

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

**CALL TO ORDER**

Chairman Harold called the meeting to order at 7:41 p.m.

**ATTENDANCE**

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

**ABSENT**

There were no Committee Members who were absent.

**AGENDA**

The agenda item for the Budget Committee of the Whole meeting was presentation of the first draft of the Working Budget FY20.

**DISCUSSION**

The Executive Director provided the first draft of the Working Budget FY20. There were various questions regarding particular line items (e.g., Payroll Processing, Postage, Liability Insurance, etc.). Revised drafts, including DuPage and Cook County Reports of Proposed Tax Extensions, will be presented in the months leading up to the adoption of the final budget at the regular Board meeting in June.

**ADJOURNMENT**

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

Sue Harold  
Chairman & Recording Secretary, Sue Harold

4-16-19  
Date

Len Baumgart PRO-TEM  
Approved: (Secretary to Sign)

4-16-19  
Date

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

**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: Kory Atkinson, Terrell Barnes, Len Baumgart, Sue Ellen Eichholz, Sue Harold, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

**ABSENT**

There were no Committee Members who were absent.

**AGENDA**

The agenda item for the Finance Committee of the Whole meeting was investment report.

**DISCUSSION**

The Executive director provided the quarterly Investment Report. There was no discussion as much of the information had been covered earlier in the evening in the presentation by Tim Matthew from PMA.

**ADJOURNMENT**

Chairman Harold adjourned the meeting at 7:47 p.m.

Susan K Harold  
Chairman & Recording Secretary, Sue Harold

4/10/19  
Date

Len Baumgart P.M.  
Approved: (Secretary to Sign)

4-10-19  
Date

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

**CALL TO ORDER**

Chairman Atkinson called the meeting to order at 7:48 p.m.

**ATTENDANCE**

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

**ABSENT**

There were no Committee Members who were absent.

**AGENDA**

The agenda item for the Building Committee of the Whole meeting was draft of Dewberry contract.

**DISCUSSION**


Change proposed in order of projects – infill over Circulation first.  
Matching Grant application – January 2020.

**ADJOURNMENT**

Chairman Atkinson adjourned the meeting at 7:56 p.m.

  
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Chairman & Recording Secretary, Kory Atkinson

4/10/19  
Date

  
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Approved: (Secretary to Sign) P10 - TERN

4-10-19  
Date

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

**CALL TO ORDER:**

Chairman Eichholz called the meeting to order at 7:56pm

**ATTENDANCE:**

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

**ABSENT:**

None

**AGENDA:**

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

- 1) Collection of Board self-evaluation forms
- 2) Trustee Training Day 5/18/2019
- 3) Emergency Action plan

**DISCUSSION:**

1. Collected most sheets. Terrell will bring his to the library this week and Priscilla will send via email
2. Trustee Day was discussed. The training day will be 5/18/19. There was a proposed draft presented. Time frame will be 9am – 5pm. Looking for an additional topic, would like a topic a bit on the lighter side.
3. Everyone is to review the Emergency Action Plan and provide Samantha with any feedback

**ADJOURNMENT:**

Chairman Eichholz adjourned the meeting at 8:01pm

  
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Chairman & Recording Secretary, Sue Ellen Eichholz

4/10/19  
Date

  
\_\_\_\_\_  
Approved: (Secretary to Sign)

4-10-19  
Date

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

**CALL TO ORDER**

Chairman Baumgart called the meeting to order at 8:02 p.m.

**ATTENDANCE**

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

**ABSENT**

There were no Committee Members who were absent.

**AGENDA**

Revised Financial Policy review for Policy Manual (Sponsorship, Petty Cash, Investments, Bids and Contracts, Solicitation of Donations) and Revised Library Services Policies for Policy Manual (Study Spaces, Displays and Exhibits, Public Programs, Photography/Video and Audio release, Reference and Reader's Advisory, Volunteer Program, Interlibrary Loan, Homebound Delivery, and Outreach).

**DISCUSSION**

**Financial Policies:**

**Sponsorship Policy:** We reviewed and discussed sample policies. The question was raised regarding how to handle funds should a sponsorship end before scheduled. The decision was made to include verbiage in the sponsorship agreement regarding this issue. This policy was recommended to be included at the next board meeting for approval.

**Petty Cash Policy:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Investments Policy:** We reviewed the updated policy, with the inclusion of the verbiage suggested by the auditors, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Bids and Contracts:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Solicitation of Donations:** We did not review this policy as it is being amended and will be included in the Finance Committee of the Whole meetings going forward.

### **Library Services Policies:**

**Study Spaces:** We reviewed this policy and determined that it was no longer needed. This policy was recommended to be *REMOVED* at the next board meeting for approval.

**Displays and Exhibits:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Public Programs:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Photography/Video and Audio Release:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Reference and Reader's Advisory:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Volunteer Program:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.


**Interlibrary Loan:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

**Homebound Delivery:** We reviewed the updated policy, and had no questions or concerns. This policy was recommended to be included at the next board meeting for approval.

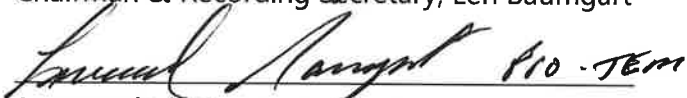
**Outreach:** We reviewed the new policy, and determined that it was not necessary to create a new policy regarding the Library's outreach programs. Since this is not an existing policy, there is no need to remove it from the Policy manual.

**ADJOURNMENT**

Chairman Baumgart adjourned the meeting at 8:20 p.m.

  
Chairman & Recording Secretary, Len Baumgart

4-10-19  
Date

  
Approved: (Secretary to Sign)

4-10-19  
Date

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

**CALL TO ORDER**

Chairman Piorkowski called the meeting to order at 8:21 p.m.

**ATTENDANCE**

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

**ABSENT**

There were no Committee Members who were absent.

**AGENDA**

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

**DISCUSSION**

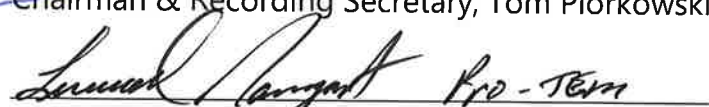
Procedure discussed, all understood.

**ADJOURNMENT**

Chairman Piorkowski adjourned the meeting at 8:24 p.m.

  
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Chairman & Recording Secretary, Tom Piorkowski

4-10-2019  
Date

  
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Approved: (Secretary to Sign)

4-10-19  
Date