

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING  
JUNE 21, 2017**

**CALL TO ORDER**

Chairman Harold called the meeting to order at 7:35 p.m.

**ATTENDANCE**

Five (5) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, and Tom Piorkowski. Also in attendance were Executive Director, Samantha Millsap; Circulation Department Manager, Christy Snyder; and Courtney Soesbe of PMA Financial Network Inc.

**ABSENT**

Two (2) Committee Members were absent: Terrell Barnes and Priscilla Spencer.

**AGENDA**

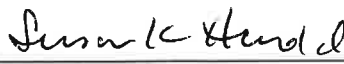
The agenda item for the Finance Committee of the Whole meeting was a presentation by PMA Financial Network Inc. for investment and cash management services.

**DISCUSSION**

Courtney Soesbe of PMA Financial Network, Inc., located in Naperville, IL, gave a presentation on cash flow management and investment services available to the Library. She also reviewed the history of the Company and its conservative approach to investing. PMA currently provides services to 14 local libraries. The possibility of retaining a firm for such services will be discussed at the July Finance Committee of the Whole meeting.

**ADJOURNMENT**

Chairman Harold adjourned the meeting at 8:17 p.m.

  
\_\_\_\_\_  
Chairman & Recording Secretary, Sue Harold

7/12/17  
Date

  
\_\_\_\_\_  
Approved: (Secretary to Sign)

07/12/17  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING  
JUNE 21, 2017**

**CALL TO ORDER**

Chairman Eichholz called the meeting to order at 8:18 p.m.

**ATTENDANCE**

Five (5) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, and Tom Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Circulation Department Manager, Christy Snyders.

**ABSENT**

Two (2) Committee Members were absent: Terrell Barnes and Priscilla Spencer.

**AGENDA**

The agenda items for the Planning Committee of the Whole meeting were: 1) Announcement of Standing Committee by President; and 2) Fines Amnesty Month – September 2017.

**DISCUSSION**

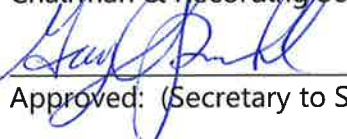
President Eichholz announced the Committee Chairman as follows for two-year terms: Planning Chairman – Sue Ellen Eichholz, Policy Chairman – Len Baumgart, Budget and Finance Chairman – Sue Harold, Audit Chairman – Terrell Barnes, Personnel & Salary Chairman – Tom Piorkowski, Building Chairman – Gary Oprechak; and Public Relations Chairman – Priscilla Spencer.

Fines and Amnesty Month (free of fines) was discussed to be held during the month of September. This item will be voted on at the July Regular Board of Trustees meeting.

**ADJOURNMENT**

Chairman Eichholz adjourned the meeting at 8:38 p.m.

  
Chairman & Recording Secretary, Sue Ellen Eichholz

  
Approved: (Secretary to Sign)

7/12/17  
Date

07/14/17  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING  
JUNE 21, 2017**

**CALL TO ORDER**

Chairman Harold called the meeting to order at 8:42 p.m.

**ATTENDANCE**

Five (5) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, and Tom Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Circulation Department Manager, Christy Snyders.

**ABSENT**

Two (2) Committee Members were absent: Terrell Barnes and Priscilla Spencer.

**AGENDA**

The agenda item for the Budget Committee of the Whole meeting was to review draft of the Tentative Budget and Appropriation Ordinance for FY 2016/2017.

**DISCUSSION**

The draft of the Tentative Budget and Appropriation Ordinance for FY 2017/2018 was discussed. The Executive Director advised that PART II, Estimated Expenditures-Corporate Fund, had been condensed somewhat from prior versions. She answered various questions regarding how the draft numbers were developed. The final Ordinance will be adopted at the regular meeting of the Board in September.

**ADJOURNMENT**

Chairman Harold adjourned the meeting at 8:46 p.m.

Susan K Harold  
Chairman & Recording Secretary, Sue Harold

7/12/17  
Date

Guy Pull  
Approved: (Secretary to Sign)

07/12/17  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING  
JUNE 21, 2017**

**CALL TO ORDER**

Chairman Baumgart called the meeting to order at 8:47 p.m.

**ATTENDANCE**

Five (5) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, and Tom Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Circulation Department Manager, Christy Snyders.

**ABSENT**

Two (2) Committee Members were absent: Terrell Barnes and Priscilla Spencer.

**AGENDA**

The agenda items for the Policy Committee of the Whole meeting were to discuss: 1) Revised Library Card Registration Policy for the Library Policy Manual; and 2) Continued Discussion of the Vendor Certificate of Insurance Requirement Policy.

**DISCUSSION**

Revised Library Card Registration Policy for Library Policy Manual

The policy was reviewed specific to section H and the requirement related to minors. The proposed change, bolded on the handout, was discussed and agreed and will be presented for voting at the next board meeting. The policy was reviewed specific to section K and the requirement related to auto renewals and when minors turn 18. The proposed wording, bolded on the handout, was discussed and agreed and will be presented for voting at the next board meeting. Sample cards were reviewed which are used to inform patrons that their library card has been auto renewed.

Vendor Certificate of Insurance Requirement Policy

The policy was reviewed regarding the proposed changes that were outlined on the handout. An additional request was made to modify the final sentence indicating that "... the vendor must notify the Executive (new wording) Library Director...". The \$10,000,000 General Liability amount was discussed and agreed to leave as is. It was also discussed that some vendors may carry insurance to a lesser amount and that it would be up to the Executive Director and/or Board to determine if that was acceptable, on a per vendor basis. The policy was agreed to and will be presented for voting at the next board meeting.

**ADJOURNMENT**

Chairman Baumgart adjourned the meeting at 8:53 p.m.

  
\_\_\_\_\_  
Chairman & Recording Secretary, Len Baumgart

7-12-17  
Date

  
\_\_\_\_\_  
Approved: (Secretary to Sign)

07/12/17  
Date

