

**AGENDA FOR THE ROSELLE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 11, 2017  
7:00 P.M.**

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda Action
- IV. Public Comment
- V. Consent Agenda Action
  - A. Secretary's Report
    - 1. Minutes of the Budget and Appropriation Public Hearing 9/13/17
    - 2. Minutes of the Regular Board of Trustees Meeting 9/13/17
  - B. Approval of Expenditure Warrants
    - 1. Bill List for 9/20/178 in the Amount of \$1,000.04
    - 2. Bill List for 9/29/17 in the Amount of \$1,726.80
    - 3. Bill List for IMRF Electronic Payment Transfer Dated 9/29/17 in the Amount of \$13,908.71
    - 4. Bill List for 10/11/17 in the Amount of \$45,591.64
    - 5. Payroll for 10/13/17 and 10/31/17
    - 6. Bill List Dated 10/11/17(a) in the Amount of \$
  - C. Committee Reports
    - 1. Budget – Minutes Dated 9/20/17
    - 2. Public Relations – No Report
    - 3. Policy – Minutes Dated 9/20/17
    - 4. Personnel & Salary – Minutes Dated 9/20/17
    - 5. Building – No Report
    - 6. Planning – Minutes Dated 9/20/17
    - 7. Audit – No Report
    - 8. Finance – Minutes Dated 9/20/17
- VI. Treasurer's Report
- VII. Correspondence
- VIII. Executive Director's Report
- IX. Presidents Report
  - Trustee's Report
- X. Friends of the Library Report
- XI. RAILS (Reaching Across Illinois Library System) Report
- XII. Roselle Public Library Foundation Report
- XIII. Unfinished Business

- XIV. New Business
  - A. Set Date for Truth-In-Taxation Act Public Hearing (November 8, 2017, at 7:00 p.m.) Action
  - B. Resolution No. 2017-3, for PMA Financial as Investment Advisor Action
    - 1. Terms and Conditions
  - C. Resolution No. 2017-4, Resolution to Determine Estimate of Funds Needed for FY 2017/2018 Action
  - D. Approval of Snow Removal Contract with ALM Group for 2017-2018 Season Action
  - E. Medical Insurance Renewal Action
    - 1. Employee Benefits, Group Medical, Dental and Life
    - 2. Library Funded HRA
  - F. Deletion of Three (3) Temporary Job Descriptions from Personnel Handbook Action
  - G. Approved Revised Job Descriptions Action
    - 1. Business Office Manager
    - 2. Business Office Assistant
    - 3. Automation Coordinator/Technical Services Dept. Manager
    - 4. Off-Site Policy for Automation Coordinator
    - 5. Technical Services Assistant
    - 6. Technical Services Associate
    - 7. Youth Services Department Manager
    - 8. Youth Services Department Assistant Manager
    - 9. Youth Services Department Assistant and Outreach Coordinator
    - 10. Youth Services Library Assistant

Agenda for October 18, 2017, Special Board Meeting

- Determine Disposition of Certificate of Deposit Maturing on 11/1/17 at Itasca Bank & Trust Action

Agenda for October 18, 2017, Committee of the Whole Meetings

- A. Finance Committee of the Whole Meeting
  - Investments Under Management Process
- B. Budget Committee of the Whole Meeting
  - Final Draft Ordinance Levying and Assessing Taxes, Presented
- C. Audit Committee of the Whole Meeting
  - Preliminary Audit
- D. Personnel and Salary Committee of the Whole Meeting
  - 1. Job Descriptions
    - a. Circulation Department
    - b. Adult Services Department
  - 2. Management Association Benchmarking Proposal
- E. Building Committee of the Whole Meeting
  - Proposed Dewberry Contract for Youth Services Department Screen Wall

XV. Citizen Comments/Questions

XVI. Adjourn

**AGENDA FOR THE ROSELLE PUBLIC LIBRARY DISTRICT  
SPECIAL BOARD OF TRUSTEES MEETING  
OCTOBER 18, 2017  
7:00 P.M.**

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda Action
- IV. Determine Disposition of Certificate of Deposit Maturing on 11/1/17 held at Itasca Bank & Trust Action
- V. Resolution No. 2017-3, for PMA Financial as Investment Advisor including Terms & Conditions Action
- VI. Approve Medical Insurance Carrier/Plan Number and HRA Dollars Amounts Action
- VII. Director's Comments
- VIII. Trustee Comments
- IX. Public Comments/Questions
- X. Adjournment