

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2018**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:42 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, and Tom Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Priscilla Spencer.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were to review: 1) Presentation of Second Draft of the Working Budget for FY19; DuPage County Report of Proposed Tax Extensions – Tax Year 2017 (if received); and 3) Cook County Report of Proposed Tax Extensions – Tax Year 2017 (if received).

DISCUSSION

The second draft of the Working Budget for Fiscal Year 18/19 was discussed. The Executive Director noted a significant change from the first draft: the Software Licensing budget has been increased from \$16,000 (FY 16/17) to \$21,500 due to the need to change vendors for the software which manages use of computers used by patrons.

She also advised that this draft reflects a surplus of approximately \$27,000, which, barring any further changes to the draft budget, will be integrated throughout the budget (starting with Building/Mechanical) before final approval.

The Executive Director will continue to revise the draft Working Budget as needed and provide updates.

The two (2) agenda items pertaining to the DuPage and Cook County Reports of Proposed Extensions (Tax Year 2017) were not discussed as the Extensions have not been received yet.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:45 p.m.



Chairman & Recording Secretary, Sue Harold

5/9/18
Date



Approved: (Secretary to Sign)

5.9.18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2018**

CALL TO ORDER

Chairman Baumgart called the meeting to order at 7:46 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, and Tom Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Priscilla Spencer.

AGENDA

The agenda item for the Policy Committee of the Whole meeting was to discuss the Roselle Public Library District Investment and Cash Management Policy.

DISCUSSION

Samantha Millsap distributed the current Roselle Public Library District Investment and Cash Management Policy, with comments received to date from a number of reviewers. Samantha indicated that she will also forward an updated version of the policy with additional comments that were recently received prior to this meeting.

In addition Samantha distributed an Investment of Public Funds Policy template from cyberdriveillinois.com, which is a statutory approved template. The decision was made to have each trustee review both policies and be prepared to discuss each policy, at the May COW meeting, with the idea of creating a simpler policy than the current one. It was also discussed that we will set a target date to have the policy completed and accepted by the end of the current fiscal year.

ADJOURNMENT

Chairman Baumgart adjourned the meeting at 7:51 p.m.



Chairman & Recording Secretary, Len Baumgart



Approved: (Secretary to Sign)

6-13-18
Date

5-9-18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2018**

CALL TO ORDER

Chairman Oprenchak called the meeting to order at 7:52 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, and Tom Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Priscilla Spencer.

AGENDA

The agenda items for the Building Committee of the Whole meeting were: 1) Youth Services Wall Project Proposal; and 2) Discussion on Future Building Projects and Planning.

DISCUSSION

Youth Services Wall Project Proposal

- Documentation on process to complete project
- Cost Option A 14K-17K dollars
- Option B is plus engineering analysis 20.5K-24K dollars. Option B is more than Option A.
- Discussed whether engineering study should be done at this point in time.
- Option C 26.5K – 29K dollars. Pros and cons of a study at this time. We will need to use the previous Agreement for hourly rate for Dewberry.
- We also received a quote for work material cost of \$47,750.00 total cost would be in the neighborhood of 50K – 100K. Bring to vote for final project.

Discussion on Future Building Projects and Planning

- Flooring needed for Graphics Room
- Estimated cost of \$1,100.00 using Johnson for flooring

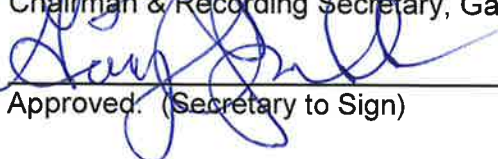
ADJOURNMENT

Chairman Oprenchak adjourned the meeting at 8:31 p.m.



Chairman & Recording Secretary, Gary Oprenchak

5-9-18
Date



Approved: (Secretary to Sign)

5-9-18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2018**

CALL TO ORDER

Chairman Eichholz called the meeting to order at 8:32 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprenczak, and Tom Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Priscilla Spencer.

AGENDA

The agenda items for the Planning Committee of the Whole meeting were: 1) Executive Session Minutes Approval Procedures; and 2) Strategic Plan Update: Mission Statement Draft.

DISCUSSION

Executive Session Minutes Approval Procedures


It was suggested by lawyer to approve and release meeting minutes when being discussed during Executive Sessions.

Strategic Plan Update: Mission Statement Draft

Updated Mission Statement Draft: Help to build a connected well-informed community for all by providing access to a variety of cultural, educational, technological, and creative materials and services. Board likes change.


ADJOURNMENT

Chairman Eichholz adjourned the meeting at 8:39 p.m.



Chairman & Recording Secretary, Sue Ellen Eichholz

5-9-2018
Date



Approved: (Secretary to Sign)

5-9-18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PERSONNEL AND SALARY
COMMITTEE OF THE WHOLE MEETING
APRIL 11, 2018**

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 8:40 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, and Tom Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Priscilla Spencer.

AGENDA

The agenda item for the Personnel and Salary Committee of the Whole meeting was the Executive Director Evaluation.

DISCUSSION

Executive Director Evaluation

Chairman Piorkowski handed out Evaluation forms.

ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 8:44 p.m.



Chairman & Recording Secretary, Tom Piorkowski



Approved: (Secretary to Sign)

5-9-2018
Date

5-9-18
Date