

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JUNE 8, 2016**

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; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; Trustee, Terrell Barnes; and Trustee, Thomas Piorkowski. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult Services Department Manager, Marcia Bose; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Leann Skeens.

ABSENT

There was one (1) absent Trustee: Trustee, Gary Oprechak.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Pizzicaro had a change to the agenda to add the word "merit" to New Business, B, between the words "Salary" and "Increases".

Vice President Spencer made a motion to adopt the agenda, as amended. 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

- Minutes of the Regular Board of Trustees Meeting Dated 5/11/16

B. Approval of Expenditure Warrants

1. Bill List for 5/31/16 in the Amount of \$2,723.39
2. Bill List for Electronic Funds Transfer Payment to IMRF Dated 5/31/16 in the Amount of \$12,494.11
3. Bill List for 6/8/16 in the Amount of \$59,410.07
4. Bill List for 6/8/16(c) in the Amount of \$14,402.90
5. Payroll Dated 6/15/16 and 6/30/16
6. Bill List for 6/8/16(d) in the Amount of \$4,427.73

C. Committee Reports

1. Budget – Minutes Dated 5/18/16
2. Public Relations – No Report
3. Policy – Minutes Dated 5/18/16
4. Personnel & Salary – Minutes Dated 5/18/16
5. Building – Minutes Dated 5/18/16
6. Planning – No Report
7. Audit – No Report
8. Finance – No Report

Secretary Pizzicaro added the word "merit" to the May 18, 2016, Personnel and Salary Committee of the Whole Minutes. This addition should be inserted under Discussion with the first sentence reading "A 2% maximum merit staff increase for FY 2016/2017 was discussed".

Vice President Spencer made a motion to accept the Consent Agenda, as amended. 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.

TREASURER'S REPORT

Treasurer Harold reported that all of the furniture has now been received. Money was withheld for the final phase. Final payment to Henricksen and Company Inc. for the furniture will be voted for approval tonight.

Treasurer Harold reported that included in your packet was correspondence from Johnson Controls. This is the third and final year of the three year Planned Service Agreement for a total price of \$6,970.00 for the period 9/1/16 to 8/31/17. Hopefully, another multi-year proposal will be negotiated for years beyond.

Treasurer Harold reported that budget reallocations for current fiscal year will be taking action, later in the evening.

Treasurer Harold reported pertaining to Maintenance Technician Schreiner's report that the Library did find a different company to service the sump pump. Proposal for this item is approximately \$1,200.00. The Library is waiting to receive Murphy's Certificate of Insurance that will match the Library's insurance requirements before proceeding.

Treasurer Harold reported that the e-rate refund for FY 15/16 was higher than what was actually budgeted for, which is good news.

Trustee Barnes made a motion to approve the Treasurer's Report, as submitted. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprechak

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on correspondence received:

- Letter from the Village of Roselle pertaining to an annexation of property, that all Trustees received
- Circulation Department Manager Snyders received a certificate from Lake Park Transitions honoring her for the two students who help throughout the year in her department.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on the following:

- Staff, Board Members, and community members were very welcoming to her
- Working on Rotary membership for herself
- Received building tour from Maintenance Technician Schreiner to familiarize herself with the operational systems of the Library along with reading paper files that were in her office.
- Working on getting herself on as an authorized signer on various financial accounts, including IL Funds.
- She plans to meet with the Chiefs in Town, Village Mayor, and Park District Director along with having sit-downs with other Library Directors.
- The Per Capita funds have not been received yet. ILA has reported that there is some possibility that there will be no Per Capita Grant next year.
- Reported on her days off
- Attended Library Directors Roundtable in Prospect Heights presented by the Management Association. She plans on attending these Roundtables where she meets other Library Directors and also has the attendance of two Management Association staff members, which is always wonderful.
- New attorney Greg Smith from Klein, Thorpe and Jenkins the Library's law firm, contacted her to offer a free of charge briefing/presentation. She asked for topics to submit to him that the Trustees need information on. This will be discussed at the Committee of the Whole meeting.
- To date, there were 250 registrations for the Youth Services program. Youth Services Department Manager Skeens reported on the new requirements for participation this year for the Youth Services Department. President Eichholz reported on the positive comments she had heard because of this change. Recommendation from Secretary Pizzicaro was to provide a letter to applicable youth participants on how to get a library card in Roselle.

Questions pertaining to the Department Manager reports included:

- New Wi-Fi access point installation in YS was inquired upon, pertaining to Automation Coordinator Dennis' report. Reply from her was that coverage was spotty in the Library. The cost to upgrade will be under \$2,000.00 for this installation.
- President Eichholz was happy with the circulation statistics.
- President Eichholz thanked the library's Roselle Parade Committee on another awesome float in the parade this year. She heard many positive comments from parade spectators on the float.

PRESIDENT'S REPORT

President Eichholz reported on:

- Illinois Department of Labor report was sent out

- ILA dinner was nice
- Introduced Director Millsap to two of the Library's banks. She plans to introduce her to First Eagle Bank shortly.
- Director at Itasca Library would like to have lunch with Director Millsap.

TRUSTEE'S REPORT

Vice President Spencer reported that she went to a neighbor's garage sale a couple of weeks ago and the neighbor raved how she loved the library and staff, along with her three children. Kudos to the staff.

Treasurer Harold discussed an article she found in the newspaper that was copied for the Trustees. Article relayed what different libraries were spending on for personnel and materials from prior years. She thought it would be interesting how Roselle Library would compare. Executive Director Millsap will research this and report back at the Committee of the Whole meeting.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends just held their meeting last Wednesday. They had a fantastic book sale and made between \$1,400.00-\$1,600.00. This includes approximately \$150.00 for unsold books sold by the pound. Marklund is no longer able to accept books that are not sold. The agency, SCARCE, receives all the textbooks. They also discussed their Fall dinner fundraiser.

RAILS REPORT

Executive Director Millsap reported that the IL State Library Director has left her position. There is no indication when this position will be filled.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Secretary and Foundation President Pizzicaro reported that the Pilot Pete's "Dying to Donate" fundraiser raised \$363.75 in funds. This year lunch and carry-out were included in the donations. She was grateful for the flyers distributed around town for this fundraiser. She also reported that she will be meeting with Director Millsap on Thursday to discuss and forward information to her regarding the Foundation.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Adopt Working Budget for FY 2016/2017

Treasurer Harold made a motion to adopt the Working Budget for Fiscal Year 2016/2017, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Opreenchak

The motion was approved.

B. Approval of Maximum Staff Salary Merit Increases for FY 2016/2017

Secretary Pizzicaro made a motion to approve the maximum merit salary increases for FY 2016/2017 to be no more than 2%. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Opreenchak

The motion was approved.

C. Approval of \$3,000 Bonus for Business Office Manager and \$2,000 for Automation Coordinator/Technical Services Department Manager

Trustee Barnes made a motion to approve a \$3,000.00 bonus to the Business Office Manager and a \$2,000.00 bonus to the Automation Coordinator and Technical Services Department Manager for extra responsibilities prior to the Executive Director hire. 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.

D. Approval of \$15,209.82 Payment to Henricksen and Company Inc. under Bill List Dated 6/8/16(a)

Secretary Pizzicaro made a motion to approve \$15,209.82 to Henricksen and Company Inc. 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.

E. Approval of Final Payment to Henricksen and Company Inc. in the Amount of \$3,379.97 under Bill List Dated 6/8/16(b)

Secretary Pizzicaro made a motion to approve the final payment to Henricksen and Company Inc. in the Amount of \$3,379.97, making a zero balance. 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.

F. Budget Reallocations for Fiscal Year 2015/2016

The budget reallocations for FY 2015/2016 were presented. The account # for recruiting costs is #40390 instead of #40351. The account number will be changed to reflect the recruiting fund.

Secretary Pizzicaro made a motion to approve the budget reallocations for FY 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.

G. Ordinance No. 2016-1, Ordinance Setting Forth a Schedule of Regular Board Meetings for FY 2016/2017

Trustee Barnes made a motion to approve Ordinance No. 2016-1, Ordinance Setting Forth a Schedule of the Regular Board Meetings for Fiscal Year 2016/2017. 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.

H. Ordinance No. 2016-2, Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Library

A revised certificate was presented at the meeting with the inclusion of Cook County in addition to DuPage County.

Trustee Barnes made a motion to approve Ordinance No. 2016-2, Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Roselle Public Library District. 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.

I. Resolution No. 2016-3, Appointing Samantha Millsap as the Authorized Agent for the Illinois Municipal Retirement Fund

Trustee Barnes made a motion to approve Resolution No. 2016-3, Appointing Samantha Millsap as the Authorized Agent for the Illinois Municipal Retirement Fund. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprechak

The motion was approved.

J. Appointment of FOIA Officers and Open Meetings Act Officers

Executive Director Millsap was appointed as a FOIA Officer and Treasurer Harold was re-appointed as a FOIA Officer. Executive Director Millsap was appointed as an Open Meetings Act Officer and Secretary Pizzicaro was re-appointed as an Open Meetings Act Officer.

K. Updated Bank Signature Cards

Signature cards were presented and signed to add Executive Director Millsap as an authorized signer, along with the four Board Officers.

L. Revised Policy Providing for Defense and Indemnification of Library Board Members for the Library Policy Manual

The blue print with the strikeouts is the correct revised Policy Providing for Defense and Indemnification of Library Board Members, to be voted upon.

President made a motion to accept the revised Policy Providing for Defense and Indemnification of Library Board members for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprechak

The motion was approved.

M. Choose Two Trustees to Review Executive Session Minutes to bring to the July Meeting

Secretary Pizzicaro and Trustee Piorkowski volunteered to review the Executive Session Minutes and bring results to the July meeting.

N. Executive Session – Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption ILCS 120/2 (c)(1) to Discuss Personnel

Executive Director Millsap requested that Circulation Department Manager Snyders and Business Office Manager Green attend the Executive Session along with herself and Trustees to discuss personnel.

Trustee Barnes made a motion to go into Executive Session at 7:40 p.m. Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c)(1) to discuss personnel. The motion was seconded. A voice vote was conducted with all present voting aye.

On adjournment of the Executive Session at 7:46 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

Agenda for the June 15, 2016, Committee of the Whole Meeting

There were three (3) Committee of the Whole meetings scheduled for June 15, 2016. The Budget Committee of the Whole Meeting with the topics of: 1) Draft of Tentative Budget and Appropriation Ordinance for FY 2016/2017; and 2) Renewal of Safety Deposit Box for 7/15/16-7/14/17. The Policy Committee of the Whole Meeting with the topic of discussion of Collection Management Policy, Section X, Specific Criteria for Selection – Electronic Version. The Planning Committee of the Whole meeting with the topic to select date for the Executive Director Reception.

CITIZEN COMMENTS/QUESTIONS

There were comments or questions from the citizens.

ADJOURNMENT

The meeting was adjourned at 7:48 p.m. The motion was seconded. A roll call produced all present voting aye. The motion was approved.


Minutes Approved: Secretary

7.13.2016
Date