

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
JULY 13, 2016, AT 7:00 P.M.**

**CALL TO ORDER**

Gary Oprechak served as President Pro Tem, as appointed by Secretary Pizzicaro, in the absence of President Eichholz and Vice President Spencer. President Pro Tem Oprechak called the meeting to order at 7:01 p.m.

**PRESENT**

Five (5) Trustees were present at the start of the meeting: Secretary, Elaine Pizzicaro; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee Thomas Piorkowski. Also present were 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 were two absent Trustees: President, Sue Ellen Eichholz; and Vice President, Priscilla Spencer.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

Treasurer Harold made a motion to adopt the agenda, as presented. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.

**PUBLIC COMMENT**

There was no public comment.

## **CONSENT AGENDA**

### **A. Secretary's Report**

- Minutes of the Regular Board of Trustees Meeting Dated 6/8/16

### **B. Approval of Expenditure Warrants**

1. Bill List Dated 6/30/16 in the Amount of \$7,800.62
2. Bill List for Electronic Funds Transfer to IMRF Dated 6/30/16 in the Amount of \$14,436.88
3. Bill List for 7/13/16 in the Amount of \$33,403.92
4. Bill List for 7/13/16(c) in the Amount of \$8,683.70
5. Payroll Dated 7/15/16 and 7/29/16
6. Bill List for 7/13/16(a) in the Amount of \$12,223.94

### **C. Committee Reports**

1. Budget – Minutes Dated 6/15/16
2. Public Relations – No Report
3. Policy – Minutes Dated 6/15/16
4. Personnel & Salary – Minutes Dated 6/15/16
5. Building – No Report
6. Planning – Minutes Dated 6/15/16
7. Audit – No Report
8. Finance – No Report

Secretary Pizzicaro had two changes to the presented Regular Board of Trustees meeting minutes dated 6/8/16. Both changes were on page 5. The first change was under the topic of Friends of the Library Report. Sentence starting with Marklund should be changed to "Marklund is no longer able to accept books that are not sold." The second change is under the topic Roselle Public Library Foundation Report. The word "regarding" should be replaced with the word "from" in the last sentence in this section.

Trustee Barnes 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, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

## **TREASURER'S REPORT**

Treasurer Harold reported that the Treasurer's Report provided by William Grigg, Certified Public Account, reflects the fiscal year-end numbers. On page A-4, summarizes changes in the fund balance for the 12 months ending on June 30, 2016. During fiscal year 2015/2016, only 50% of the budgeted Special Reserve fund was spent.

Question was raised regarding the telephone line item. A reallocation will be voted on in New Business that will be reallocating funds to the telephone line item. This fund will still be slightly over-budget after the re-allocation. Reply was that Call One increased their telephone rates resulting in a higher telephone invoice for the month of June. Treasurer Harold stated that Executive Director Millsap reported to her that currently that the Library is in a group telephone rate. Research on other telephone carriers may want to be looked at in the future.

Secretary Pizzicaro made a motion to accept the Treasurer's Report. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

## **CORRESPONDENCE**

There was no correspondence to report on.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap included her report in the Board Packet. Trustees commented on:

- Per Capita check was received and deposited in June.
- Good idea that Executive Director Millsap will be attending a Safety Workshop in early August on active shooter situations presented by RAILS to bring back information to the Library.

## "On the Same Page" Presentation by Adult Services Department Manager

Adult Services Department Manager, Marcia Bose, provided a presentation on this year's "On the Same Page" community-wide library reading event program available at the Roselle Public Library District along with participating libraries, Bloomingdale and Itasca. This year the book selected is short stories entitled "*The Coast of Chicago*" by Stuart Dybeck. She forwarded a copy of this book to each Trustee present and encouraged all to read these short stories. This is the fourth year for participation amongst the three libraries for this reading event. However, this reading event began at this Library in 2009 and was originally called "Roselle Reads". The author visit for this event will be held at the Roselle Public Library for a nominal cost. She encouraged Trustees to attend as many programs as they are able, for this event. Brochures are currently at the printer right now and will be ready for distribution at the Taste of Roselle library booth.

## **PRESIDENT'S REPORT**

There was no report at this time.

## **TRUSTEE'S REPORT**

Question was asked if the Library would be sponsoring the Library's "All Around Town" business marketing promotion again this year. Replies included that Executive Director Millsap is looking into re-designing this business partnership promotion with the Library in the hope of increasing participation. This marketing event will be moved to a later month after September.

Secretary Pizzicaro reported that she attended the OMA Officer re-training session. Executive Director Millsap has also completed the OMA Officer training.

Secretary Pizzicaro reported that she attended the TIF meeting, as the Library's representative. Included in this meeting was the annual report. She also provided a brief summary of the meeting events.

President Pro Tem Oprechak reported that the new building for Italian Pizza Kitchen has broken ground.

## **FRIENDS OF THE LIBRARY REPORT**

There was no report at this time.

**RAILS REPORT**

Executive Director Millsap included RAILS in her written Executive Director's Report included in the Board Packet.

**ROSELLE PUBLIC LIBRARY FOUNDATION REPORT**

There was no report at this time.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

A. Ordinance No. 2016-4, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment

Treasurer Harold had one change to the Certificate for proposed Ordinance 2016-4. The words "that I am" should be inserted in the first sentence after the word "certify".

Treasurer Harold made a motion to adopt Ordinance, No. 2016-4, Authorizing Levy for an Additional Tax for the Maintenance Repairs and Alteration of the Library Building and Equipment, as amended. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprencak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

B. Adopt Tentative Budget and Appropriation Ordinance for Fiscal Year 2016/2017

Secretary Pizzicaro made a motion to adopt the tentative Budget and Appropriation Ordinance for fiscal year 2016/2017, Ordinance No. 2016-5, to be approved as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

C. Approve Legal Notice for Budget and Appropriation Public Hearing

Trustee Barnes made a motion to approve the legal notice for the Budget and Appropriation Public Hearing scheduled for September 14, 2016, at 7:00 p.m. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

D. Secretary's Audit

Treasurer Harold and Trustee Piorkowski volunteered to perform the Secretary's audit of the Board minutes.

E. Certificate Listing the Board of Trustees Names, Addresses, Board Office, and Term of Office

Treasurer Harold made a motion to accept the Certificate listing the Board of Trustees names, addresses, Board office, and term of office. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

F. Resolution No. 2016-4, Resolution Amending Resolution No. 2016-2, Changing Authorizing Officer on Account through Established Account for Chase Bank USA, Pursuant to the Use of a Business Card Account

Treasurer Harold made a motion to accept Resolution No. 2016-4, Resolution Amending Resolution No. 2016-2, Changing Authorizing Officer on Account through Established Account for Chase Bank USA, Pursuant to the Use of a Business Card Account. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

G. Executive Session Minutes for Auditor

Secretary Pizzicaro made a motion that the Executive Session Minutes not be made available to the auditor. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

H. Approval of Bingo Tent Use of Library's North Parking Lot during the Taste of Roselle Request and Need for Library to be an Additional Insured on their Certificate of Insurance

Trustees discussed request for the use of the Library's parking lot during the Taste of Roselle. Discussion included parking needs for Library patrons and staff.

Secretary Pizzicaro made a motion to inform the Taste of Roselle that the Library District approves the use of the north side of the Library's parking lot only during the Taste of Roselle and requires that the Library be named as an

additional insured on the Village of Roselle's Certificate of Insurance. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprenchak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

I. Renewal of BMO Harris Bank Safety Deposit Box for Period 7/15/16 – 7/14/17

Trustee Piorkowski made a motion not to renew the safety deposit box at BMO Harris Bank. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprenchak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

J. Library Memorial for Former Trustee

Treasurer Harold made a motion to authorize the Library to purchase a book in the memory of former Library Trustee, Larry Studt, pursuant to Library Policy. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprenchak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.



Suggested topic for book purchase was drama since Mr. Studt was also a drama coach at Lake Park High School.

K. Closed or Executive Session Pursuant to (5ILCS 120/2) Open Meetings (c) (21) Discussion of Minutes of Meetings Lawfully Closed Under this Act, Whether for Purposes of Approval by the Body of the Minutes Mandated by Section 2.06

President Pro Tem Oprechak 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) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the Minutes or semi-annual review of the Minutes as mandated by Section 2.06. The motion was seconded. A voice vote was conducted with all present voting aye.

On adjournment of the Executive Session at 7:50 p.m., President Pro Tem Oprechak announced that all the Trustees that were at the start of the meeting were still present.

L. Vote after Review -- Executive Session Minutes (5ILCS 120/2.06)

Secretary Pizzicaro and Trustee Piorkowski reviewed the sealed Executive Session minutes and tapes. In compliance with the Open Meetings Act Amendment the following motion was made:

Secretary Pizzicaro made a motion to destroy Executive Session Tapes dated February 11, 2009, July 9, 2014, and July 18, 2014, and to release to the public and post Executive Session Minutes Dated June 10, 2015, and August 11, 2015. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Pizzicaro, Oprechak

NAYS: None

ABSTAIN: None

ABSENT: Eichholz, Spencer

The motion was approved.

AGENDA FOR JULY 20, 2016, COMMITTEE OF THE WHOLE MEETINGS BEGINNING AT 7:00 P.M.

There were five Committee of the Whole meetings scheduled for July 20, 2016. The topic for the Building Committee of the Whole meeting was building update by Maintenance Technician, Steven Schreiner. The topic for the Budget Committee of the Whole meeting was to discuss any changes to the Budget and

Appropriation Ordinance. The topics for the Planning Committee of the Whole meeting were to review and discuss: 1) Draft of IPLAR; and 2) Brief by Attorney -- Discussion. The topics for the Policy Committee of the Whole meeting were to review and discuss: 1) Freedom of Information Update for Posting and the Library Policy Manual and Request Form; 2) Organization Chart for Posting and the Personnel Handbook; and 3) Review Complete Management Collection Policy for the Library Policy Manual for Approval in August. The Personnel and Salary Committee of the Whole meeting with the topic of exempt salary ranges, for August approval, for minimum salary requirement of \$47,476 before 12/1/16.


### **CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

### **ADJOURNMENT**

Treasurer Harold made a motion to adjourn the meeting at 7:55 p.m. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.

  
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Minutes Approved: Secretary

  
\_\_\_\_\_  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
EXECUTIVE SESSION MINUTES  
JULY 13, 2016**

**CALL TO ORDER**

The Executive Session was called to order.

**ATTENDANCE**

Five (5) Board Members were in attendance at the start of the meeting. They were Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee Thomas Piorkowski. Also in attendance was Business Office Manager, Debbie Green.

**ABSENT**


There were two (2) absent Trustees: President, Sue Ellen Eichholz; and Vice President, Priscilla Spencer.

**DISCUSSION**

Executive Session minutes of June 10, 2015 and August 11, 2015 were reviewed. Tape and minutes of February 11, 2009 were reviewed. Tapes dated July 9, 2014 and July 18, 2014 were reviewed to destroy.

**ADJOURNMENT**

The Executive Session was adjourned.

  
Secretary

Secretary PRO TEM 9/13/2017  
Date

\_\_\_\_\_  
Approved: (Secretary to Sign) Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING  
JULY 24, 2016**

**CALL TO ORDER**

President Eichholz called the meeting to order at 1:46 p.m.

**PRESENT**

Four (4) Board Members were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Treasurer, Sue Harold; Trustee, Gary Oprenchak; and Trustee, Thomas Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

**ABSENT**

Three (3) Board Members were absent: Vice President, Priscilla Spencer; Secretary, Elaine Pizzicaro; and Trustee, Terrell Barnes.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

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

**SUMP PUMP REPLACEMENT**

Trustee Harold made a motion to accept proposal for sump pump replacement pursuant to proposal from Murphy Plumbing and any additional pump costs. The motion was seconded by Trustee Piorkowski. A roll call produced the following results:


AYES:	Eichholz, Harold, Oprenchak, Piorkowski
NAYES:	None
ABSTAIN:	None
ABSENT:	Spencer, Pizzicaro, Barnes

The motion was approved.

**ADJOURNMENT**

President Eichholz adjourned the meeting at 1:48 p.m.

  
Secretary

  
Date