

**ROSELLE PUBLIC LIBRARY DISTRICT
BUDGET & APPROPRIATIONS PUBLIC HEARING
FOR FISCAL YEAR 2015/2016
SEPTEMBER 14, 2016
7:00 P.M.**

CALL TO ORDER

President Eichholz called the Public Hearing to order at 7:00 p.m.

PRESENT

Seven (7) Board Members were present at the start of the hearing: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Secretary, Elaine Pizzicaro; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee, Thomas Piorkowski. Also, present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Leann Skeens.

ABSENT

There were no Board Members who were absent.

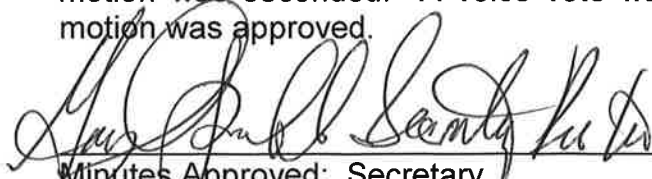
PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The Public Hearing was held for public comments and questions pertaining to the fiscal year 2016/2017 Budget and Appropriations. There were no questions/discussion.

ADJOURN

Trustee Barnes made a motion to adjourn the hearing at 7:01 p.m. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.


Minutes Approved: Secretary


Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
SEPTEMBER 14, 2016, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:02 p.m.

PRESENT

Seven (7) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Secretary, Elaine Pizzicaro; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee, Thomas Piorkowski. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Circulation Department Manager, Christy Snyders; and Youth Services Department Manager, Leann Skeens.

ABSENT

There were no Trustees absent.

ADOPTION OF AGENDA

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was conducted at the Budget and Appropriations Public Hearing held immediately prior to the Regular Board of Trustees meeting.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 8/10/16

B. Approval of Expenditure Warrants

1. Bill List for 8/17/16 in the Amount of \$1,935.03
2. Bill List for 8/31/16 in the Amount of \$909.54
3. Bill List for Electronic Funds Transfer to IMRF Dated 8/31/16 in the Amount of \$13,765.92
4. Bill List for 9/14/16 in the Amount of \$49,254.85
5. Payroll Dated 9/15/16 and 9/30/16
6. Bill List for 9/14/16(a) in the Amount of \$18,052.51

C. Committee Reports

1. Budget – Minutes Dated 8/17/16
2. Public Relations – No Report
3. Policy – Minutes Dated 8/17/16
4. Personnel & Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 8/17/16
7. Audit – No Report
8. Finance – Minutes Dated 8/17/16
9. Ad Hoc Interiors – Minutes Dated 8/7/15

Trustee Oprechak made a motion to accept the Consent Agenda. 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.

TREASURER'S REPORT

Treasurer Harold stated that there was nothing of note to report on for this month.

Trustee Oprechak had a question pertaining to the cover page located on the Treasurer's Report. This was answered by Executive Director Millsap in relation to fiscal year months.

CORRESPONDENCE

Executive Director Millsap reported that she received the preliminary information from the county for the Trustee election.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her Report that was included in the Board Packets.

Treasurer Harold asked if the Library would be eligible to apply for the State Library's Live and Learn Construction Grant Program. Executive Director Millsap replied yes. She plans on seeking the best use for this grant request, as long as time permits. This is a matching grant.

Trustee Oprenchak recommended that the Maintenance Technician obtain quote for a large, auto-drain de-humidifier that may help with the humidity issue in the meeting rooms. Discussion ensued regarding the previous moisture testing and the sealant that was added as a vapor barrier to the meeting room flooring before the new carpeting was installed.

Secretary Pizzicaro had a question pertaining to Maintenance Technician Schreiner's report. She asked if the work provided by All Plumber and Sewer was a one-time project. Executive Director Millsap replied, on that particular project it was. They may maintain an account with the library. President Eichholz reported that as of July 31, 2016, anything over \$25,000.00 needs to go to bid.

PRESIDENT'S REPORT

President Eichholz reported that the organization, Stepping Stones, is planning a Murder Mystery that will be held at the Barrington Recreation center. Tickets can be purchased online. Many of the Friends of the Library belong to this organization.

TRUSTEE'S REPORT

There was no Trustees Report for this month.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends are preparing to sell their tickets for their fundraising dinner held on November 7th at 1913. Raffle prizes are being sought for this event. Promotional materials are being prepared.

Their next book sale fundraiser is scheduled for October 2nd and 3rd. They are anticipating an even higher sales amount at this book sale than the last sale, which was the highest sale they have ever had. The book sale fundraiser will be held in conjunction with the Library's Musical Sunday. Signs will again be posted around town promoting this book sale.

RAILS REPORT

Executive Director Millsap reported that Dee Brennan from RAILS is providing a webinar member update from the State Library on September 29th.

Executive Director Millsap reported that the State Library's Live and Learn grant is now available.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Secretary Pizzicaro reported on the Foundation. They met this week and prepared their annual appeal letters that were mailed out. This appeal will also be listed on Roselle E Blast, and also the Library newsletter and website. She thanked the Trustees for their support of the Foundation.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Adopt Ordinance No. 2016-4, Final Budget and Appropriation Ordinance for Fiscal Year 2016/2017

Executive Director Millsap reported that the word "tentative" would be removed from the first page of the Ordinance once the Ordinance was voted on and approved.

Trustee Oprechak made a motion to adopt Ordinance No. 2016-5, Final Ordinance Providing for Budget and Appropriations for Fiscal Year Beginning July 1, 2016, and Ending June 30, 2017. 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 Certified Estimate of Revenue by Source

Trustee Oprenchak made a motion to approve the Certified Estimate of Revenue by Source, as presented. 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. Approve Revised Policy for Circulation of Materials for Library Policy Manual

Executive Director Millsap stated that an additional word to consider to the first page of the proposed policy is the word "includes" before the words "short term books". Secretary Pizzicaro stated that the word "including" should also be considered for this addition.

Trustee Oprenchak made a motion to approve the revised Policy for Circulation of Materials for the Library Policy Manual, as amended. 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 Annual Report Brochure for FY 2015/2016

Recommendations for revisions were made for next year's Annual Report brochure. Executive Director Millsap stated for the next cycle she will also be making changes to this brochure. It was also stated that Library District should be capitalized in the brochure. Overall it was conveyed that they preferred the wording and cleaner version of this brochure, versus last year's brochure.

Trustee Barnes made a motion to approve the Annual Report brochure for FY 2015/2016. 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.

E. Guest Cost for Holiday Event Scheduled for Staff/Trustees on 12/9/16

Trustee Oprenchak made a motion to approve the guest cost for the holiday event scheduled for Staff/Trustees on December 9, 2016. The motion was seconded.

Trustee Oprenchak amended his motion to approve the guest cost for the holiday event for Staff and Trustees, along with one guest for each, for an average cost of \$26.00 per person. 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 September 21, 2016, Committee of the Whole Meeting

There were six (6) Committee of the Whole meetings scheduled for September 21, 2016. The Building Committee of the Whole meeting with the topics of: 1) Update Provided by Maintenance Technician, Steven Schreiner; and 2) Third Party Roofing Consultant. The Budget Committee of the Whole meeting with the topic of the draft Ordinance Levying and Assessing Taxes. The Policy Committee of the Whole meeting with the topics of: 1) Revised Draft of Ordinance 2016-6, Establishing Late Fees and Penalties; 2) Alcoholic Liquors Sales Policy – New Policy; and 3) Review of Investment Policy from Library Policy Manual, Section Collateralization. The Finance Committee of the Whole meeting with continued discussion on investments in Illinois Funds alternatives in accordance with the Library's Investment Policy. The Personnel and Salary Committee of the Whole meeting with the topics: 1) Revised Death in Family for Personnel Handbook to include Illinois Child Bereavement Leave Act; and 2) Revised Sick Pay for Personnel Handbook. The Planning Committee of the Whole meeting with the topics of: 1) Per Capita Grant Application Requirement Review – Standard Chapter Review: Chapter 6, "Access" of *Serving Our Public*

3.0; and 2) Intergovernmental Agreement (IGA) with Roselle Park District for Library Services.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Trustee Barnes made a motion to adjourn the meeting at 7:36 p.m. The motion was seconded. A roll call produced all voting aye. The motion was approved.


Minutes Approved: Secretary

10/12/16
Date