

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
JANUARY 9, 2019**

CALL TO ORDER

Chairman Baumgart called the meeting to order at 8:29 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, Tom Piorkowski, and Priscilla Spencer. Also in attendance were Executive Director, Samantha Millsap; and Guest, Kory Atkinson.

ABSENT

There is one (1) vacant position.

PURPOSE/AGENDA

The purpose of the Policy Committee of the Whole meeting was to discuss Policy Manual Updates (Security Policies, Electronic Service Polices), overview of Drop Box Storage for use of storing all policies, and review of draft Emergency Preparedness and Action Plan (EAP).

DISCUSSION

Items Discussed:

Security Policies: We reviewed the following security policies; Security System (7A), Conduct (7B), Unaccompanied Minors (7C), Smoke Free Building (7D), Concealed Weapons (7E), and Emergency Closures (7F). In general the board is comfortable in the changes that were made and the updated formatting for digital storage and codifying of the policies.

There were specific questions regarding the wording of the second paragraph for the Concealed Weapons (7E) policy specifically requesting an update related to "...or any other person lawfully permitted to carry a weapon on public property."

The board has requested that the Executive Director revise the wording in such a way to accommodate other non-uniformed officers of the law, but not so general that an ordinary citizen licensed to carry a concealed weapon would interpret the policy to be able to accommodate them as well.

Once the policy is updated, the Executive Director will email it to each board member requesting approval.

Once approval has been received for this policy, then all the policies listed above will be included in the next board meeting for general approval.

Electronic Services Policies: We reviewed the following electronic services policies: Computer and Internet Use (9A), Public Computers (9B), 3D Printing (9C), and Website User Privacy (9D). In general the board is comfortable in the changes that were made and the updated formatting for digital storage and codifying of the policies.

These are recommended to be included in the next board meeting for general approval.

Drop Box Storage: Samantha reviewed the drop box application and how the library would use it to store all policies. We discussed how the site is password protected and how users could be managed. We discussed the advantages of being able to update the policy manuals easily and how the tool tracks when documents have been added or deleted. We discussed the outside chance that if these policies were somehow accessed by individuals without current rights. However all of these policies are public and there are no restrictions preventing the general public from viewing them, if requested. The board is appreciative and anxious to continue down the path of moving all policies to this new electronic storage medium.

Review of Draft of Emergency Preparedness and Action Plan (EAP): Samantha reviewed the current draft of the plan, which all agreed was much more robust and detailed than previous versions. Samantha indicated that she has been and will continue to solicit feedback from key individuals and organizations and will be sharing this with the Village of Roselle, Police Department and Fire Department for their inputs. Samantha will continue to work on the EAP and review with the board again at a future date.

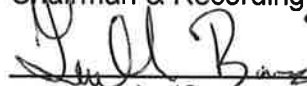
ADJOURNMENT

Chairman Baumgart adjourned the meeting at 8:52 p.m.



Chairman & Recording Secretary, Len Baumgart

2-13-19
Date



Approved: (Secretary to Sign)

2-13-19
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
JANUARY 9, 2019**

CALL TO ORDER

Chairman Eichholz called the meeting to order at 8:53 p.m.

ATTENDANCE

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

ABSENT

There were no committee members absent.

AGENDA

The agenda items on the Planning Committee of the Whole were: 1) Strategic Plan Update 2) Trustee Day Planning 3) Annexation Draft Ordinance

DISCUSSION

The staff is keeping track of what has been done within the Strategic Plan. They are using an application called Trello. About Trello: shows plans, check-lists and comments of anyone given access. There are various boards created per each strategic plan goal. Each person is able to add information on each board called a "card". All committee members were impressed with the application and how it works.

Trustee Day Planning was discussed. We are in agreement to discuss planning fiscal responsibility, financial systems and PR for the library.

Annexation Draft Ordinance was discussed. Draft was put together by the attorney. Board has discussed whether certified mail should be sent to any households that are to be annexed or if it should be put online & in the paper. Residents can contest within 30 days. Based on the residents being annexed, some already have library cards. The final outcome is that the Library will send a letter to the residents to let them know about the annexation

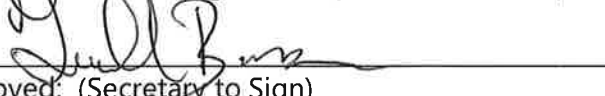
ADJOURNMENT

Chairman Eichholz adjourned the meeting at 9:28 p.m.



Chairman & Recording Secretary, Sue Ellen Eichholz

2-13-2019
Date



Approved: (Secretary to Sign)

2-13-2019
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
JANUARY 9, 2019**

CALL TO ORDER

Chairman Harold called the meeting to order at 9:29 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, Tom Piorkowski, and Priscilla Spencer. Also in attendance were Executive Director, Samantha Millsap; and Guest, Kory Atkinson.

ABSENT

There is one (1) vacant position.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Review of Current Fiscal Year Revenues and Expenditures; and 2) Budget Timeline for Fiscal Year 2019/2020 Budget Process.

DISCUSSION

The Executive Director provided a detailed document addressing the current fiscal year's revenues and expenditures. Tax revenues received are good (DuPage - 100% and Cook - 97%), and expenses are generally where we would expect them to be at the half way point of the fiscal year. Expenses are color coded according to % spent to year-to-date (i.e., 0-45%, 46-55%, and 56-100%). Explanations were provided where expenses are in the 56-100% category.

The Executive Director provided the Budget Timeline for FY 2019/2020 Budget Process. There were no comments or questions.

ADJOURNMENT

Chairman Harold adjourned the meeting at 9:31 p.m.

Sue Harold
Chairman & Recording Secretary, Sue Harold

2/13/19
Date

Terrell Barnes
Approved: (Secretary to Sign)

2/13/19
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING
JANUARY 9, 2019**

CALL TO ORDER

Chairman Harold called the meeting to order at 9:32 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, Tom Piorkowski, and Priscilla Spencer. Also in attendance were Executive Director, Samantha Millsap; and Guest, Kory Atkinson.

ABSENT

There is one (1) vacant position.

AGENDA


The agenda item for the Finance Committee of the Whole meeting was to review and discuss Depositor Collateral Security Agreement.

DISCUSSION

The Executive Director provided another revised draft of the Depositor Collateral Security Agreement with Itasca Bank & Trust and First Tennessee National Bank. She discussed various issues with Itasca Bank and shared the email input that she had received from them. It was clarified that the Library has the responsibility to calculate the adequacy of the collateral held by First Tennessee on our behalf and the Executive Director will do that monthly, advising the Board regarding any shortfall. The Agreement will be presented for approval at the next regular Board meeting.

ADJOURNMENT

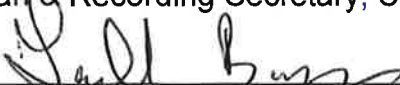
Chairman Harold adjourned the meeting at 9:34 p.m.



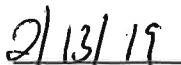
Chairman & Recording Secretary, Sue Harold



Date



Approved: (Secretary to Sign)



Date