

ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2019

CALL TO ORDER

Chairman Harold called the meeting to order at 7:34 p.m.

ATTENDANCE

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

ABSENT

Committee Member Priscilla Spencer was absent.

AGENDA

The agenda item for the Budget Committee of the Whole meeting was presentation of estimated/projected income for FY 2019/2020.

DISCUSSION

The Executive Director provided a draft of the Estimated Revenues for FY 2019-2020. She advised that the revenue estimates are based on a CPI of 1.9% and that projected revenues are calculated by using last year's total multiplied by 1.9. She also noted that she added some prior years' data for additional history.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:43 p.m.

Susan K Harold
Chairman & Recording Secretary, Sue Harold

3/13/19
Date

Terrell Barnes
Approved: (Secretary to Sign)

3/13/2019
Date

ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PERSONNEL AND SALARY
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2019

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 7:44 p.m.

ATTENDANCE

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

ABSENT

Committee Member Priscilla Spencer was absent.

AGENDA

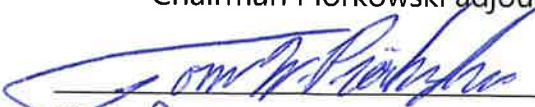
The agenda item for the Personnel and Salary Committee of the Whole meeting was review of salary and staffing recommendations for FY 2020.

DISCUSSION

Executive Director Millsap answered questions concerning minimum wage. Consolidation plans were discussed, as well as discussions concerning joining a consortium. Len Baumgart asked question concerning planning or potential staff turnover. All agreed for Executive Director Millsap to move forward. Executive Director Millsap discussed moving the Youth Services Librarian from part-time to full-time. It is important for improving outreach. All agreed to put it on the agenda for March Regular Board meeting. Executive Director Millsap discussed raise structure to address minimum wage increases. Option B was selected to put on the agenda for approval at the March Regular Board meeting. Executive Director Millsap discussed raising the Page's wage scale. All agreed with raise.

ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 8:33 p.m.



Chairman & Recording Secretary, Tom Piorkowski

3-13-2019

Date



Approved: (Secretary to Sign)

3/13/2019

Date

ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2019

CALL TO ORDER

Chairman Atkinson called the meeting to order at 8:33 p.m.

ATTENDANCE

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

ABSENT

Committee Member Priscilla Spencer was absent.

AGENDA

The agenda item for the Building Committee of the Whole meeting was building renovation discussion.

DISCUSSION

Discussion on update on proposed interior modifications. Direction given to Executive Director to continue with proposed development as presented.

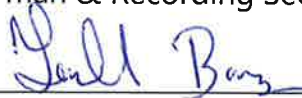
ADJOURNMENT

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



Chairman & Recording Secretary, Kory Atkinson

3/13/19
Date



Approved: (Secretary to Sign)

3/13/19
Date

ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2019

CALL TO ORDER

Chairman Harold called the meeting to order at 8:54 p.m.

ATTENDANCE

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

ABSENT

Committee Member Priscilla Spencer was absent.

AGENDA

The agenda item for the Finance Committee of the Whole meeting was to review draft of Resolution 2019-1: Approving and Authorizing PMA Financial Network Inc. and PMA Securities, Inc. to Provide Investment Services and Execution of the Declaration of Trust Establishing the Illinois Public Reserves Investment Management Fund.

DISCUSSION

The Executive Director provided draft Resolution 2019-1 that authorizes PMA to continue to provide investment services for the Library as well as a new section providing for the execution of a declaration of trust establishing the Illinois Public Reserves Investment Management Trust (IPRIME). She distributed a handout from PMA on the Trust. She noted that the Library can continue its relationship with PMA without using IPRIME. Tim Matthew from PMA will attend the March Board meeting to discuss the Resolution, IPRIME, and review the first year of PMA's work for the Library.

ADJOURNMENT

Chairman Harold adjourned the meeting at 9:00 p.m.

Susan K. Harold
Chairman & Recording Secretary, Sue Harold

3/13/19
Date

Terrell Barnes
Approved: (Secretary to Sign)

3/13/2019
Date

ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2019

CALL TO ORDER:

Chairman Eichholz called the meeting to order at 9:01 pm

ATTENDANCE:

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

ABSENT:

Priscilla Spencer

AGENDA:

The agenda items on the Planning Committee of the Whole were:


- 1) Discuss Board Self-Evaluation Worksheet & Evaluation Timeline
- 2) Trustee Day
- 3) Emergency Action plan

DISCUSSION:

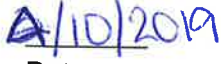
1. There were no changes on the Evaluation Forms/Worksheets. They are to be completed for the March meeting and will be compiled for the April meeting.
2. Trustee Day was discussed. The training day will be 5/18/19.
3. No updated draft was presented. This will be tabled for the March meeting. Samantha has reached out to the church and hasn't heard back yet. If they do not agree emergency meeting place will be at the Police Department.

ADJOURNMENT:

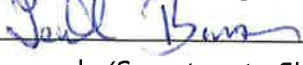
Chairman Eichholz adjourned the meeting at 9:07 pm



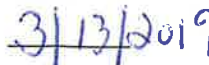
Chairman & Recording Secretary, Sue Ellen Eichholz



Date



Approved: (Secretary to Sign)



Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
FEBRUARY 13, 2019**

CALL TO ORDER

Chairman Baumgart called the meeting to order at 9:08 p.m.

ATTENDANCE

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

ABSENT

Committee Member Priscilla Spencer was absent.

AGENDA

The agenda item for the Policy Committee of the Whole meeting was to review financial policies: Sponsorship Policy, Budget and Finance Policy, Spending Authority Policy, and Library Credit Card Policy.

DISCUSSION

Sponsorship Policy: We reviewed the current policy and the updated policy, and discussed a number of items including dollar amounts and duration of sponsorship. There was reference made to a book that is available that specifically discusses sponsorship ideas as related to local governments and libraries. The decision was made to spend additional time reviewing the process and review the policy at a future Committee of the Whole meeting.


Budget and Finance Policy: We reviewed the current policy and the updated policy. The major change included the removal of the reference to spending 12% of the operating budget on patron materials. Libraries in general are moving away from a fixed reference amount, as cost increases in all areas continue to change. The recommendation is to include this policy for approval at the next board meeting.

Spending Authority Policy: We reviewed the current policy and the updated policy. The new policy adds a section regarding the ability to spend during emergency circumstances. The recommendation is to include this policy for approval at the next board meeting.

Library Credit Card Policy: We reviewed the current policy and the updated policy. The main change is to simplify the policy and remove procedural steps of controlling the credit card, which are addressed elsewhere. The recommendation is to include this policy for approval at the next board meeting.


ADJOURNMENT

Chairman Baumgart adjourned the meeting at 9:26 p.m.



Chairman & Recording Secretary, Len Baumgart

3-13-19
Date



Approved: (Secretary to Sign)

3/13/2019
Date