

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
AUGUST 14, 2019, AT 7:00 P.M.**

**CALL TO ORDER**

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

**PRESENT**

Four (4) Board Members were present at the start of the meeting: President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Len Baumgart; and Trustee, Terrell Barnes. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Kristen Lawson.

**ABSENT**

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

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

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

AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 7/10/19
2. Minutes of the Special Board of Trustees Meeting Dated 7/29/19

B. Approval of Expenditure Warrants

1. Bill List for 7/31/19 in the Amount of \$18,621.55
2. Bill List for Electronic Funds Transfer Payment to IMRF Dated 7/31/19 in the Amount of \$14,030.11
3. Bill List for 8/14/19 in the Amount of \$57,003.27
4. Bill List for 8/14/19(a) in the Amount of \$6,841.23
5. Payroll Dated 8/15/19 and 8/30/19

C. Committee Reports

1. Budget/Finance – Minutes Dated 7/10/19
2. Public Relations – No Report
3. Policy – Minutes Dated 7/10/19
4. Personnel and Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 5/8/19 and 7/10/19
7. Audit – No Report

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

AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

**TREASURER'S REPORT**

Treasurer Harold reported that this is the first report in the new fiscal year with the Baker & Tilly accounting firm. Documents provided are in a clean and friendly format. Typical expenses were made during the month. The final payment was made in July for the website redesign project.

Executive Director Millsap reported that the Library received a generous memorial donation on behalf of a Roselle resident who recently passed. Donations received were as listed on the obituary to the library. Total donations received are currently at \$1,200.00,

but may go as high as \$1,500.00. There was some confusion on memorials made to the library versus the Foundation. She is in contact with the family to address this.

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

AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

### **CORRESPONDENCE**

There was no correspondence this month.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap presented her report. See Attachment A. She also thanked those that contributed during the Taste of Roselle. More visits were made at the Library Booth this year than last year with a tally of 1,700. Giveaway at this Booth included 250 steel straws that were a big hit. In addition, books and other small giveaways were handed out. Pamphlets were made available at the Booth along with the community survey for the vision of Roselle. A box was available for submitting these surveys with 49 surveys collected.

### **PRESIDENT'S REPORT**

President Piorkowski commended the staff for the great job done during and for the Taste of Roselle.

### **TRUSTEE'S REPORT**

There was no Trustees Report for this month.

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

President Piorkowski reported that the Friends of the Library has been awarded a 501(c) 3 status. Fundraisers scheduled include: 1) dinner at 1913 on November 4<sup>th</sup>; and 2) book sale during the first weekend in October. Book sale volunteers are always appreciated, if anyone would like to help.

Executive Director Millsap reported that she discussed the topic of sales tax at this meeting and possible changes. She also discussed the Memorandum of Understanding (MOU) between the Library and the Friends of the Library. Both topics will be ongoing conversation.

**RAILS REPORT**

The Library is now part of Explore More Illinois. She encouraged all to check out this new service available at the Library with information on passes located on the Library's website.

**ROSELLE PUBLIC LIBRARY FOUNDATION REPORT**

Executive Director Millsap reported that the Foundation's July meeting was rescheduled to August 6<sup>th</sup>, due to the air conditioning out at the Library during that time. She forwarded and discussed the Memorandum of Understanding (MOU) between the Library and the Foundation. They had some change requests to this document, that she is currently work on and she will prepare a new draft to present.

**UNFINISHED BUSINESS**

There was no Unfinished Business.

**NEW BUSINESS**

**A. Approve Revised Spending Authority Policy for Library Policy Manual**

Trustee Barnes moved to approve the revised Spending Authority Policy for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

**B. Approve Statement of Cash Receipts & Disbursements for July 1, 2018 through June 30, 2019**

Secretary Baumgart moved to approve the Statement of Cash Disbursements for July 2018, through June 30, 2019. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

C. Approve Ordinance No. 2019-6, Annexing Territory Owned by John Cison

Trustee Barnes moved to approve Ordinance No. 2019-6, Annexing Territory Owned by John Cison. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

D. Approve Revised Personnel Handbook

Trustee Barnes moved to approve the revised Personnel Handbook. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Trustee Barnes moved to adjourn the meeting at 7:18 p.m. The motion was seconded. A roll call produced the following results:

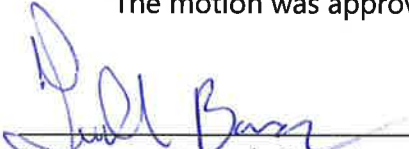
AYES: Barnes, Baumgart, Harold, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Atkinson, Eichholz, Spencer

The motion was approved.

  
Minutes Approved: Secretary

  
Dated



## Building and Renovation Planning

Minor repairs to front door ADA push plate and a leak occurred over ATS on 7/17 due to a small puncture in the membrane above that area.

Panic buttons are set to be installed at each of our three public services desks. The selected model is mobile and uses a signal to trigger a response by the police.

## General Updates

Staff continue to work diligently on the website to ensure it is exactly how we want it to be and functions as it is designed to function.

I have joined the steering committee for the Village's community visioning effort and will work with other government agency leaders to provide direction during this process. At our booth during the Taste we also provided paper copies of the Village's and collected 49 responses on behalf of this committee.

At the 7/12 LIRA meeting, representatives of LIRA discussed the following:

- Most frequent types of claims so far: automobile-related, slips/trips/falls, employment liability (47%);
- Frequency and severity of plumbing/frozen pipe issues in early 2019;
- Insurance market is hardening due to Midwestern catastrophes (tornados, hail, storms) and new modelling available to carriers – expected property/casualty increase is 8-12% for next year;
- Gallagher is developing a new crisis protection product that is meant to replace the pool's existing Violent & Malicious Acts coverage – largely due to recent experiences with client Stoneman Douglas High School in Parkland, FL following the shooting there in 2018.
- Things to begin preparing for ahead of the 1/1/20 legalization of recreational marijuana in the state.

The 7/16 Blood Drive had to be cancelled due to mechanical failure of the mobile donation coach and will be rescheduled for later in the year.

On 7/29 I sent a letter of intent to SWAN regarding our plans to join the consortium in late 2020.