

**ROSELLE PUBLIC LIBRARY DISTRICT
BUDGET & APPROPRIATIONS PUBLIC HEARING
FOR FISCAL YEAR 2015/2016
SEPTEMBER 9, 2015
7:00 P.M.**

CALL TO ORDER

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

PRESENT

Five (5) Board Members were present at the start of the hearing: President, Sue Ellen Eichholz; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprenczak; 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; and Youth Services Department Manager, Leann Skeens.

ABSENT

There were two (2) Board Members absent: Vice President, Priscilla Spencer; and Secretary, Elaine Pizzicaro.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The Public Hearing was held for public comments and questions pertaining to the fiscal year 2015/2016 Budget and Appropriations. There were no questions/discussion.

ADJOURN

President Eichholz made a motion to adjourn the hearing at 7:02 p.m. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.



Minutes Approved: Secretary

10.14.2015
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
SEPTEMBER 9, 2015, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:03 p.m. Trustee Oprenchak served as Secretary Pro Tem in Secretary Pizzicaro's absence.

PRESENT

Five (5) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprenchak; 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; and Youth Services Department Manager, Leann Skeens.

ABSENT

There were two Board Members who were absent: Vice President, Priscilla Spencer; and Secretary, Elaine Pizzicaro.

ADOPTION OF AGENDA

President Eichholz made a motion to adopt the agenda, as presented. The motion was seconded. A voice vote was taken with all present voting aye. The motion was approved.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was conducted at the Budget and Appropriations Public Hearing held immediately before the Regular Board of Trustees meeting.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

President Eichholz moved the Treasurer's Report from the Consent Agenda to be discussed before the topic of Correspondence.

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 8/12/15

C. Approval of Expenditure Warrants

1. Bill List for 8/19/15 in the Amount of \$5,635.27
2. Bill List for 8/31/15 in the Amount of \$2,049.46
3. Bill List for Electronic Funds Transfer to IMRF Dated 8/31/15 in the Amount of \$12,381.56
4. Bill List for 9/9/15 in the Amount of \$25,323.91
5. Payroll Dated 9/15/15 and 9/30/15
6. Bill List for 9/9/15(a) in the Amount of \$16,738.22

D. Committee Reports

1. Budget – Minutes Dated 8/19/15
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 8/19/15
7. Audit – No Report
8. Finance – No Report
9. Ad Hoc Interiors – Minutes Dated 8/7/15

There was a correction to the presented Planning Committee of the Whole meeting minutes dated August 19, 2015. The meeting was called to order at 7:00 p.m. and adjourned at 7:38 p.m.

Secretary Pro Tem Oprechak made a motion to accept the Consent Agenda, as amended. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Spencer

The motion was approved.

B. TREASURER'S REPORT

Treasurer Harold presented the Treasurer's Report summary for the month of August as follows: 1) Looks good nothing unexpected or unusual; 2) Item purchased to note was a safety cabinet for the basement recommended by LIRA Lost Control representative to contain flammables; 3) Paid for the last half

of the elevator code renovation; 4) Paid annual fee for Tutor.com in the amount of \$6,700.00; and 5) purchased a few new folding tables for the meeting rooms.

CORRESPONDENCE

Former staff member, Lynn Figiel, sent a letter to the Board thanking them for the retirement gift she received.

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) Question on Personnel Handbook review. Executive Director Cawley explained the process; 2) Question on back door needs. Executive Director Cawley reported that Stanley has completed the alarm portion of their installation, however, now the door is sticking. A service call has been made to Action Lock and Key on this issue; 3) Question how the interview process was going for the Graphic Artist/Marketing Coordinator position. Executive Director Cawley reported that she has conducted phone interviews and in-person interviews are being done at this time.

PRESIDENT'S REPORT

President Eichholz reported that she will be attending the Boy Scout fundraiser for the National Boy Scouts on Friday morning at 7:00 a.m. along with Executive Director Cawley and Treasurer Harold.

TRUSTEE'S REPORT

Trustee Barnes stated that he is on the Ad Hoc Interiors Committee and due to a change in his work schedule; he will be unable to attend the September 10th and October 2nd meetings at 9:15 a.m. Executive Director Cawley will contact Vice President Spencer to see if she would be able to step in on this Committee.

FRIENDS OF THE LIBRARY REPORT

Executive Director Cawley reported on the Friends of the Library next two fundraisers. Tickets can be purchased either at the Library or from Gail Olson for their fundraising dinner. Their book sale fundraiser is scheduled for October 10th and 11th.

RAILS REPORT

Executive Director Cawley reported that the final report for the Overlay Project has been forwarded to the Team Managers' to read and discuss from RAILS.

Executive Director Cawley reported that the Wheeling area is being outsourced beginning on October 25th. Deliveries will be made overnight. Roselle Public Library is in the Geneva area and is not affected at this time.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

The Foundation will be meeting on Monday to collate their annual fundraising letters.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

A. Adopt Ordinance No. 2015-4, Final Budget and Appropriation Ordinance for Fiscal Year 2015/2016

Treasurer Harold made a motion to adopt Ordinance No. 2015-4, the final Ordinance Providing for Budget and Appropriations for Fiscal Year Beginning July 1, 2015, and Ending June 30, 2016. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Spencer

The motion was approved.

B. Approve Certified Estimate of Revenue by Source

Secretary Pro Tem Oprechak made a motion to approve the certified Estimate of Revenues by Source, as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprechak, Piorkowski, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Spencer

The motion was approved.

C. Approve Statement of Cash Receipts and Disbursements for July 1, 2014, through June 30, 2015

Trustee Barnes made a motion to approve the Statement of Cash Receipts and Disbursements for July 1, 2014, through June 30, 2015. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Spencer

The motion was approved.

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

Secretary Pro Tem Oprenchak made a motion to approve Ordinance No. 2015-5, Ordinance Providing for the Guidance of the Board and for the Governance of the Library. A roll call produced the following results:

AYES: Barnes, Harold, Oprenchak, Piorkowski, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro, Spencer

The motion was approved.

Future Board of Trustee agendas will now be following the Order of Business, as listed in Ordinance No. 2015-5.

E. Appointments to a Board Evaluation Document Committee

The Board Evaluation Committee is being created in order to design one main Board Evaluation document to be kept at the Library. Thomas Piorkowski and Gary Oprenchak volunteered to be on this Committee. Executive Director Cawley will also serve on this Committee. It was determined that meetings would be held in the evenings with dates to be set by Committee members.

Agenda for September 16, 2015, Committee of the Whole Meeting

There were four (4) Committee of the Whole meetings scheduled for September 16, 2015. The Budget Committee of the Whole meeting with the topics of: 1) Draft Ordinance Levying and Assessing Taxes; and 2) Draft of T.I.T.A. Notice. The Personnel and Salary Committee of the Whole meeting with

the topic to Review Recommended Changes from the Management Association for the Personnel Handbook for – Introduction (pages 1-15), Hiring Practices (pages 16-20), and General Library Guidelines (pages 21-70). The Building Committee of the Whole meeting with an update from the Ad Hoc Interiors Committee. The Planning Committee of the Whole meeting with the topics of: 1) Trustee Fact File, Chapter 5, Policy Making; and 2) Board Retreat Planning.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

President Eichholz made a motion to adjourn the meeting at 7:27 p.m. The motion was seconded. A roll call produced all present voting aye. The motion was approved.



Minutes Approved: Secretary

10-15-2015
Date