

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JANUARY 11, 2017, 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, 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; and Circulation Department Manager, Christy Snyders.

ABSENT

There were no Trustees absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Pizzicaro asked that Letters F and G be reversed on the agenda under New Business.

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

PUBLIC COMMENT

There were no public comments or questions.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 12/14/16

B. Approval of Expenditure Warrants

1. Bill List Dated 12/30/16 in the Amount of \$2,170.63
2. Bill List for IMRF Electronic Funds Transfer Payment Dated 12/30/16 in the Amount of \$13,091.02
3. Bill List Dated 1/11/17 in the Amount of \$32,063.25
4. Payroll Dated 1/13/17 and 1/31/17
5. Bill List for 1/11/17(b) in the Amount of \$10,475.41

C. Committee Reports

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

Trustee Oprechak had a correction to the Minutes of the Regular Trustees meeting dated 12/14/16 under the topic of Treasurer's Report. Vice President Spencer's name should be deleted from the AYES vote.

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

TREASURER'S REPORT

Treasurer Harold reported on the following pertaining to the December 2016 Treasurer's Report:

- At the sixth month interval, expenditures in line with the budgeted amount
- \$100,000.00 in funds were moved to the Special Reserve Fund
- \$50,000.00 in funds were moved to the HRA account
- Variance on telephone fund, due to price increase after budget adopted
- At the sixth month interval, the interest income is over budget by \$700.00
- Expenditures noted were payment of property casual premium and deposit for 11 office chairs purchased for the second floor

Secretary Pizzicaro inquired where the Special Reserve Funds were listed on the Treasurer's Report. Executive Director Millsap replied that this can be found on the last page.

Trustee Oprenchak 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, Oprenchak, Piorkowski, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

Letter from Owners of Maglly Assoc. LLC

Executive Director Millsap reported on notification received pertaining to request on land status.

Letter from Village of Roselle Regarding Pre-Annexation Notice

Executive Director Millsap reported this property is already in the Library District.

Executive Millsap also reported on letter received from the Volunteer Council of the Bloomingdale Township thanking the Library for the donation of items collected from the Library's Mitten Tree. The full report of the number of items collected for this donation was listed under the Circulation Department Managers report.

EXECUTIVE DIRECTOR'S REPORT

Secretary Pizzicaro expressed her appreciation for the Science Kit project, as listed under the Circulation Department Managers report.

Executive Director Millsap included her reported in the Board Packets and answered questions pertaining to this report:

- Question if Olsson Roofing repaired the 80 ft. of loose flashing on the upper roof. Reply was delay due to both the weather and the vendor's notes on the exact location. Additional question if the Library has a Maintenance Agreement with Olsson Roofing. Reply was at one-time, but not currently.
- One person was added to the Library's health insurance, due to a qualifying event and possibly another will be added once a new Youth Services Manager is hired and eligible to participate.

Question was asked pertaining to the Business Office Manager's report and explanation on Marketplace letter received. This clarification was given pertaining to the Affordable Care Act and waiting for subsequent correspondence.

Question was asked pertaining to lighting and voltage as listed in the Maintenance Technician's Report. Executive Director Millsap stated that the Maintenance Technician was changing light bulbs in the library ceiling using a rented lift and ran into an issue on one of the light fixtures. Maintenance Technician Schreiner contacted the electrician right away to take care of this lighting issue/fixture. President Eichholz suggested upgrading the Library's lighting fixtures throughout the building and elaborated on a reimbursement program available. Executive Director Millsap stated that she met with an engineer from 360 Energy Group on January 4th to review the lights inside the building in order to assist with applying for funds for replacing current lighting with LEDs. She is waiting on his final recommendations.

PRESIDENT'S REPORT

President Eichholz reported that the Roselle Park District started their 10 North Building and they also were accepted to receive a PARC Grant for the Turner building.

TRUSTEE'S REPORT

Trustee Oprenchak asked when registrations were due to attend the ILA Trustee Conference. It was determined that February 8th would be the deadline in order to register to capture multiple registration discounts.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends raised \$3,000.00 from their dinner fundraiser. The Friends are also able to donate \$11,000.00 for library needs, and would like requests by the Library Management. Executive Director Millsap reported that the cost of two Science Kits has already been pledged by the Friends.

RAILS REPORT

On May 3rd the Library will be a training site for RAILS member library staff on the topic of notary training. Being the hosting library, Roselle will be getting an extra seat. The maximum amount of registrations is 20.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

There was nothing new to report on.

UNFINISHED BUSINESS

There was no Unfinished Business for January.

NEW BUSINESS

A. Ethics Act Certification

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

B. Approval for Director (or alternate in the absence of the Director) for NIMEC Electrical Power Annual Pricing Bid

Trustee Oprenchak made a motion to approve the Director, or alternate in the absence of the Director, for NIMEC Electrical Power Annual Pricing Bid, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

C. Approval to Hold Annual Food for Late Fees Program June 5-18, 2017

Executive Director Millsap reported that statistics were down from the last annual food drive for late fees in April 2016. It was decided to try holding the drive during the first week of Summer Reading at the Library.

Trustee Barnes made a motion to approve to hold the annual Food for Late Fees program from June 5-18, 2017. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. LIRA Insurance Premiums – Bill List for 1/11/17(a)

Executive Director Millsap stated that she communicated with LIRA date changes needed on invoice for payment.

Trustee Oprechak made a motion to approve LIRA Insurance Premium, Bill List for 1/11/17(a), as presented. 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.

Executive Director Millsap reported that the Workmen's Comp invoice would be sent in the near future.

E. Service Recognition for 17½ Years

Executive Director Millsap stated that in the past, the Trustees voted to give retiring employees with more than 10 years of service a monetary dollar amount for recognition of their service to the Library. Since Nancy Ecklund left in December and had worked at the Library for 17½ years in her position, Executive Director Millsap is requesting the same consideration for her since she has filed to collect her IMRF retirement pension.

Trustee Oprechak made a motion to approve \$100.00 for service recognition for 17½ Years of Library Service to Nancy Ecklund. 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.

F. Set Time for Special Meeting for Certificate of Deposit Maturing 1/26/17 from First Eagle Bank or Determine at January Committee of the Whole Meeting

It was determined to hold a Special Board of Trustees meeting on January 25, 2017, at 5:00 p.m. to determine disposition of Certificate of Deposit maturing on January 26, 2017, from First Eagle Bank.

G. Determine Disposition of Certificate of Deposit Maturing 1/16/17 from Roselle Bank & Trust

It was determined to hold a Special Board of Trustees meeting before the January 18th Committee of the Whole meeting to determine disposition of Certificate of Deposit maturing on January 16, 2017, from Roselle Bank & Trust.

H. Closed or Executive Session

Trustee Oprechak made a motion to go into Executive Session at 7:35 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 roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

On adjournment of the Executive Session at 7:39 p.m. President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

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

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

Trustee Oprechak made a motion to hold the Executive Session Minutes and Tapes as reviewed on December 22, 2016. 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.

Trustee Piorkowski stated that he and Treasurer Harold are volunteering to review the closed Executive Session Minutes and Tapes again in six months.

Agenda for January 18, 2017, Committee of the Whole Meeting

There were four (4) Committee of the Whole meetings scheduled for January 18, 2017. The Building Committee of the Whole meeting with the topics: 1) Building Update from Maintenance Technician Steven Schreiner; and 2) Roof Plan. The Planning Committee with the topics: 1) Presentation by Graphic Artist/Marketing Coordinator Jason Kepler; 2) Board Self-Evaluation Worksheet; and 3) Strategic Plan Discussion. Budget Committee of the Whole meeting with the topics: 1) Discuss Budget Planning and Goals for FY 2017/2018; and 2) Budget Timeline for FY 2017/2018 Budget Process, Presented. The Personnel and Salary Committee of the Whole meeting with the topic of employee recognition. The Policy Committee of the Whole meeting with the topic to discuss revised Investment Policy, per Attorney Recommendations.

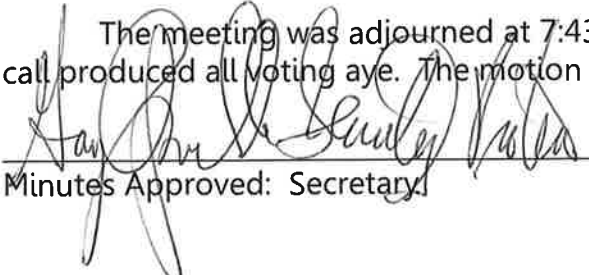
CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

Executive Director Millsap reported that \$50,000.00 is the maximum amount the library would have to expend currently for Plan Year 2017. As of December 31, 2016, 35% of the HRA funds were spent for Plan Year 2016. On April 1, 2017, unspent HRA funds from Plan Year 2016 will be transferred back to the general checking account.

ADJOURNMENT

The meeting was adjourned at 7:43 p.m. The motion was seconded. A roll call produced all voting aye. The motion was approved.


Minutes Approved: Secretary

02/08/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
EXECUTIVE SESSION MINUTES
JANUARY 11, 2017**

CALL TO ORDER

The Executive Session was called to order by President Eichholz at 7:36 p.m.

ATTENDANCE

Seven (7) Board Members were in attendance at the start of the meeting. They were President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Treasurer, Sue Harold; Secretary, Elaine Pizzicaro; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Recording Secretary, Debbie Green.

ABSENT

There were no absent Trustees.

PURPOSE FOR EXECUTIVE SESSION

Treasurer Harold and Trustee Piorkowski reviewed the sealed Executive Session minutes and tapes on December 22, 2016.

DISCUSSION

Trustee Piorkowski reported that both he and Treasurer Harold are recommending not to release any Executive Session Minutes nor to destroy any Executive Session Tapes from their December 22, 2016 review. Their further recommendations are developing formal procedures for future reviews with the Executive Director and to purchase a new recording device for Executive Session use.

The next Executive Session review will be in six months.

ADJOURNMENT

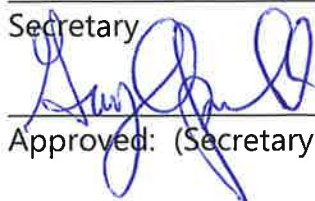
The Executive Session was adjourned at 7:39 p.m. The motion was seconded. A roll call was taken with all voting aye.

Secretary

Approved: (Secretary to Sign)

Date

Date



**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
JANUARY 18, 2017**

CALL TO ORDER

President Eichholz called the meeting to order at 7:01 p.m.

PRESENT

Six (6) Trustees were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Secretary, Elaine Pizzicaro; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Gary Oprechak; and Trustee, Thomas Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Trustee, Vice President, Priscilla Spencer.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

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

PUBLIC COMMENT

There were no public comments or questions.

DETERMINE DISPOSITION OF CERTIFICATE OF DEPOSIT MATURING ON JANUARY 16, 2017, HELD AT ROSELLE BANK & TRUST

Treasurer Harold made a motion to move the January 16, 2016, maturing Certificate of Deposit held at Roselle Bank & Trust to FirstMerit Bank for an 18-month term at an interest rate of 1.25% APY. 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.

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
JANUARY 25, 2017**

CALL TO ORDER

President Eichholz called the meeting to order at 5:00 p.m.

PRESENT

Five (5) Trustees were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Priscilla Spencer; Secretary, Elaine Pizzicaro; Trustee, Gary Oprechak; and Trustee, Thomas Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two (2) absent Trustees: Treasurer, Sue Harold; and Trustee, Terrell Barnes.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Motion was made to adopt the agenda. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

PUBLIC COMMENT

There were no public comments or questions.

DETERMINE DISPOSITION OF CERTIFICATE OF DEPOSIT MATURING ON JANUARY 26, 2017, HELD AT FIRST EAGLE BANK

Trustee Oprechak made a motion to roll-over the January 26, 2017, maturing Certificate of Deposit held at First Eagle Bank for a two-year term with an interest rate of 1.3%. The motion was seconded. A roll call produced the following results:

AYES: Eichholz, Oprechak, Piorkowski, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Harold

The motion was approved.

ROOF PROPOSAL FROM DEWBERRY ARCHITECTS

Trustee Piorkowski made a motion to table the roof proposal from Dewberry Architects until the February Regular Board of Trustees meeting. The motion was seconded. A roll call produced the following results:

AYES: Eichholz, Oprenchak, Piorkowski, Pizzicaro, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Harold

The motion was approved.

NEW LOGO DESIGN

Trustee Piorkowski made a motion to accept the new logo design presented for the Library. The motion was seconded. A roll call produced the following results:

AYES: Eichholz, Piorkowski, Pizzicaro, Spencer

NAYS: None

ABSTAIN: Oprenchak

ABSENT: Barnes, Harold

The motion was approved.

DIRECTOR'S COMMENTS

Executive Millsap reported on letter she received regarding the TIF District Board of Review from Mayor Smolinski.

TRUSTEE COMMENTS

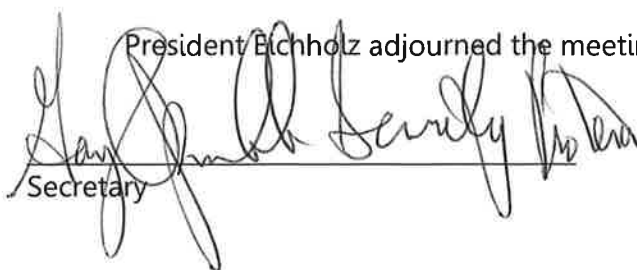
There were no comments from the Trustees.

PUBLIC COMMENTS/QUESTIONS

There were no comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 5:31 p.m.


Secretary


Date

DIRECTOR'S COMMENTS

There were no comments from the Executive Director.

TRUSTEE COMMENTS

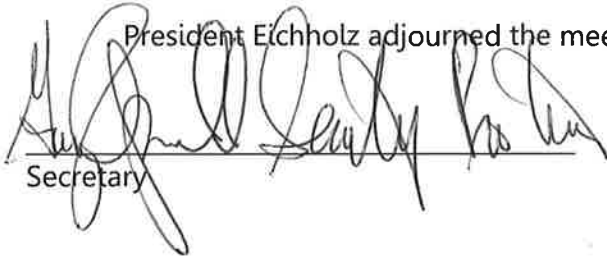
There were no comments from the Trustees.

PUBLIC COMMENTS/QUESTIONS

There were no comments or questions.

ADJOURNMENT

President Eichholz adjourned the meeting at 7:14 p.m.


Secretary

02/08/17
Date