

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
NOVEMBER 2, 2015**

CALL TO ORDER

President Eichholz called the meeting to order at 6:00 p.m.

PRESENT

Four (4) Board Members were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee, Thomas Piorkowski. Also in attendance was Executive Director, Amy Cawley.

ABSENT

There were three (3) Board Members who were absent: Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; and Vice President, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Oprechak made a motion to approve the agenda, as presented. The motion was seconded with all present voting aye.

PUBLIC COMMENT

There were no public comments or questions.

CERTIFICATE OF DEPOSIT MATURING ON NOVEMBER 1, 2015, AT ITASCA BANK AND TRUST

Certificate of Deposit matured on November 1, 2015, at Itasca Bank and Trust. Itasca Bank and Trust gave the best rate of 0.5%.

Trustee Oprechak made a motion to roll over Certificate of Deposit #209969108 for \$128,006.89 at Itasca Bank and Trust for a rate of 0.5% jumbo for a 12-month term. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Oprechak, Piorkowski Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Harold, Pizzicaro, Spencer

The motion was approved.

**ROSELLE PUBLIC LIBRARY DISTRICT
TRUTH-IN-TAXATION ACT PUBLIC HEARING MINUTES
NOVEMBER 11, 2015, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the Public Hearing to order at 7:00 p.m. The Public Hearing was held for public comment and questions regarding the Ordinance Levying and Assessing Taxes for Fiscal Year July 1, 2015, through June 30, 2016. Trustee Oprenchak served as Secretary Pro Tem in Secretary Pizzicaro's absence.

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 Oprenchak, 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; Youth Services Department Manager, Leann Skeens; and Judy Walther from the audit firm, McClure, Inserra & Company Chartered.

ABSENT

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

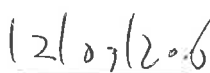
There were no questions or comments by the public.

ADJOURN

President Eichholz made a motion to adjourn the meeting at 7:03 p.m. The motion was seconded. A voice vote was taken with all present voting aye. The meeting was adjourned.



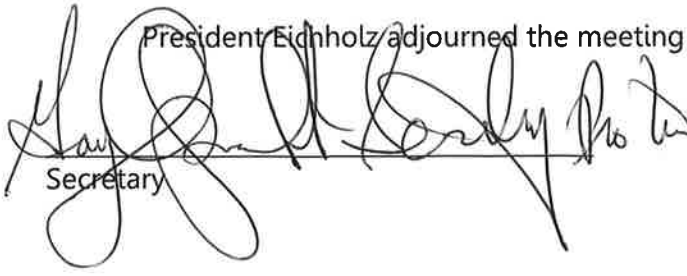
Minutes Approved: Secretary



Date

ADJOURNMENT

President Eichholz adjourned the meeting at 6:10 p.m.

A large, cursive handwritten signature in black ink, written over a horizontal line. The signature is highly stylized and difficult to decipher.

Secretary

11/11/15
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
NOVEMBER 11, 2015, AT 7:02 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:04 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 hearing: 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; Circulation Department Manager, Christy Snyders; Youth Services Department Manager, Leann Skeens; and Judy Walther from the audit firm, McClure, Inserra & Company Chartered.

ABSENT

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

ADOPTION OF AGENDA

Trustee Oprenchak made a motion to adopt the agenda, as presented. 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.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was said at the Public Hearing immediately preceding this meeting.

PUBLIC COMMENT

There was no public comment.

AUDIT PRESENTATION BY MC CLURE, INSERRA & COMPANY CHARTERED

Ms. Judy Walther, Senior Audit Manager from McClure, Inserra & Company Chartered, presented the annual financial audit presentation for the time period July 1, 2014 through June 30, 2015, and forwarded final audit booklets.

A summary of what is included in the audit report were: 1) "clean opinion" or unqualified report; 2) change in accounting principles revolving around IMRF, with the need to reflect the unfunded IMRF liability within the financial statements; 3) IMRF is 89% funded; 4) \$147,000.00 is the amount available that could be moved to the Special Reserve Fund; 5) spending was within the Budget and Appropriation Ordinance; and 6) Library has a healthy, secure General Fund balance and can operate for approximately 7.7 months with no revenues over a year period, versus last year's period of 7.1 months.

The Management Report was unchanged since the Management Report from last fiscal year and had nothing new to report that was of any concern. They encountered no disagreements or problems during the course of the audit process.

Ms. Walther forwarded documentation for signatures for filing. Ms. Walther stated that the audit went very smoothly. The Roselle Public Library Foundation financials were also incorporated in the audit. She stated that Executive Director Cawley and Business Office Manager Green were very accommodating and had information ready and were immediately available to answer any questions presented. This resulted in a pleasant audit process for her. Ms. Walther departed the meeting at 7:35 p.m.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 10/14/15
2. Minutes of the Special Board of Trustees Meeting Dated 11/2/15

B. Approval of Expenditure Warrants

1. Bill List for 10/21/15 in the Amount of \$2,116.91
2. Bill List for 10/30/15 in the Amount of \$1,448.73
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 10/30/15 in the Amount of \$13,028.14
4. Bill List for 11/11/15 in the Amount of \$36,696.90
5. Payroll for 11/13/15 and 11/30/15
6. Bill List for 11/11/15(a) in the Amount of \$20,043.80

C. Committee Reports

1. Budget – Minutes Dated 10/21/15
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – Minutes Dated 10/21/15
5. Building – No Report
6. Planning – Minutes Dated 10/21/15
7. Audit – Minutes Dated 10/21/15
8. Finance – No Report
9. Ad Hoc Evaluation – Minutes Dated 11/4/15

Trustee Oprechak had a change to the Minutes of the Regular Board of Trustees Meeting dated October 14, 2015, under Call to Order. The time should be changed from 7:15 p.m. to 7:18 p.m. for the arrival of Secretary Pizzicaro.

Secretary Pro Tem Oprechak made a motion to approve 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.

TREASURER'S REPORT

Treasurer Harold reported on the Treasurer's Report. She stated that all is well and summarized the following bills paid: 1) back door framework was paid in the amount of approximately \$800.00; 2) front concrete work was paid in the amount of \$8,400.00; and 3) replacement of timer for outside lights was paid in the amount of \$468.00.

Secretary Pro Tem Oprenchak made a motion to approve the Treasurer's Report, as presented. 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.

CORRESPONDENCE

There was no correspondence to report.

President Eichholz reported that she heard so many positive things about every department this month and thanked the staff. She heard especially good things about the On The Same Page event.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Cawley included her report in the Board Packets. Pertaining to her report, question was asked when the new VHS to DVD conversion service would begin for patrons. Automation Coordinator and Technical Services Department Manager Dennis replied that the hope is in early December once the staff is trained.

President Eichholz was pleased with the bilingual program presented in the Youth Services department. Youth Services Department Manager Skeens is hoping to present more programs bilingually.

PRESIDENT'S REPORT

President Eichholz stated that with the new security system it was nice that the Library was able to help catch the perpetrator.

President Eichholz stated that she heard positive comments from the patrons about the new concrete work done in the front of the Library.

President Eichholz reminded the Trustees of upcoming Roselle Chamber events including the Holiday party and Chamber Membership Dinner State of Village Address.

President Eichholz reported that School District #12 is definitely going to referendum both in March and November in 2016.

TRUSTEE'S REPORT

Secretary Pro Tem Oprechak attended the Model Railroad Showcase on Sunday. He was very impressed with the attendance and the trains. This is an annual program that is held at the Library in November.

FRIENDS OF THE LIBRARY REPORT

Executive Director Cawley reported that the Friends held their fundraising dinner that she also attended. She thanked President Eichholz and Treasurer Harold for attending this fundraiser. The next meeting is scheduled for the first Wednesday in December. She expects to hear at this meeting the amount earned from this fundraiser.

RAILS REPORT

Executive Director Cawley reported that RAILS has Trustee trainings available online from their website.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Treasurer and Foundation Member Harold reported that the Foundation held a reception in the Meeting Rooms for 2015 Foundation donors. There were 18 donors who attended this reception including two businesses. She thought all went well and was happy to thank people in-person for their support. Trustee and Foundation Treasurer Piorkowski reported that the Foundation has received close to \$7,000.00 in donations this year so far.

UNFINISHED BUSINESS

There was no Unfinished Business to report on.

NEW BUSINESS

A. Ordinance No. 2015-6, Ordinance Levying and Assessing Taxes for the Fiscal Year, Beginning July 1, 2015 to June 30, 2016

Secretary Pro Tem Oprechak made a motion to approve Ordinance No. 2015-6, Ordinance Levying and Assessing Taxes for Fiscal Year Beginning July 1, 2011, and Ending June 30, 2016, 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.

B. Certification of Truth-in-Taxation Law

Secretary Pro Tem Oprechak made a motion to accept the Certification of the Truth-in-Taxation Law, 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. Group Medical, Dental and Life Policy for Personnel Handbook

Executive Director Cawley presented three different cost percentage options for the Group Medical, Dental and Life Policy for the Personnel Handbook. The current policy is option one. It was decided that there would not be enough savings to change the percentage at-this-time for this Plan Year, and to leave the percentages as is. There were, however, wording changes under the fourth paragraph to include the words "spouse or dependent" in a couple of places to repeat the same wording throughout the paragraph.

Treasurer Harold made a motion to approve the Group Medical, Dental, and Life Insurance Policy for the Personnel Handbook, as amended. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Eichholz

NAYS: None

ABSTAIN: Oprenchak

ABSENT: Pizzicaro, Spencer

The motion was approved.

D. Resolution No. 2015-4, Resolution to Approve Health Reimbursement Arrangement Effective 12/1/15

Treasurer Harold would like to strike the asterisk wording on page 33. She felt that this Resolution did not address health participant use of the debit card. It was decided to approve this Resolution subject to the appropriate changes to the Plan Document and Summary Plan Description. This Plan Document and Summary Plan was prepared by Documentation Administration Corporation's (DAC) attorney and will be brought back to DAC to incorporate concerns, as listed for amendments, to be voted on at the December 9, 2015, Regular Board of Trustees meeting. It was agreed that the words "to take effect" would be added to the first paragraph of the Corporate Resolution page and initialed by Secretary Pro Tem Oprenchak to read "The undersigned Secretary or Roselle Public Library District (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer to take effect on 12/1/15, and that such resolutions have not been modified or rescinded as of the date hereof:".

President Eichholz made a motion to approve Resolution No. 2015-4, Resolution No. 2015-4, Resolution to Approve Health Reimbursement Arrangement effective 12/1/15 with Plan Document and Summary Plan Description to be Amended on December 9, 2015. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Eichholz

NAYS: None

ABSTAIN: Oprenchak

ABSENT: Pizzicaro, Spencer

The motion was approved.

E. Approval to Open Account for HRA Account at Itasca Bank and Trust

Treasurer Harold made a motion to authorize the opening of the account for the HRA Benefit at Itasca Bank and Trust. 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.

President Eichholz and Executive Director Cawley will meet at Itasca Bank and Trust on November 12th at 1:00 p.m. to open the HRA benefit Account at Itasca Bank and Trust.

Agenda for November 18, 2015, Committee of the Whole Meetings

There were three (3) Committee of the Whole meetings scheduled for November 18, 2015. They include the Personnel and Salary Committee of the Whole, Budget Committee of the Whole, and Planning Committee of the Whole. The topics for the Personnel and Salary Committee of the Whole meeting were: 1) Revised Draft of Resolution Approving Health Reimbursement Arrangement and Debit & Credit Card Addendum Effective 12/1/15; 2) Final Draft of the Revised Personnel Handbook; and 3) Moving Salary Administration Procedure, Policy for Evaluation of the Executive Director, and Position Descriptions to New Binder. The topics for the Budget Committee of the Whole meeting were: 1) Ordinance Amending Ordinance 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to Said Ordinance; 2) Ordinance Authorizing Interfund Transfers; and 3) Director Report on LIRA – Facility & Liability Insurance Premiums for 2016. The topics for the Planning Committee of the Whole meeting were: 1) Draft of Per Capita Grant Application; 2) Trustee Fact File, Chapter 5, Policy Making; 3) Trustee Fact File, Chapter 6, Intellectual Freedom; and 4) Board Retreat Planning.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

President Eichholz made a motion to adjourn the meeting at 8:33 p.m. The motion was seconded. All present voted aye. The motion was approved.

Glenn Brown
Minutes Approved: Secretary

12-9-15
Date