserve Fund); 4) Special Reserve Fund expenditures were \$215,000 versus prior year of \$51,000; and 5) positive fund balance increased by approximately 3%.

Treasurer Harold reported there was a balance of \$700,000 in the Special Reserve fund. She also reported on revenues received: 1) \$15,000 from the Roselle Foundation; 2) Per Capita Grant was fully funded; 3) Insurance Dividend Received from LIRA; and 4) Developer Fees from the Village of Roselle.

She also reported on unusual expenditures that included: 1) Building Project; 2) Revision of Safety Manual; 3) Deposit for Website Re-Design; and 4) Conferences for Staff.

President Piorkowski commented that it was a very busy year and great job.

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

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

## **CORRESPONDENCE**

Executive Director Millsap reported that she received notification of another final annexation. An upcoming ordinance will be prepared to adopt to add this property to the district.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap presented her report. See Attachment A. Additional items reported on: Tentative date for Adult and Teen Services

Department Manager's retirement gathering is July 26<sup>th</sup> at 5:00 pm. More information will be forthcoming.

### On the Same Page 2019

Adult and Teen Services Department Manager Bose presented this year's community-wide book entitled *Ruthless River* by Holly Fitzgerald. The Library is again collaborating with the Itasca and Bloomingdale Libraries for this event. All three libraries are sharing programs and many great events will be taking place. She encouraged Trustees to participate. In addition, this book will be discussed at the August 16<sup>th</sup> staff in-service day.

### **PRESIDENT'S REPORT**

President Piorkowski reminded the Trustees to attend the July 29<sup>th</sup> Special Board meeting. This is a very important meeting and encouraged all Trustees to attend.

### **TRUSTEE'S REPORT**

There was no Trustee's Report for this month.

### **FRIENDS OF THE LIBRARY REPORT**

Next meeting is scheduled for the first Wednesday in August. Discussion will include their two Fall fundraisers, dinner and book sale. He reported that the Friends always need help with their book sale. They are still waiting on obtaining their 501(c) 3 status.

### **RAILS REPORT**

There is no RAILS report for this month.

### **ROSELLE PUBLIC LIBRARY FOUNDATION REPORT**

Their next meeting is scheduled to be held next Monday morning.

### **UNFINISHED BUSINESS**

There was no Unfinished Business.

**NEW BUSINESS**

A. Adopt Tentative Budget and Appropriation Ordinance No. 2019-5 for Fiscal Year 2019/2020

Trustee Atkinson moved to approve the tentative Budget and Appropriation Ordinance No. 2019-5 for fiscal year 2019/2020. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

B. Set Date for Public Hearing on Budget and Appropriation Ordinance and Approve Legal Notice (September 11, 2019, at 7:00 p.m.)

Trustee Atkinson moved to approve the date of September 11, 2019, at 7:00 p.m. to schedule the Public Hearing on the Budget and Appropriation Ordinance and approve Legal Notice. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

C. Adopt Ordinance No. 2019-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment

Trustee Atkinson moved to approve adopting Ordinance, No. 2019-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

D. Adopt Ordinance No. 2019-4, Annexing Territory Owned by Noah Properties, LLC

Secretary Baumgart moved to adopt Ordinance No. 2019-4, Annexing Territory Owned by Noah Properties LLC. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

E. Approve Resolution No. 2019-4, a Joint Resolution Regarding Between the Roselle Public Library District and the Village of Roselle ET AL., Acknowledging the Need for a Shared Community Vision for Roselle and Authorizing each Entity to Participate in a Collaborative Effort to Develop a Shared Community Vision for Roselle

Trustee Atkinson moved to approve Resolution No. 2019-4. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

F. Appoint Two Trustees to Conduct Secretary's Audit

Secretary Baumgart moved for President Piorkowski and Trustee Atkinson to perform the Secretary's Audit of the minutes. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

G. Approve Certificate Listing the Board of Trustees Names, Addresses, Board Office, and Term of Office

Secretary Baumgart moved to approve the Certificate listing the Board of Trustees names, addresses, Board office, and term of office. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

H. Approve Revised Maintenance Technician Job Description & Revised Part-Time Maintenance Substitute Job Description

Trustee Atkinson moved to approve the revised Maintenance Technician Job Description and the Revised Part-Time Maintenance Substitute Job Description. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

I. Review of Executive Session Minutes (5ILCS 120/2.06)

President Piorkowski and Treasurer Harold reviewed all of the closed session minutes/tapes. Their recommendations were to approve and release the Executive Session Minutes dated January 10, 2018 and to destroy accompanying tape dated January 10, 2018.

J. Vote Following Executive Session Review

Secretary Baumgart moved to approve releasing the Executive Session Minutes dated January 10, 2018, to the public. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

Secretary Baumgart moved to release the minutes and destroy the tape for the Executive Session that occurred on January 10, 2018. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.



**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Trustee Atkinson moved to adjourn the meeting at 7:28 p.m. The motion was seconded. A roll call produced the following results:

AYES: Atkinson, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Eichholz, Spencer

The motion was approved.

  
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Minutes Approved: Secretary

8-14-19  
Date



## Building and Renovation Planning

We opened late on Friday 6/28 to give techs enough time to address a deficiency in our sprinkler system's main valve.

On 6/27 and 6/28 electrical work also took place to replace multiple broken ballasts, repair the outdoor light for our flag pole, and reinstall a can light in the vestibule.

Reminder: Special Meeting on Monday, July 29 at 7:00 PM.

## General Updates

After nearly 2 decades of service, Adult & Teen Services Manager Marcia Bose will retire from the Library on July 31, 2019. She first worked at RPLD from 1994 to 1999 as a librarian, then returned to serve in her current capacity in 2007.

Website training took place for five staff members on 6/28. The process was not as smooth as anticipated because much of the key functionality of our new site was incomplete or missing entirely. This is a disappointing turn of events and, depending on how quickly our designers can resolve the problems satisfactorily, we *may* be able to debut the site in mid to late August.

The accounting program transition process is still ongoing. There was an issue with the software company that took most of the day on 6/26 to resolve and we have set another date in late July for our accountant to be on site to complete the loose ends.

Now that we are in the new fiscal year, Debbie and I will be preparing for our annual financial audit, which should take place in early September as usual. We will likely spend more than I budgeted for because the change in premium structure last year (flat rate to age-rated) has triggered a full OPEB review, per GASB 74/75. I was anticipating a minor and much less expensive review for this year. The good news is that this could significantly reduce, or eradicate, the liability we have to record in our audit; which positively impacts our overall net position.

Our annual blood drive will take place a week from now on 7/17, from 1:00 to 5:00 PM. Please spread the word and donate, if you are able.

Notes have been added to this month's statistics packet, highlighting noteworthy areas from both the year-ended and from the view of the last four years.

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING  
JULY 29, 2019**

**CALL TO ORDER**

President Piorkowski called the meeting to order at 7:01 p.m. President Piorkowski appointed Priscilla Spencer to serve as Secretary Pro Tem in Secretary Baumgart's absence.

**PRESENT**

There were four (4) Trustees who were in attendance: President, Tom Piorkowski; Vice President, Sue Ellen Eichholz; Treasurer, Sue Harold; Trustee, Priscilla Spencer. Also in attendance were Executive Director, Samantha Millsap; Andrew Kim from PMA Securities; Marc Rogers and Graham Harwood from CCS International.

**ABSENT**

There were three (3) absent Trustees: Secretary, Len Baumgart; Trustee, Kory Atkinson; and Trustee, Terrell Barnes.

**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:	Eichholz, Harold, Piorkowski, Spencer
NAYS:	None
ABSTAIN:	None
ABSENT:	Atkinson, Barnes, Baumgart

The motion was approved.

**DISCUSS RENOVATION PLANNING AND FINANCING**

Presentation was made by Andrew Kim from PMA Securities regarding financing options available to the Library District and services available for bond issuances. Mr. Kim departed the meeting at 8:07 p.m.

Presentation by Marc Rogers and Graham Harwood of CCS International regarding role of an owner's representative and their firm's services available for building projects and cost estimation/management. Mr. Rogers and Mr. Harwood departed the meeting at 8:57 p.m.

**APPROVE UPDATED ADULT AND TEEN SERVICES DEPARTMENT MANAGER JOB DESCRIPTION**

Vice President Eichholz moved to approve the updated Adult and Teen Services Department Job Description. The motion was seconded. A roll call produced the following results:

AYES: Eichholz, Harold, Piorkowski, Spencer  
NAYS: None  
ABSTAIN: None  
ABSENT: Atkinson, Barnes, Baumgart

The motion was approved.

**APPROVE LONG TERM EMPLOYEE RETIREMENT GIFT FOR RETIRING EMPLOYEE**

Vice President Eichholz moved to approve a retirement gift for \$600.00 to retiring Adult and Teen Services Department Manager, Marcia Bose. The motion was seconded. A roll call produced the following results:

AYES: Eichholz, Harold, Piorkowski, Spencer  
NAYS: None  
ABSTAIN: None  
ABSENT: Atkinson, Barnes, Baumgart

The motion was approved.

**DIRECTOR'S COMMENTS**

None

**TRUSTEE COMMENTS**

None

**PUBLIC COMMENTS/QUESTIONS**

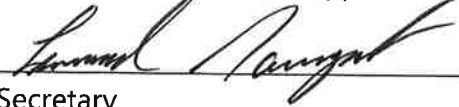
None

**ADJOURNMENT**

Treasurer Harold moved to adjourn the meeting at 9:25 p.m. The motion was seconded. A roll call produced the following results:

AYES: Eichholz, Harold, Piorkowski, Spencer  
NAYS: None  
ABSTAIN: None  
ABSENT: Atkinson, Barnes, Baumgart

The motion was approved.

  
Secretary

8-14-19  
Date