

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
APRIL 4, 2016**

CALL TO ORDER

President Eichholz called the meeting to order at 6:30 p.m.

PRESENT

Seven (7) Board Members were in attendance 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.

ABSENT

There were no Trustees absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Treasurer Harold made a motion to approve the agenda. The motion was seconded. A voice roll call was conducted with all voting aye.

EXECUTIVE SESSION

Secretary Pizzicaro moved to go into Executive Session at 6:32 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, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

On adjournment of the Executive Session at 8:50 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

PUBLIC COMMENT

There were no public comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 8:51 p.m.



Secretary

4.13.2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
APRIL 5, 2016**

CALL TO ORDER

President Eichholz called the meeting to order at 6:30 p.m.

PRESENT

Seven (7) Board Members were in attendance 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.

ABSENT

There were no Trustees absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Oprechak made a motion to approve the agenda. The motion was seconded. A voice roll call was conducted with all present voting aye.

EXECUTIVE SESSION

The reason for this Special Board of Trustees meeting was to interview candidates for the Executive Director position.

Secretary Pizzicaro moved to go into Executive Session at 7:02 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, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

On adjournment of the Executive Session at 9:09 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

PUBLIC COMMENT

There were no public comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 9:10 p.m.



Secretary

4.13.2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
APRIL 13, 2016, 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 Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Recording Secretary, Debbie Green; Adult Services Department Manager, Marcia Bose; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Leann Skeens.

ABSENT

There was one (1) Trustee who was absent: Vice President, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Oprechak made a motion to adopt the agenda for the April 13, 2016, Board of Trustees meeting, as presented. The motion was seconded. A voice vote was conducted with all present voting aye.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 3/9/16
2. Minutes of the Special Board of Trustees Meeting Dated 3/16/16
3. Minutes of the Special Board of Trustees Meeting Dated 3/21/16
4. Minutes of the Special Board of Trustees Meeting Dated 4/4/16
5. Minutes of the Special Board of Trustees Meeting Dated 4/5/16

B. Approval of Expenditure Warrants

1. Bill List Dated 3/16/16 in the Amount of \$7,137.85
2. Bill List Dated 3/24/16 in the Amount of \$1,400.00
3. Bill List Dated 3/31/16 for IMRF Electronic Funds Transfer Payment in the Amount of \$12,802.16
4. Bill List Dated 3/31/16 in the Amount of \$4,672.15
5. Bill List Dated 4/13/16 in the Amount of \$40,719.18
6. Payroll Dated 4/15/16 and 4/29/16
7. Bill List Dated 4/13/16(a) in the Amount of \$2,123.00

C. Committee Reports

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

Trustee Oprechak made a motion to accept the Consent Agenda, as presented. The motion was seconded. A voice vote was conducted with all present voting aye.

TREASURER'S REPORT

Treasurer Harold highlighted payments from the Treasurer's Report that included:

- Payment to Olsson Roofing for some roof leaks that was a little over \$400.00
- Elevator maintenance for \$600.00
- Deposit for holiday party facility in the amount of \$250.00 payable to Holiday Inn at Itasca

- Float for parade in the amount of \$375.00
- Upgrade to metysis programming for HVAC in the amount of \$1,800.00
- \$500,000.00 was reflected for transfer into Itasca Bank and Trust from Illinois Funds
- Healthcare participants are using HRA reimbursements

Treasurer Harold asked the Trustees if they would like her to prepare supplemental financial report that the former Executive Director prepared. Reply from the Trustees was that this was not necessary since the Treasurer's Report was included monthly.

Treasurer Harold reported that she, along with Board President Eichholz, have been coming to the Library to keep up with the cash and coding authorizations.

CORRESPONDENCE

President Eichholz reported on the following correspondence received:

- Thank you card from former Executive Director, Amy Cawley, for her retirement gift.
- Thank you letter from Trinity Lutheran Church for the donation of three tables that they received from the Library. They are able to use in their computer lab.
- Letter sent from Klein, Thorpe and Jenkins informing the Library that Attorney Kathy Henn is resigning from their law firm. Treasurer Harold recommended interviewing other library law firms for comparison. President Eichholz proposed to discuss at a future Committee of the Whole meeting.
- Correspondence for Robbins Schwartz conference held on April 21 and 22
- Notification from the Christian Tabernacle Church announcing that May 5 is National Day of Prayer and asked if the Library would like to participate. She asked if any Trustees would like to participate and, if not, she will contact Vice President Spencer if she would like to participate since she was the Library representative last year.
- Copy of letter addressed to Ace Hardware removing former Executive Director, Amy Cawley, as an authorized signer on this account for the Library. Maintenance Technician Schreiner is still an authorized signer on this account.
- Secretary Pizzicaro reported that she received a thank you note from Marcia Bose, one of the candidates for the open administrative position.
- Treasurer Harold inquired whether the Trustees received the letter from the Secretary of State awarding the FY2016 Illinois Public Library Per Capita Grant to the Library. The reply was yes.

PRESIDENT'S REPORT UNDER EXECUTIVE DIRECTOR'S REPORT:

President Eichholz included her report under the Executive Director report:

- both she and Treasurer Harold were able to access the Illinois Funds account
- wall trim was installed and waiting for the rest of the chairs to be exchanged
- certificate of deposit was taken care with funds moved and letter signed.
- The sump pump switch was not working as of March 31. Drainmaster was called in for service. Maintenance Technician Schreiner is still waiting for the sump pump estimate from Drainmaster and has no information currently.
- New Banners are up in the Library public parking lot. Graphic Artist/Marketing Coordinator Kepler designed banners produced by Printing Plus.
- The Library still has a Rotary membership paid up until June. Meal costs were not included. President Eichholz is filling in for former Executive Director, Amy Cawley, at the fish release for both the Bloomingdale pond and Turners pond in Roselle. President Eichholz informed Trustees to let her know if they would like to fill in at Rotary.
- Upcoming Library contracts were included in the Packets.
- District #12 will be holding a meeting on April 26 at 7:00 p.m. to report on funds received from their referendum, if any Trustees are interested in attending.

Automation Coordinator and Technical Services Department Manager Dennis prepared a general update that was included in the Board Packets. She also reported on:

- flooring is done and area repaired in the Administrative hallway
- punch list is complete for flooring and President Eichholz signed off on the documentation of completion form
- on Monday two chairs were swapped out and the Library is now waiting for the re-manufacture of a hassock and chair re-upholstery
- signed Cook County Levy Edit Report and faxed back today

TRUSTEE'S REPORT

Treasurer Harold stated that she thought the Volunteer Appreciation event held on April 10th at the Library was great. She thanked the staff for preparing and hosting this event. President Eichholz agreed, and stated that the Library

was quite crowded and people seemed to enjoy this event. There were over 80 people who volunteered their time and service at the Library during the past year. Administration staff and Maintenance prepare and host this event.

Secretary Pizzicaro liked the comment written in Circulation Department Manager Snyder's report. In her report she stated that she was able to articulate to each candidate applying for the Executive Director position why she enjoyed libraries and why she enjoyed coming to work each day.

Secretary Pizzicaro asked if Circulation Clerk Sebo is still in the Circulation department since he is currently writing music blogs. Reply was yes, the Library is able to use his expertise in this area.

Secretary Pizzicaro asked if there were any passes for attending the vendor area at Book Expo held in May at the McCormick Place. Reply was to date, there is not.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the book sale fund raiser was held this weekend. They had their best sale in a long time with approximately \$1,300.00 raised. This is almost as much as the last two sales combined. Typically donated leftover material was given to Marklund, but this time material was given to Discover Books where you could get approximately .05 cents per pound. There were approximately 3,500 pounds of material leftover. Signage was added throughout the community advertising the sale. President Eichholz participated with the Friends posting many of the signs. The local marquee also announced the sale.

RAILS REPORT

There was no report for RAILS this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

There was no report for the Roselle Public Library Foundation this month.

UNFINISHED BUSINESS

There was no unfinished business for this month.

NEW BUSINESS

A. Set Special Meeting for Certificate of Deposit Maturing on May 2, 2016 at Itasca Bank and Trust

A Special Board meeting was scheduled for April 26, 2016, at 6:00 p.m. to discuss the certificate of deposit maturing on May 2, 2016, at Itasca Bank and Trust. Treasurer Harold reported that she will be taking care of the certificate of deposit paperwork.

B. Resolution No. 2016-2, Resolution Amending Resolution No. 2011-1 Changing Authorizing Officer on Account through Established Account for Chase Bank USA, Pursuant to the Use of a Business Account

There was a wording change to add an "s" to the word desire in the first paragraph of presented Resolution No. 2016-2.

Secretary Pizzicaro made a motion that Resolution No. 2016-2, Changing Authorized signer on Chase Account, be approved along with the word change by adding an s. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

C. LIRA Financials

Treasurer Harold reported on the presented LIRA financial report. There are currently 40 libraries participating in LIRA and the names are listed on the back page. This is the first year that cyber liability is included. Pricing for this coverage came in lower than expected. Budgeted numbers were also included. Also, noted was the \$10,000.00 ILA fee.

Agenda for Committee of the Whole Meetings to Immediately Follow Regular Board of Trustees Meeting

Policy Committee of the Whole Meeting with topics: 1) Continued Discussion on Revisions to the Policy Providing for Defense and Indemnification of Library Board Members for Library Policy Manual; and 2) Collection

Management Policy for Library Policy Manual – Section IX, Specific Criteria for Selection in Youth Services Department, Section A (pages 5-18 to 5-25).

Personnel and Salary Committee of the Whole Meeting with the topic of 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

President Eichholz reminded the Trustees of the upcoming Roselle Chamber golf outing. This outing is at the expense of the Trustee. Trustee Oprechak has volunteered at this event in the past.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Trustee Oprechak made a motion to adjourn the meeting at 7:35 p.m. The motion was seconded. A voice roll call produced all present voting aye. The motion was approved.


Minutes Approved: Secretary

5-11-2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
APRIL 19, 2016**

CALL TO ORDER

President Eichholz called the meeting to order at 6:30 p.m.

PRESENT

Seven (7) Board Members were in attendance 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.

ABSENT

There were no Trustees absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Oprechak made a motion to approve the agenda. The motion was seconded. A voice roll call was conducted with all voting aye.

EXECUTIVE SESSION

Secretary Pizzicaro moved to go into Executive Session at 6:35 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, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

On adjournment of the Executive Session at 8:12 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

PUBLIC COMMENT

There were no public comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 8:13 p.m.



Secretary

5-11-2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
APRIL 20, 2016**

CALL TO ORDER

President Eichholz called the meeting to order at 6:30 p.m.

PRESENT

Seven (7) Board Members were in attendance 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.

ABSENT

There were no absent Trustees

ADOPTION OF AGENDA

Trustee Oprechak made a motion to adopt the agenda. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.

EXECUTIVE SESSION

Secretary Pizzicaro made a motion to go into Executive Session at 6:32 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, Oprechak, Piorkowski, Pizzicaro, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

President Eichholz made a motion to come out of the Executive Session at 8:34 p.m. 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.

President Eichholz announced that all the Trustees that were at the start of the meeting were still present. Action from the Executive Session resulted in a vote.

Treasurer Harold made a motion to offer the position of Executive Director to Samantha Millsap at an annual salary of \$70,000.00 per year. 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.

PUBLIC COMMENT

There were no public comments or questions.

ADJOURNMENT

President Eichholz made a motion to adjourn the meeting at 6:37 p.m. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.


Secretary

5-11-2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
APRIL 26, 2016**

CALL TO ORDER

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

PRESENT

Seven (7) Board Members were in attendance 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.

ABSENT

There were no absent Trustees

ADOPTION OF AGENDA

Trustee Oprechak made a motion to adopt the agenda. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.

DETERMINE DISPOSITION OF CERTIFICATE OF DEPOSIT MATURING ON MAY 2, 2016, FROM ITASCA BANK AND TRUST

Trustee Oprechak made a motion to move the May 2, 2016, maturing certificate of deposit from Itasca Bank and Trust to Roselle Bank for an interest rate of .75%, if Itasca Bank does not match the interest rate of .75%. 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.

D'ESCOTO BUILDERS PAYMENT – BILL LIST DATED 4/26/16 IN THE AMOUNT OF \$45,790.00

Treasurer Harold made a motion to approve Bill List Dated 4/26/16 in the Amount of \$45,790.00 for the flooring. 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.

EXECUTIVE SESSION

Trustee Oprenchak made a motion to go into Executive Session at 6:10 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.

Trustee Oprenchak made a motion to come out of the Executive Session at 6:31 p.m. 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.

President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

PUBLIC COMMENT

There were no public comments or questions.

ADJOURNMENT

Trustee Oprenchak made a motion to adjourn the meeting at 6:32 p.m. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.



Secretary

5/11/2016
Date