

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JULY 8, 2015, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:01 p.m.

PRESENT

Seven (7) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee Thomas Piorkowski. Also present were Executive Director, Amy Cawley; Recording Secretary, Debbie Green; Adult Services Manager, Marcia Bose; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Leann Skeens.

ABSENT

There were no Trustees who were absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

President Eichholz stated that the Treasurer's Report should be moved out of Number V, Consent Agenda, Item B.

Trustee Oprechak made a motion to adopt the agenda for July 8, 2015, at 7:00 p.m., as amended. The motion was seconded. A voice vote produced all in favor. The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Special Board of Trustees Meeting Dated 6/10/15

C. Approval of Expenditure Warrants

1. Bill List Dated 6/30/15 in the Amount of \$268.83
2. Bill List for 6/30/15(a) in the Amount of \$15,052.87
3. Bill List for Electronic Funds Transfer to IMRF Dated 6/30/15 in the Amount of \$12,447.15
4. Bill List for 7/8/15 in the Amount of \$39,188.15
5. Payroll Dated 7/15/15 and 7/31/15
6. Bill List for 7/8/15(a) in the Amount of \$795.57

D. Committee Reports

1. Budget – No Report
2. Public Relations – No Report
3. Policy – Minutes Dated 6/17/15
4. Personnel & Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 6/17/15
7. Audit – No Report
8. Finance – No Report
9. Ad Hoc Interiors – No Report

Trustee Oprechak wanted to confirm, that going forward, the Treasurer would be responsible for contacting banks for investment rates. President Eichholz confirmed this.

President Eichholz stated that the Treasurer's Report would be discussed after the Consent Agenda vote.

Treasurer Harold pulled from the Consent Agenda, Letter A, Item 2, entitled Minutes of the Regular Board of Trustees Meeting dated June 10, 2015, for discussion.

Trustee Oprechak made a motion to approve the Consent Agenda for July 8, 2015, as amended. The motion was seconded.

Discussion on the Minutes of the Regular Board of Trustees Meeting Dated June 10, 2015 ensued. Treasurer Harold suggested for consistency to add the name to the motion on voting on the office of Board President. It was determined that this sentence would read "Tom Piorkowski made a motion to vote on the office of Board President for Sue Ellen Eichholz/Gary Oprechak."

A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT (Letter B—Pulled from Consent Agenda)

Treasurer Harold verbally reported on the Library's finances, as presented in the Treasurer's Report dated June 30, 2015, that was included in the Board Packets compiled by William E. Grigg, Certified Public Accountant. She summarized year-end fiscal year figures for 2014/2015 that was listed in the Treasurer's Report. Executive Director Cawley forwarded additional financial information that she created that was distributed at the meeting. Treasurer Harold encouraged Trustees to forward any questions that they may have to her or items she should look for pertaining to the Treasurer's Report.

Executive Director Cawley answered questions pertaining to the Treasurer's Report from the Trustees.

Secretary Pizzicaro made a motion that the Treasurer's Report, be approved. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

Executive Director Cawley reported on correspondence received:

- On behalf of the Library and Foundation, reported on letter received from Mrs. Sharon Strle who thanked the Library for their selection of materials for memorials sent in memory of her husband, Frank.
- Received formal appeal and dismissal letter from firm, Robbins Schwartz pertaining to the Medinah Country Club property Tax Appeal Settlement.

Secretary Pizzicaro suggested contacting Mrs. Strle to see if she would be agreeable to let the Library quote her from this letter for inclusion in memorial request materials for the Library, and perhaps, select the quote. Executive Director Cawley replied that this was a great idea and would forward to Automation Coordinator/Technical Services Department Manager Lynn Dennis to

contact to possibly add to the Library's website and/or other memorial information.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Cawley included her report in the Board Packet. She answered question pertaining to room reservation software. Additional item she reported on was that current vendor, Stanley Security, has been working with her on updating the security system at the Library. The total cost proposed is currently under \$10,000 and would not need to go to bid. Money has been budgeted in FY 15/16 from Special Reserves. Anticipated costs are \$650.00 for back door and approximately \$5,300.00 for additional cameras, re-furbishing of equipment and upgrading to a 16 port panel. There may be an additional cost for networking depending on information received by Automation Coordinator Dennis from the Library's computer consultant, CVI. Stanley's pricing came at a reduced cost, due to the current maintenance agreement with them.

"On the Same Page" Presentation by Adult Services Department Manager

Adult Services Department Manager, Marcia Bose, provided a presentation on this year's "On the Same Page" community-wide library reading event program available at the Roselle Public Library District along with participating libraries, Bloomingdale and Itasca. This is the third year for participation amongst the three libraries for this reading event. However, this reading event began at this Library in 2009 and was originally called "Roselle Reads". She forwarded a copy of this year's selection "*Delicious!*" written by author Ruth Reichl. She felt this book would appeal to a wide variety of readers. She also summarized several of the programs available in conjunction with this event. She encouraged the Board to attend all of the wonderful events held during the month of October at all three libraries. The first 50 adults signing up for a library card during "Library Card Sign-Up Month" in September will receive a complimentary copy of this book.

TRUSTEE'S REPORT

Treasurer Harold reported that she attended the Roselle Comprehensive Plan Public Forum. She shared in her Report:

- a typical agenda for the meeting
- two more Public Forums are scheduled for September and January
- encouraged Trustees to look at their website www.roselle.civicpage where they can add input in the way of a survey or suggestions for consideration
- this is a long-term project
- three areas of concentration
- challenges of downtown Roselle
- demographics of Roselle
- commercial uses
- storm water issues

Trustee Piorkowski commented that he also attended this forum and that there was discussion from planners hoping to use the Library's parking lot in the future for a parking structure.

PRESIDENT'S REPORT

President Eichholz reported on the following:

- Forwarded invitations from *Steppingstones* to attend their fundraising event held on July 29th at Lynfred Winery. Executive Director Cawley stated that this organization also supports the Library with three of their members on the Friends of the Library group.
- Forwarded invitation from 100+ Woman Who Care to attend their Open Hours scheduled for July 14 at Bloomingdale Golf Course. She and Treasurer Harold participate in this group and explained how the Library may be chosen as the recipient of donations from this fundraiser.

FRIENDS OF THE LIBRARY REPORT

There was no report at this time.

RAILS REPORT

Executive Director Cawley reported on RAILS including:

- delivery schedule time change dry-run at Roselle Library
- discussion on delivery outsourcing options
- webinar 4-part series on writing effective surveys
- American with Disabilities Expo held at Itasca Library on July 14th in conjunction with the Talking Books program
- ADA webinar scheduled for July 22

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

There was no report at this time.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- A. Ordinance No. 2015-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment

Secretary Pizzicaro made a motion that Ordinance, No. 2015-3, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment, be approved. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. Adopt Tentative Budget and Appropriation Ordinance for Fiscal Year 2015/2016

Trustee Oprenchak made a motion to adopt the tentative Budget and Appropriation Ordinance for fiscal year 2015/2016, Ordinance No. 2015-4, as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Approve Legal Notice for Budget and Appropriation Public Hearing

Trustee Oprenchak made a motion to approve the legal notice for the Budget and Appropriation Public Hearing scheduled for September 9, 2015, at 7:00 p.m., as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Review of Executive Session Minutes (5ILCS 120/2.06)

Secretary Pizzicaro reported that she and Trustee Piorkowski reviewed the sealed Executive Session minutes and tapes in accordance with the Open Meetings Act.

Secretary Pizzicaro made a motion to destroy the tapes with minutes remained sealed for Executive Sessions dated September 16, 2009, October 13, 2009, and March 10, 2010, and to release the minutes but hold the tapes for Executive Sessions dated June 11, 2014, July 9 2014, and June 18, 2014. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: None

The motion was approved.

E. Choose and Schedule Ad Hoc Committee to Audit Trustee Minutes

Secretary Pizzicaro and Trustee Oprechak volunteered to perform this audit of minutes. This is a requirement for the IPLAR.

F. Certificate Listing the Board of Trustees Names, Addresses, Board Office, and Term of Office

The Trustees reviewed their names, addresses, Board Office, and term of office, as listed on the presented Certificate. All agreed it was correct.

Trustee Oprechak made a motion to approve the Certificate listing the Board of Trustees names and addresses, as presented on the Certificate. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

G. Signer Cards for Board Officers

Bank signature cards were presented to complete by the Board Officers and sign.

H. Executive Session Minutes for Auditor

Secretary Pizzicaro made a motion to not have the auditors review the sealed Executive Sessions minutes and tapes. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

I. Approval for Friends Fundraising Dinner and Ticket Sales at 1913

Executive Director Cawley reported that the Friends fundraising dinner will be held at 1913 restaurant on a yet to be determined Monday in October.

Trustee Oprechak made a motion to allow the Friends to sell their fundraising dinner ticket sales during the next few months at the Library. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

J. Ordinance No. 2015-5, Ordinance Providing for the Guidance of the Board and for the Governance of the Library Revisions Presentation Per Article -- Amendments

Revisions to Ordinance No. 2015-5, Ordinance Providing for the Guidance of the Board and for the Governance of the Library were presented. Additional revisions to this Ordinance were discussed. Changes will be made and reviewed

at the July 15, 2015, Committee of the Whole meeting. This Ordinance will again be presented at the August 12, 2015, Regular Board of Trustees meeting.

AGENDA FOR JULY 15, 2015, COMMITTEE OF THE WHOLE MEETINGS

The Trustees reviewed the Chairman of the Committee of the Whole Meeting listing and all agreed it was correct.

There were three Committee of the Whole meetings scheduled for July 15, 2015. The topic for the Budget Committee of the Whole meeting was to discuss any changes to the Budget and Appropriation Ordinance. The topics for the Planning Committee of the Whole meeting were to review and discuss: 1) Draft of IPLAR; 2) Board Self-Evaluation; 3) Marketing Plan – Begin to Address Objectives; 4) Per Capita Grant Requirements: Standards Chapter Review 5, “Technology” of Serving Our Public 3.0: Standards for Illinois Public Libraries; 5) Board Retreat Discussion – Subjects to Address at Retreat; and 6) Review Chapter 3, Board Organization – Trustee Facts File (pages 14-17). The topics for the Policy Committee of the Whole meeting were to review and discuss: 1) Freedom of Information Update for Posting and the Library Policy Manual; 2) Organization Chart for Posting and the Personnel Handbook; 3) Review of Division of Responsibility Between Board and Librarian (pages 1-9 through 1-11); and 4) Revisions to Ordinance No. 2015-5, Ordinance Providing for the Guidance of the Board and for the Governance of the Library.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Pizzicaro made a motion to adjourn the meeting at 7:58 p.m. The motion was seconded. A voice vote produced all in favor. The motion was approved.



Minutes Approved: Secretary

8/17.2015

Date