

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OCTOBER 14, 2015, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 p.m. Gary Oprechak served as Secretary Pro Tem until Secretary Pizzicaro arrived at 7:18 p.m.

PRESENT

Six (6) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee Thomas Piorkowski. Secretary, Elaine Pizzicaro, arrived at 7:18 p.m. 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; Circulation Department Manager, Christy Snyders; Youth Services Department Manager, Leann Skeens; Sara Chrzanowski from Dewberry Architects; and Joseph Liberty from Better Business Planning.

ABSENT

There were no Trustees absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

President Eichholz moved agenda item D, from New Business, Board Approval for Interior Committee Selections, for discussion and vote to under Item V; and moved agenda item E, from New Business, Medical Insurance Selection, for discussion and vote to under Item VI.

Secretary Pro Tem Oprechak made a motion to adopt the amended agenda, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Pizzicaro

The motion was approved.

PUBLIC COMMENT

There was no public comment.

PRESENTATION BY SARA CHRZANOWSKI FROM DEWBERRY ARCHITECTS ON DESIGN APPROVAL FOR INTERIOR IMPROVEMENT PROJECT

Ms. Sara Chrzanowski, Interior Designer from Dewberry Architects, stated that she has been working with the Ad Hoc Interior Committee since August. Recommendations from this Committee are being presented here. The second floor interior improvements include the children's area, storytime room, hallway by Administration, and the front stairway. She presented the design concept and explained materials used. She presented furniture for the children's area including finish and upholstery and where each piece would be placed. She presented flooring and wall base recommendations for the children's area, storytime room, hallway by Administration and front stairway. The front stairway handrail is recommended to be sand blasted and re-painted.

Secretary Pizzicaro arrived at 7:18 p.m.

Ms. Chrzanowski continued on and presented the Ad Hoc Interior Committee recommendations for the first floor Conference room. Conference room recommendations include replacing all chairs, replacing Conference Room table, and to add a registration table. She explained chair design and coverings for all chairs that would be located in this room, and table finish.

Ms. Chrzanowski stated that the status of the legal bid documents were forwarded for Library's attorney to review. She expects to come under budget on this project.

BOARD APPROVAL FOR INTERIOR COMMITTEE SELECTIONS -- 1) FLOORING FOR STAIRWAY, SECOND FLOOR HALL AND YOUTH SERVICES; AND 2) FURNISHINGS FOR CONFERENCE ROOM, PROGRAMMING ROOM AND YOUTH SERVICES DEPARTMENT

President Eichholz made a motion to approve the Ad Hoc Interior Committee selections for flooring and furnishings. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Pizzicaro

ABSENT: None

The motion was approved.

Ms. Chrzanowski departed the meeting at 7:23 p.m.

PRESENTATION FROM JOSEPH LIBERTY FROM BETTER BUSINESS PLANNING ON MEDICAL INSURANCE OPTIONS

Mr. Joseph Liberty, insurance broker from Better Business Planning located in Itasca, began his presentation by explaining the current individual market for health insurance. He then proceeded to explain different health care options available for the Library's renewal beginning December 1, 2015.

Trustee Oprenchak departed the meeting at 7:55 p.m.

MEDICAL INSURANCE SELECTION

Trustee Piorkowski made a motion to approve the Blue Cross BlueShield B520PPO Health Plan with Library HRA contribution rates varying from \$4,000.00 for individual coverage, \$6,000.00 for employee/spouse coverage, \$6,000.00 for employee/children coverage, and \$6,000.00 for family coverage. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

The Board agreed to pro-rate the HRA contribution amount for the month of December 2015. The Board agreed that if a staff member had an extenuating health cost circumstance in December 2015, this issue could be brought before the Board to consider borrowing HRA funds from their 2016 HRA account.

Mr. Liberty will be forwarding the application to the Library on October 15th to complete and forward back to him. He stated that the optional Healthiest You care plan can be added at any time.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Budget and Appropriation Public Hearing Dated 9/9/15
2. Minutes of the Regular Board of Trustees Meeting Dated 9/9/15

B. Approval of Expenditure Warrants

1. Bill List for 9/16/15 in the Amount of \$21,209.78
2. Bill List for 9/30/15 in the Amount of \$7,636.24
3. Bill List for IMRF Electronic Payment Transfer Dated 9/30/15 in the Amount of \$12,150.72
4. Bill List for 10/14/15 in the Amount of \$45,694.85
5. Bill List Dated 10/14/15(a) in the Amount of \$3,050.44
6. Payroll for 10/15/15 and 10/30/15
7. Bill List for 10/14/15(b) in the Amount \$16,627.27

C. Committee Reports

1. Budget – Minutes Dated 9/16/15
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – Minutes Dated 9/16/15
5. Building – Minutes Dated 9/16/15
6. Planning – No Report
7. Audit – No Report
8. Finance – No Report
9. Ad Hoc Interiors – Minutes Dated 9/10/15 and 10/2/15
10. Ad Hoc Board Evaluation Questionnaire – Minutes Dated 9/22/15 and 10/1/15

Trustee Piorkowski made a motion to approve the Consent Agenda. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Spencer Eichholz

NAYS: None

ABSTAIN: Pizzicaro

ABSENT: Oprechak

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported that all is well. The total repair cost for roof leaks totaled \$600.00. Executive Director Cawley answered question pertaining to bill list.

Trustee Barnes left the meeting at 8:20 p.m.

CORRESPONDENCE

Executive Director Cawley reported on the following correspondence:

- She received from member of the Friends of the Library a thank you card for attending the wake of her husband.
- She received from Rotary a Certificate of Participation for being part of the Green Apple Day service project.
- She received a pass from Lake Park High School to attend school activities at no cost. Also included was a plan for Administrative re-structuring.

She also expressed her gratitude to the Board for their kindness, cards, and support during the difficult time in her family.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Cawley included her report in the Board Packets.

Trustee Barnes returned to the meeting at 8:23 p.m.

Department Presentation on Resource Sharing

Adult Services Department Manager Bose presented on Interlibrary Loans. Circulation Department Manager Snyders presented on reciprocal borrowing. Automation Coordinator and Technical Services Department Manager Dennis reported on Resource Sharing. Youth Services Department Manager Skeens presented on Interlibrary loans for Youth Services. Executive Director Cawley reported that these presentations fulfill the Per Capita Grant application requirement.

She answered questions asked by the Trustees pertaining to her report including:

- Replacement of garbage receptacles in parking lot
- Brief introduction of Jason Kepler, new hire, as Graphic Artist/Marketing Coordinator
- Based reply that she prepared for the Illinois State Library Capital Needs Assessment Survey from the Library's Facility Study including needing a new

roof for the Library within the next two years. Treasurer Harold would like to discuss roof replacement costs at a future meeting. Executive Director Cawley replied that roof replacement would be discussed at a future Committee of the Whole meeting.

PRESIDENT'S REPORT

President Eichholz reported that Trustee Oprechak attended the Roselle Chamber of Commerce Casino Night. He reported that attendance was down around 20%.

President Eichholz stated that there is a School District #12 meeting tonight. Executive Director Cawley would like an update on the outcome of this meeting, if possible. Executive Director Cawley thought that the Library may be able to help out with coordinated "partnership" programs with the Youth Services department.

TRUSTEE'S REPORT

The Trustees had no report this month.

FRIENDS OF THE LIBRARY REPORT

Executive Director Cawley reported that the Friends of the Library held their fundraising book sale. They earned approximately \$600.00 at this sale. The Friends are planning to coordinate future book sale fundraisers during Musical Sundays held at the Library.

Executive Director Cawley reported the Friends fundraiser dinner is scheduled for October 26th at 1913 restaurant. To date, 63 tickets have been sold. She encouraged Trustees to attend.

RAILS REPORT

Executive Director Cawley reported that RAILS will be at ILA this year. Adult Services Manager Bose will also be attending ILA and is a speaker on the panel.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Secretary and Foundation Director Pizzicaro reported that the Foundation decided to hold a reception for the 2014 donors. Invitations have been mailed for this reception.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Set Date for Truth-in-Taxation Act Public Hearing

Treasurer Harold made a motion to set the date of November 11, 2015, at 7:00 p.m. for the Truth-in-Taxation Act Public Hearing. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

Resolution No. 2015-3, Resolution to Determine Estimate of Funds Needed for FY 2015/2016

Trustee Barnes made a motion to approve Resolution No. 2015-3, Resolution to Determine Estimate of Funds Needed for Fiscal Year 2015/2016. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

Set Date for Certificate of Deposit Maturing on November 1, 2015, at Itasca Bank & Trust

The date of November 2, 2015, at 6:00 p.m. was agreed upon to hold the Special Board of Trustees meeting to discuss Certificate of Deposit maturing on November 1, 2015, currently held at Itasca Bank & Trust.

Petition for Annexation of Territory to the Roselle Public Library District
(Ordinance No. 2015-6)

Treasurer Harold made a motion to approve the Petition Annexing Territory to the Roselle Public Library District, Ordinance No. 2015-6. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

Agenda for October 21, 2015, Committee of the Whole Meetings

There were four (4) Committee of the Whole meetings scheduled for October 21st. The Budget Committee of the Whole meeting with the topic of reviewing the draft Ordinance Levying and Assessing Taxes. The Audit Committee of the Whole meeting with the topic of reviewing the preliminary audit. The Personnel and Salary Committee of the Whole meeting with the topics of: 1) Review Recommended Changes from the Management Association for the Personnel Handbook – a) Compensation and Performance, b) Employee Benefits, c) Appendices – Remove, and d) Job Descriptions (move to new binder labeled Board Approved Roselle Public Library Job Descriptions; and 2) Health Insurance Costs Awarded Annually at Time of Open Enrollment for Group Medical, Dental, and Life Policy for Personnel Handbook. The Planning Committee of the Whole meeting with the topics of: 1) Trustee Fact File, Chapter 5, Policy Making and Chapter 6, Intellectual Freedom; and 2) Board Retreat Planning.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments/questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 8:45 p.m.

Minutes Approved: Secretary

11/11/15
Date