

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
AUGUST 8, 2018**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:36 p.m.

ATTENDANCE

Five (5) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprencak, and Tom Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two absent Committee Members: Terrell Barnes and Priscilla Spencer.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Certified Estimate of Revenue by Source Presented; and 2) Draft of Annual Report Content Outline.

DISCUSSION

The Certified Estimate of Revenue by Source Presented was provided. There were no questions or comments.

The draft Annual Report Content Outline was discussed. Jason Kepler will prepare the artwork and a draft of the Report will be presented at the next meeting in September. Trustee Baumgart suggested that the Report state that the Library's fiscal year is July 1 to June 30. This year's Report will be mailed out to all Roselle residents.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:38 p.m.



Chairman & Recording Secretary, Sue Harold

9/12/18
Date



Approved: (Secretary to Sign)

9/12/18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
AUGUST 8, 2018**

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 was Executive Director, Samantha Millsap.

ABSENT

There were two absent Committee Members: Terrell Barnes and Priscilla Spencer.

AGENDA

The agenda item for the Policy Committee of the Whole meeting was to discuss future policy manual updates in general.

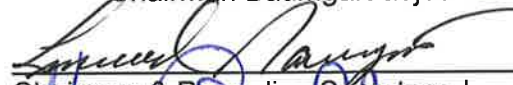
DISCUSSION

Future Policy Manual Updates:

We discussed the goal of removing individual procedures from the Policy Manual and focusing the content on true policies and not supporting procedures. We also discussed the overall goal of cleaning up the language within the different policies during the process of updating the information and concepts. Samantha indicated that she plans on codifying each policy during the overall process. The board was appreciative of the update on the direction that Samantha will be following and are in agreement that refreshing the Policy Manual with the previous goals in mind makes sense. There is no need to bring this item to the board for a vote, as this was more of an update on the process which is going to be followed. The board had no other recommendations regarding the process.

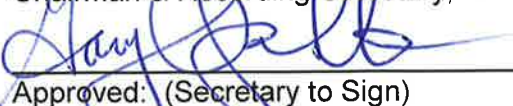
ADJOURNMENT

Chairman Baumgart adjourned the meeting at 8:50 p.m.



Chairman & Recording Secretary, Len Baumgart

9-12-18
Date



Approved: (Secretary to Sign)

9-12-18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PERSONNEL AND SALARY
COMMITTEE OF THE WHOLE MEETING
AUGUST 8, 2018**

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 8:51 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 was Executive Director, Samantha Millsap.

ABSENT

There were two absent Committee Members: Terrell Barnes and Priscilla Spencer.

AGENDA

The agenda items for the Personnel and Salary Committee of the Whole meeting were to discuss: 1) Revised Adult Services Department Job Position Descriptions; 2) Revised Graphic Artist/Marketing Coordinator Job Description; and 3) LACONI and HR Source 2018 Salary and Fringe Benefits Surveys.

DISCUSSION

Revised Adult Services Department Job Position Descriptions:

Executive Director Millsap presented descriptions. All agreed.

Revised Graphic Artist/Marketing Coordinator Job Position Description:

Executive Director Millsap presented new description. Trustee Baumgart suggested interns for graphic design work. Executive Director Millsap said she is cautious about it. All agreed.

LACONI and HR Source 2018 Salary and Fringe Benefits Surveys:

Executive Director Millsap presented surveys. Trustee Harold asked what her reactions are. She was surprised by lack of uniformity in budget allocations, specifically personnel.

ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 8:55 p.m.



Chairman & Recording Secretary, Tom Piorkowski

9-12-2018
Date



Approved: (Secretary to Sign)

9.12.18
Date