

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 12, 2018**

CALL TO ORDER

Chairman Oprenchak called the meeting to order at 8:11 p.m.

ATTENDANCE

Seven (7) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were no absent Committee Members.

AGENDA

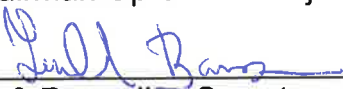
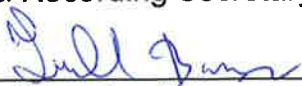
The agenda item for the Building Committee of the Whole meeting was master plan next steps discussion.

DISCUSSION

Executive Director Millsap talked about funding of the master plan – phase out not needing anything and plan for a possible referendum for the second phase of the plan. Start looking at future renovations of like bathrooms, elevator, and other needed renovations of the Library. Discussion included wanting to tour other libraries to see how their renovations went.

ADJOURNMENT

Chairman Oprenchak adjourned the meeting at 8:16 p.m.

 _____ Chairman & Recording Secretary, Gary Oprenchak	<u>10-17-2018</u> Date
 _____ Approved: (Secretary to Sign)	<u>10-17-2018</u> Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 12, 2018**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:40 p.m.

ATTENDANCE

Seven (7) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were no absent Committee Members.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Draft Ordinance Levying and Assessing Taxes; and 2) Draft Annual Report Brochure.

DISCUSSION

The draft Ordinance Levying and Assessing Taxes for FY 2018-2019 was presented. The Executive Director noted that this represents a 7% increase over last year's extension. There were no questions or comments.

The draft Annual Report Brochure Content was discussed. The Executive Director advised that the Brochure will be mailed to all Roselle residents, posted on the Library's website, included in the Library's eNews, etc.

ADJOURNMENT

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

Susan K Harold
Chairman & Recording Secretary, Sue Harold

10/17/18
Date

Terrell Barnes
Approved: (Secretary to Sign)

10/17/18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 12, 2018**

CALL TO ORDER

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

ATTENDANCE

Seven (7) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were no absent Committee Members.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Quarterly Investment Portfolio Report; and 2) Internal Controls.

DISCUSSION

The Quarterly (3rd Quarter) Investment Portfolio Report and Projections Report for 2018-2020 were presented. Various questions were asked about the Reports. The Executive Director commented that the relationship with PMA is going very well.

A document entitled "Roselle Public Library District System of Internal Controls" was presented and discussed. It was adapted from the documented prepared annually and provided to the Library's auditor as part of the annual financial audit. Questions were raised about what the annual audit report's Letter to Management states regarding the adequacy of the Library's internal controls. The Executive Director will share this information at the next Finance COW meeting. The Board will have an opportunity to discuss this topic with the auditor when this year's audit report is presented at the November Board meeting.

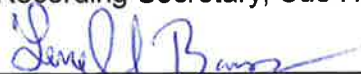
ADJOURNMENT

Chairman Harold adjourned the meeting at 8:00 p.m.



Chairman & Recording Secretary, Sue Harold

10/17/18
Date



Approved: (Secretary to Sign)

10/17/18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 12, 2018**

CALL TO ORDER

Chairman Baumgart called the meeting to order at 8:01 p.m.

ATTENDANCE

Seven (7) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were no absent Committee Members.

AGENDA

The agenda items for the Policy Committee of the Whole meeting were to discuss: 1) Parental Leave Policy; and 2) Internet Stations Policy.

DISCUSSION


Items Discussed:

Parental Leave Policy: We discussed the need to establish a Parental Leave Policy in order to strengthen our ability to recruit future personnel, as well as the need to continue to strengthen our overall benefits package. The board is in agreement that this needs to move forward, and there was discussion on how to address the potential impact of multiple individuals being out within the same department. Samantha will continue to revise the current policy and we will review again at the next Committee of the Whole Policy meeting in October.

Internet Station Policy: We discussed the current Internet Station Policy and removed the statements around time limitations as this is not really applicable any longer. The board agreed with the re-written policy and it will be presented at the regular October board meeting for approval.

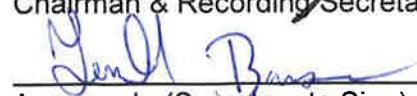
ADJOURNMENT

Chairman Baumgart adjourned the meeting at 8:10 p.m.



Chairman & Recording Secretary, Len Baumgart

10-17-18
Date



Approved: (Secretary to Sign)

10-17-18
Date