

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
DECEMBER 14, 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, Priscilla Spencer. Also present were Recording Secretary, Debbie Green; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; and Circulation Department Manager, Christy Snyders.

**ABSENT**

There were no Trustees absent.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA**

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

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

**Secretary's Report**

1. Minutes of the Truth-in-Taxation Hearing Dated 11/9/16
2. Minutes of the Regular Board of Trustees Meeting Dated 11/9/16

## Approval of Expenditure Warrants

1. Bill List Dated 11/16/16 in the Amount of \$1,393.41
2. Bill List Dated 11/30/16 in the Amount of \$7,862.79
3. Bill List Dated 11/30/16(a) in the Amount of \$522.18
4. Bill List for IMRF Electronic Funds Transfer Payment Dated 11/30/16 in the Amount of \$13,455.27
5. Bill List Dated 12/14/16 in the Amount of \$52,081.25
6. Payroll Dated 12/15/16 and 12/30/16
7. Bill List Dated 12/14/16(a) in the Amount of \$3,560.58

## Committee Reports

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

Trustee Oprechak made a motion to approve the Consent Agenda, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Eichholz

ABSENT: None

The motion was approved.

## TREASURER'S REPORT

Treasurer Harold reported that the Money Market account was set-up with a million dollars deposited that was moved from the regular Itasca Bank checking account.

Other noteworthy expenditures included:

- Tables were purchased for the Meeting Rooms from the Taste of Roselle donation
- Tree removal for a cost of \$680.00
- Lighting Work
- Patching work from Olsson Roofing
- First Snowplowing charge for \$410.00

Vice President Spencer left the meeting at 7:05 p.m.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

### **CORRESPONDENCE**

Business Office Manager Green reported on Library Correspondence including:

- Christmas card sent from former Director Amy Cawley addressed to Board and Staff
- Boy Scouts of America letter that was included in the Board Packets
- Nancy Ecklund's card addressed to the Board and Staff forwarded on December 13th thanking them for their understanding on her resignation due to family obligations. Her resignation was effective December 14<sup>th</sup>. Nancy worked as a Youth Services Assistant.

Vice President Spencer rejoined the meeting at 7:08 p.m.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap included her report in the Board Packets.

- Question was asked on how many Trustees filed for the upcoming Trustee election. The reply was the deadline is next week.
- Treasurer Harold would like Executive Director Millsap to report back to them regarding the funds for the roof replacement and how much the grant would be, if awarded.

### **PRESIDENT'S REPORT**

President Eichholz reported that she attended the Prayer Breakfast and it was very memorable.

## TRUSTEE'S REPORT

Trustee Oprechak reported that the Chamber of Roselle holiday party was packed and was very nice.

Treasurer Harold was happy with the increase in Circulation numbers, as listed in Circulation Department Manager Snyder's report.

## FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends holiday party was yesterday. Their next meeting will be held in January.

## RAILS REPORT

No report for December.

## ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Secretary and Foundation Director Pizzicaro reported that during last month's Audit report she questioned the inception date listed for the Foundation. She researched this and found the year of inception to be 1994. She forwarded this information to Executive Director Millsap to forward to the auditor. The date listed in the report was the date that funds were included in a consortium that the Foundation has since pulled out of.

## UNFINISHED BUSINESS

There was no Unfinished Business for December.

## NEW BUSINESS

### A. Per Capita Grant Application Approval for Submission

Trustee Oprechak made a motion to approve the Per Capita Grant Application for submission. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. Ordinance No. 2016-9, Amending Ordinance No. 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to Said Ordinance

Secretary Pizzicaro made a motion that Ordinance No. 2016-9, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to Said Ordinance, be approved and filed. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Revised Section on Periodicals from the Collection Management Policy for the Library Policy Manual

Trustee Barnes made a motion to approve the revised section on Periodicals from the Collection Management Policy for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Revised Trustee Reimbursement Policy for the Library Policy Manual

Discussion included keeping the word "registration" in the second paragraph of the proposed revised Trustee Reimbursement Policy.

Trustee Oprechak made a motion to approve the revised Trustee Reimbursement Policy for the Library Policy Manual, as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

E. Review Victims' Economic Security and Safety Act (VESSA) Policy for Personnel Handbook

The Trustees reviewed the current Victims' Economic Security and Safety Act (VESSA) Policy that is located within the Personnel Handbook and found it to be within compliance. This Policy will have a Board Review date of 12/14/16.

F. Days Closed Schedule for 2017

Trustee Barnes made a motion to approve the Days Closed Schedule for 2017. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

G. Determine Disposition of Certificate of Deposit Maturing on 1/16/17 held at Roselle Bank and Trust

Secretary Pizzicaro made a motion to table determining disposition of the certificate of deposit maturing on January 16, 2017 held at Roselle Bank and Trust until the January 11, 2017, Regular Board of Trustee Meeting. 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.

H. Selection of Two Trustees to Review Executive Session Minutes for Approval at January Board Meeting

Trustee Piorkowski and Treasurer Harold agreed to review the sealed Executive Session minutes and tapes before the January Board meeting.


**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Trustee Oprechak made a motion to adjourn the meeting at 7:23 p.m. The motion was seconded. A voice roll call produced all voting aye. The motion was approved.

  
Minutes Approved: Secretary

  
Date