

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
AUGUST 12, 2015, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 p.m.

PRESENT

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; 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 Department Manager, Marcia Bose; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Maintenance Technician, Steven Schreiner; Youth Services Department Manager, Leann Skeens; and Doug Pfeiffer representing Dewberry.

ABSENT

There was one Trustee absent: Vice President, Priscilla Spencer.

ADOPTION OF AGENDA

The following items were pulled from the Consent Agenda for further discussion: 1) Minutes from the Regular Board of Trustees Meeting Dated 7/8/15; 2) Minutes from the Planning Committee of the Whole Meeting Dated 7/15/15; 3) Minutes from the Policy Committee of the Whole Meeting Dated 7/15/15; 4) Minutes from the Personnel and Salary Committee of the Whole Meeting Dated 7/15/15; and the Treasurer's Report.

Secretary Pizzicaro made a motion to adopt the agenda, as amended. The motion was seconded. A voice vote was taken with all present voting aye. The motion was approved.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There was no public comment.

FACILITIES ASSESSMENT PRESENTATION BY MR. DOUG PFEIFFER FROM DEWBERRY

Mr. Doug Pfeiffer from Dewberry interpreted the findings of the Roselle Public Library's capital needs replacement for the next 20 years, as indicated in the Facilities Assessment, that Dewberry was contracted to prepare. Mr. Pfeiffer explained the process of their review of the core infrastructure of the Library and the building enclosure when preparing the Facility Assessment. He provided a demonstration on how to use this program as a tool for ongoing use and how to filter information from this tool. He explained that this study has a built in inflation rate of 4% average per year. He recommended checking inflation rates every 5 years to match the market.

Dewberry found no significant liabilities while conducting their Study pertaining to capital needs. As listed in their Study, a large item for consideration over the next 10 years is the roof replacement in 2017, with smaller items listed through 2029. He found the Roselle Public Library to be in good condition compared to other libraries that Dewberry provided a facility assessment for.

The Trustees, Executive Director, and Maintenance Technician all received a paper copy of the Facility Assessment, as prepared by Dewberry. Mr. Pfeiffer stated that this Facility Assessment can be used as a tool to help with budgeting and future planning purposes throughout the years for the Library. He stated that this online software tool is a file in Excel spreadsheet form and can be maintained by the Library by adding future capital assets to this file, as they are purchased. Staff member Maintenance Technician Schreiner is responsible for the maintenance and upkeep of this file including the addition of capital replacements as they are purchased. This program was installed on two computers at the Library with the locations of the basement and the Executive Director's office. This program also recommends priority levels for replacement of capital items that can also be changed or removed by staff. Maintenance Technician Schreiner stated that he has already worked on adapting this file for the needs of the Library.

Trustee Oprechak stated that it is very important to keep each file with the revised date and to backup this file to another location. Maintenance Technician Schreiner said that he is already doing this.

Maintenance Technician Schreiner and Mr. Pfeiffer left the meeting after this presentation at 7:35 p.m.

Secretary Pizzicaro confirmed with Executive Director Cawley that questions presented by Maintenance Technician Schreiner to Dewberry pertaining to maintaining this file would be covered in the contract price. Executive Director Cawley confirmed this.

Treasurer Harold stated that this Facility Assessment and tool will be very helpful to her as a Trustee.

President Eichholz stated that something for the Library to think about is adding the new furniture to this file.

CONSENT AGENDA

Approval of Expenditure Warrants

1. Bill List for 7/15/15 in the Amount of \$1,936.03
2. Bill List for 7/31/15 in the Amount of \$4,024.94
3. Bill List for Electronic Funds Transfer Payment to IMRF Dated 7/31/15 in the Amount of \$12,407.96
4. Bill List for 8/12/15 in the Amount of \$37,779.95
5. Bill List for 8/12/15(a) in the Amount of \$891.63
6. Payroll Dated 8/14/15 and 8/31/15
7. Bill List for 8/12/15(b) in the Amount of \$8,237.95

D. Committee Reports

- Budget – Minutes Dated 7/15/15
- Public Relations – No Report
- Building – No Report
- Audit – No Report
- Finance – No Report
- Ad Hoc Interiors – No Report

Trustee Oprenchak made a motion to accept the Consent Agenda, as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

Secretary's Report

Secretary Pizzicaro stated that clarification should be added to the Minutes of the Regular Board of Trustees Meeting dated July 8, 2015, under New Business, Letter I, Approval for Friends Fundraising Dinner and Ticket Sales at 1913. The second sentence under this section should read "Trustee Oprenchak made a motion to allow the Friends to sell their fundraising dinner ticket sales during the next few months at the Library."

Secretary Pizzicaro stated that an addition to the Minutes of the Policy Committee of the Whole Meeting dated 7/15/15 should be added under "Discussion" with the wording "and wondered where the figure came from because she got a higher number using the IPLAR document". Trustee Oprenchak added that this set of Minutes did not reflect that he left the meeting early.

It was determined that the Minutes of the Personnel and Salary Committee meeting was correct as presented.

Secretary Pizzicaro had an addition to the Minutes of the Planning Committee of the Whole Meeting dated July 15, 2015. Under "Discussion", the fourth paragraph, at the beginning of the second sentence the words "The requirements" should be added.

Secretary Pizzicaro made a motion to accept the Minutes of the Regular Board of Trustees Meeting dated 7/8/15, the Minutes of the Policy Committee of the Whole Meeting dated 7/15/15, the Minutes of the Planning Committee of the Whole Meeting dated 7/15/15, and the presented Minutes of the Personnel and Salary Committee Minutes dated 7/15/15, as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

Treasurer's Report

Treasurer Harold presented the Treasurer's Report for the month of July 2015. This is the first month in Fiscal Year 2015/2016. There was nothing surprising in the revenues or expenditures. She reported, as previously decided, that Executive Director Cawley moved approximately \$17,000.00 from the Illinois Funds E-Pay Account to the general Illinois Funds account, as indicated in the July Treasurer's Report. She summarized the following payments made during July: 1) parking lot paving payment in the amount of approximately \$2,700.00 taken from the Special Reserve account; 2) \$2,900.00 payment to the Management Association for the Personnel Handbook review with funds taken from the Legal Funds account; 3) final payment in the amount of \$640.00 to Dewberry for the Facility Assessment; and 4) payment of \$5,300.00 to Stanley Security for security installation. The work has not been completed by Stanley Security with another invoice to follow.

Trustee Oprenchak made a motion to approve the Treasurer's Report from the August 12, 2015, Board of Trustees meeting. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Cawley reported on the following correspondence received at the Library:

- Thank you note from the McHaley family for the Grandparents Got Game programs. They also forwarded a donation in the amount of \$100.00 to fund future Grandparents Got Game programs.
- Youth Services Department Manager Skeens received a thank you email from Emma Kuzera's parent for letting her daughter volunteer at the Library.
- Circulation Department Manager Snyders received a note from Ed Obrochta who enjoyed his Nellie McKay CD.
- Forwarded newsletters from the Library of Congress and from the Illinois State Library Talking Books and Braille Service, to Trustees who would like to read them.

The Trustees had no correspondence to add.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Cawley included her report in the Board Packet. She answered questions asked by the Trustees pertaining to her report including: 1) FOIA Request received, that she expanded upon; and 2) security system questions that she answered, pertaining to the upgraded security system.

Adult Services Department Manager Bose was pleased to announce that Matthew Wieck will be starting at the Library on August 18th in her department to fill the position of Reference Librarian. He is a recent graduate from Indiana University Library School.

PRESIDENT'S REPORT

President Eichholz included in her report:

- Thanked all the Trustees for volunteering at the Library Booth during the Taste of Roselle. She stated that it went very well.
- Excited about the Staff Training day scheduled for August 18th.
- Attended Village of Roselle meeting with Secretary Pizzicaro and Executive Director Cawley with the topic of the possibility of another TIF District in Roselle. Additional information is in the Trustee Committee of the Whole packets for further discussion at the August 19th Committee of the Whole meeting.

TRUSTEE'S REPORT

Treasurer Harold reported that she attended the LIRA insurance meeting with Executive Director Cawley. At this meeting LIRA reported on their six month review. They stated that they had fewer claims than last year. They discussed the Lost Control service which is included with the LIRA insurance. For other insurance companies, Lost Control is not cost effective to provide with their policies. Members are ready for Phase II. This encompasses a physical hazard survey of the building conducted by their representative along with a tracking system. LIRA also offers a free training session. Executive Director Cawley reported that the Library's free training session will be conducted at the All Day Training Session scheduled on August 21st on the topic of ergonomics. LIRA currently has 37 members with 76 locations. The renewal will be available in November. Cyber liability was explained along with the reasonable rate for this coverage.

Secretary Pizzicaro suggested that the Trustees may want to promote the Library's All Around Town program at the Library. She was especially promoting this program at the Library Booth during the Taste of Roselle.

FRIENDS OF THE LIBRARY REPORT

Executive Director Cawley reported that the Friends of the Library met and were in the process of updating their Bylaws. Their next fundraising book sale is scheduled for October 10th and 11th at the Library. The Friends fundraising dinner is scheduled for October 26th at the 1913 restaurant at 6:30 p.m. Tickets will be priced at \$35.00 per ticket.

RAILS REPORT

Executive Director Cawley reported that RAILS is looking for a Trustee to fill a vacant seat on their Board. There is a new deadline of January 15, 2016, to apply for the Illinois Per Capita Grant. Applications are not available until October 1, 2015.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Treasurer and Foundation Member Harold reported that the Foundation is in the midst of preparing for their annual fundraising letter. Any suggestions of businesses or individual names are appreciated for inclusion in this mailing.

UNFINISHED BUSINESS

There was no Unfinished Business this month.

NEW BUSINESS

A. Certification for Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2014/2015

Trustee Oprechak made a motion to accept the Certification for the Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2014/2015, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

B. Ordinance No. 2015-5, Ordinance Providing for the Guidance of the Board and for the Governance of the Library Revisions

Ordinance No. 2015-5, Ordinance Providing for the Guidance of the Board and for the Governance of the Library revisions were presented. If approved, signature will be obtained by the Board Secretary for the Certificate of this Ordinance with the final signatures to be obtained by the Board President and Board Secretary at the September 9, 2015, Regular Board of Trustees Meeting after posting for public viewing.

Secretary Pizzicaro had one change to Ordinance No. 2015-5, under Article IV: Meetings, to capitalize the word Trustees.

Secretary Pizzicaro made a motion to approve Ordinance No. 2015-5, Ordinance Providing for the Guidance of the Board and for the Governance of the Library, as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

C. Revised Freedom of Information Update for Posting and the Library Policy Manual and the Revised Freedom of Information Request Form

Trustee Oprechak made a motion to approve the revised Freedom of Information Update for Posting and for the Library Policy Manual and the Revised Freedom of Information Request Form. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

D. Organization Chart for Posting and the Personnel Handbook

Treasurer Harold made a motion to adopt the revised Organization Chart for posting and for the Personnel Handbook. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

E. Review of Division of Responsibility Between Board and Librarian for the Library Policy Manual

It was agreed to change the word "Librarian" to "Executive Director" throughout the Division of Responsibility Between Board and Librarian policy, to match the job description title.

Trustee Oprechak made a motion to approve the revised Division of Responsibility Between Board and the Executive Director for the Library Policy Manual, as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

F. Holiday/Staff Appreciation Guest for 12/11/15 Event

Trustee Oprenchak made a motion to accept paying for the guest of the Staff/Board member attending the Library's Holiday/Appreciation event scheduled for December 11, 2015. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

G. Long Term Employee Retirement Gift

Executive Director Cawley reported that staff member, Lynn Figiel, is retiring after 18 years of employment. Per Board Policy, she asked for direction from the Board if they would like to purchase a gift card or monetary gift card in honor of her retirement.

The Board agreed that Business Office Manager Green would look up the amount of the gift card that former retiring employee, Michael La Vant, received and match this amount in the form of a gift card.

Trustee Oprenchak made a motion to approve that long term employee, Lynn Figiel, retiring from the Library receive the equal dollar amount gift card that prior retiree, Michael La Vant, received at his retirement. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

H. Executive Session

Trustee Oprenachak made a motion to go into Executive Session at 8:23 p.m. pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2(c)(21) for review of closed session minutes. The motion was seconded. A voice vote was conducted with all present voting aye.

On adjournment of the Executive Session at 8:32 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

I. Vote to Approve/Open Executive Session Minutes

Trustee Barnes made a motion to approve and open the Executive Session Minutes 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, Oprenachak, Piorkowski, Pizzicaro, Eichholz

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Spencer

The motion was approved.

J. Designation of Library Representative to the Joint Review Board for the Proposed Irving – Central Tax Increment Financing Redevelopment Plan

It was agreed that Secretary Pizzicaro would be the designated Library Representative to the Joint Review Board for TIF meetings. The next meeting is scheduled for August 19, 2015, at 2:30 p.m. at the Village of Roselle. Executive Director Cawley will also be in attendance at this meeting along with Secretary Pizzicaro. Further discussion on this topic will be on the agenda for the August 19th Planning Committee of the Whole meeting.

Agenda for August 19, 2015, Committee of the Whole Meeting

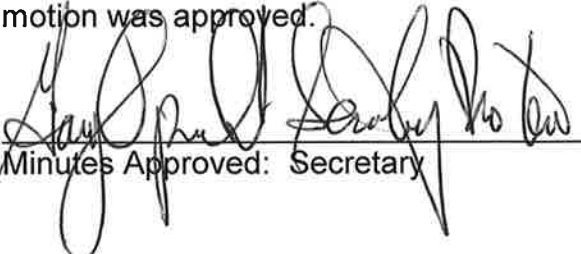
There were two (2) Committee of the Whole Meetings scheduled for August 19th. The Budget Committee of the Whole meeting with the topics: 1) Certified Estimate of Revenue by Source -- Presented; 2) Draft of Annual Report Brochure; and 3) Budget and Appropriation Ordinance Changes, if any. The Planning Committee of the Whole meeting with the topics of: 1) Board Self-Evaluation; 2) TIF District – Irving Park/Central; and 3) Trustee Fact File, Chapter 4, Legal Responsibilities and Liability.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

President Eichholz made a motion to adjourn the meeting at 8:30 p.m. The motion was seconded. A voice vote was taken with all voting aye. The motion was approved.


Minutes Approved: Secretary

09/09/2015
Dated _____

**ROSELLE PUBLIC LIBRARY DISTRICT
EXECUTIVE SESSION MINUTES
AUGUST 11, 2015**

CALL TO ORDER

The meeting was called to order at 8:30 p.m.

ATTENDANCE

Six (6) Trustees were in attendance: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, Elaine Pizzicaro, and Thomas Piorkowski.

ABSENT

There was one (1) absent Trustee: Priscilla Spencer

AGENDA

To approve Executive Session minutes that were released.

DISCUSSION


Minutes of the Execution Session for June 18, 2014, June 11, 2014, and July 9, 2014 were reviewed.

ADJOURNMENT

Trustee Barnes made a motion to go out of Executive Session. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.



Secretary, Elaine Pizzicaro



Date