

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
FEBRUARY 10, 2016, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 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 Department Manager, Marcia Bose; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; and Circulation Department Manager, Christy Snyders.

ABSENT

There were no absent Trustees.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Oprechak made a motion to adopt the agenda, as presented, on the 10th of February 2016. The motion was seconded. A voice roll call was conducted with all voting aye.

PUBLIC COMMENT

There were no public comments or questions.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 1/13/16
2. Minutes of the Special Board of Trustees Meeting Dated 1/20/16

B. Approval of Expenditure Warrants

1. Bill List Dated 1/20/16 in the Amount of \$9,432.42
2. Bill List Dated 1/29/16 in the Amount of \$4,347.60
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 1/29/16 in the Amount of \$13,762.17
4. Bill List for 2/10/16 in the Amount of \$31,348.07
5. Payroll for 2/12/16 and 2/29/16
6. Bill List for 2/10/16(a) in the Amount of \$2,132.06

D. Committee Reports

1. Budget – Minutes Dated 1/20/16
2. Public Relations – No Report
3. Policy – Minutes Dated 1/20/16
4. Personnel & Salary – Minutes Dated 1/11/16
5. Building – No Report
6. Planning – Minutes Dated 1/20/16
7. Audit – No Report
8. Finance – No Report

Trustee Barnes made a motion to approve the Consent Agenda. 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.

TREASURER'S REPORT

Treasurer Harold reported that there was nothing out of the ordinary pertaining to the January Treasurer's Report. The amount of \$5,000.00 was paid to the recruiter, as a deposit, bringing this line item over budget.

CORRESPONDENCE

Executive Director Cawley reported on the following correspondence: 1) Village of Roselle Board sent a thank you to the Youth Services Manager for participating in the holiday tree program; 2) ILA sent a thank you for participating as an institutional member (Executive Director Cawley stated that participating in ILA is required in order to participate in the LIRA insurance program); and 3)

Proposed Annexation from Medinah was not included in the Library District. The Village of Roselle included a note apologizing for the lateness of this notification. Executive Director Cawley will follow-up with a letter to the names listed on the proposed annexation to begin this process.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Cawley included her report in the Board Packets and answered questions pertaining to her report including: 1) facility boiler inspection; and results of the furniture giveaway.

Secretary Pizzicaro informed the Trustees that in years past the Board of Trustees discussed increasing the library hours and this topic was tabled indefinitely. The item to increase hours would need to be removed from the table, for future discussions.

President Eichholz stated that she was impressed with the increase in the Library's circulation, as listed in the Circulation Manager's department report.

Executive Director Cawley reported that distributed at this meeting were minutes from the February Dewberry pre-construction meeting and current schedule. The projected completion date is scheduled for March 8, 2016 for the second floor flooring and furniture for the Youth Services department and Conference Room.

PRESIDENT'S REPORT

President Eichholz reported that Warrenville Library is planning a large building renovation project that is out for bid. She also reported that School District #12 Board of Trustees are conducting pockets of home meetings to try to get more feedback that they did not receive at other meetings. If Trustees are interested, she could provide additional information on this.

TRUSTEE'S REPORT

Secretary Pizzicaro reported that she attended the Roselle Chamber of Commerce breakfast with Governor Rauner on February 8th. She reported that discussion at this meeting was interesting, but did not focus on libraries. He did speak, however, on strategies to help reform Illinois to get the State to be more productive and spoke on the State budget. One interesting fact brought forward was that several years ago legislatures was enacted that the State would step in and re-organize school districts who were being perceived as going bankrupt, with the exception of the Chicago Public Schools who were excluded. She did submit a question asking if there would be any increases to the minimum wage, which was not followed up upon.

Trustee Oprechak commented that he read today in the Daily Herald that the State of Illinois had not sent sticker or emissions renewals, in error. However, a website was listed to help locate this information.

FRIENDS OF THE LIBRARY REPORT

Executive Director Cawley reported that the Friends would be meeting again on March 1st, at the Board President's house, to discuss their marketing strategy for their next book sale fundraiser scheduled for April 9th and 10th held during Volunteer Appreciation Musical Sunday. Their regular meeting is scheduled for April 6th. They are also going to try giving their unsold items from the book sale to Discover Books who would pay approximately .04 cents per pound. They left on good terms with Marklund, who previously took their unsold material.

RAILS REPORT

Executive Director Cawley reported that she forwarded to Trustees tonight the RAILS year-end review.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Director Pizzicaro thanked Automation Coordinator and Technical Services Dennis for her help in selecting books for Foundation donors who donated \$200.00 or more. This year there were nine donors. These nine books would include a book plate acknowledging their donation to the Foundation. She also thanked the District to allow the Foundation not to physically have to buy these books, which allows the Foundation to build their endowment for future Roselle Public Library needs.

UNFINISHED BUSINESS

The Trustees had no unfinished business.

NEW BUSINESS

A. Certify Statement of Cash Receipts and Disbursements 7/1/15-12/31/15

Secretary Pizzicaro made a motion to approve, certify, and file the Statement of Cash Receipts and Disbursements for the time period 7/1/15-12/31/15. 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.

B. Approve Annual Report Brochure for FY 2014/2015

Trustee Terrell made a motion to approve the Annual Report Brochure for fiscal year 2014/2015. 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. Disband Ad Hoc Interiors Committee Dealing with Second Floor Flooring/Furniture and Furniture for Conference Room

Vice President Spencer made a motion to disband the Ad Hoc Interiors Committee dealing with the second floor flooring/furniture and furniture for the Conference Room. 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. Approve Board Self-Evaluation

Trustee Barnes made a motion to approve the Board Self-Evaluation worksheet. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Harold

ABSENT: None

The motion was approved.

The self-evaluation of the Board will be on the agenda for discussion at the February 17th Committee of the Whole meeting. Treasurer Harold stated that she would be unable to attend this meeting and asked for notes of this meeting to be forwarded to her. President Eichholz offered to forward to the Committee of the Whole meeting Treasurer Harold's completed Board self-evaluation.

E. Trustee Designated to Approve Change Order, as Needed, for Patching, Repairing, and Leveling for Second Floor Flooring and Stairway Project

President Eichholz made a motion to designate Secretary Pizzicaro, and Treasurer Harold as a sub, to approve change orders, as needed for patching, repairing, and leveling for second floor flooring and stairway project. 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.

F. Illinois Funds Conversion for Accepting Third Party Deposits/Need to Determine Where DuPage County can send Tax Funds ACH Deposits

Executive Director Cawley reported that Illinois Funds will no longer be accepting ACH wire payments from DuPage County. There is a deadline of February 16th that Executive Director Cawley is working under. She contacted the DuPage County Treasurer who sent her the Authorization Agreement for DuPage County tax collections. Executive Director Cawley researched banks and reported that Itasca Bank and Trust would collateralize anything that the Library would want with triple A bonds, the same as IL Funds. She also contacted First Eagle Bank, who was not as strict on their collateralizing. The WinTrust banks have funds spread over several banks. At this time, Executive Director Cawley is recommending that ACH wire transfers of DuPage County tax payments be deposited directly to the Library's flex checking account at Itasca Bank and Trust. The financial institution can be changed at a later date, if decided upon. She asked if the Board would like to invite John Binneboese from Itasca Bank and

Trust to talk to the Board at the February 17th Committee of the Whole meeting, and the Board agreed. Executive Director Cawley will contact Mr. Binneboese to see if he is available and will put him on the February 17th Committee of the Whole agenda, if he is.

Trustee Oprenchak made a motion to utilize the Itasca Bank and Trust Flex Account for accepting third party deposits from DuPage County for ACH tax fund deposits. 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.

G. Executive Session

Trustee Oprenchak made a motion to go into Executive Session at 7:36 p.m. Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2(c)(1) the Appointment, Employment, Compensation, Discipline, Performances, or Dismissal of Specific Employees of the Public Body or Legal Council for the Public Body, including Hearing Testimony on a Complaint Lodged against an Employee of the Public Body or against Legal Council for the Public Body to Determine its Validity. 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.

On adjournment of the Executive Session at 8:28 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

H. Retirement Gift

President Eichholz made a motion to approve a retirement gift for retiring employee. 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.

Agenda for February 17, 2016, Committee of the Whole Meetings


There were five (5) Committee of the Whole meetings scheduled for February 17, 2016. The Finance Committee of the Whole meeting with the topic of presentation from financial institution, Itasca Bank and Trust. The Planning Committee of the Whole meeting with the topics of: 1) Presentation by Maintenance Technician Steven Schreiner on Updates to the Facility Study and Planning Tool; 2) Goals for Director to try to Accomplish Prior to March 31st; 3) Board Self-Evaluation; and 4) Discuss Venue Staff Appreciation Holiday Event for 2016 (may be tabled until August Committee of the Whole meeting). The Budget Committee of the Whole meeting with the topics of: 1) Presentation of First Estimate of Projected Income for Fiscal Year 2016/2017; 2) Review Salary Recommendations for Fiscal Year 2016/2017; and 3) Review Department Staffing Requests for Fiscal Year 2016/2017. The Policy Committee of the Whole Meeting with the topic of Section III, Specific Criteria for Selection – Adult Materials (A) (pages 5-5 to 5-13). The Personnel and Salary Committee of the Whole meeting for an Executive Session Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2(c)(1) the Appointment, Employment, Compensation, Discipline, Performances, or Dismissal of Specific Employees of the Public Body or Legal Council for the Public Body, including Hearing Testimony on a Complaint Lodged against an Employee of the Public Body or against Legal Council for the Public Body to Determine its Validity – Continued Discussion from Previous Meeting.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Trustee Oprenchak made a motion to adjourn the meeting at 8:29 p.m. The motion was seconded. A voice roll call was conducted with all presenting voting aye. The motion was approved.


Minutes Approved: Secretary

3/9/2016
Date