

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MARCH 8, 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; Circulation Department Manager, Christy Snyders; Youth Services Department Manager, Kristen Lawson; and Roselle residents, David Pileski and Kathryn Kilbridge.

ABSENT

There were no absent Trustees.

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

Mr. David Pileski commented that he is a Roselle resident and library supporter. He is also running for Village Trustee. He is attending all the inter-governmental meetings. He thanked the Library Trustees for their work as Library Trustee.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 2/8/17

B. Approval of Expenditure Warrants

1. Bill List for 2/15/17 in the Amount of \$2,748.92
2. Bill List for 2/28/17 in the Amount of \$3,116.91
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 2/28/17 in the Amount of \$12,106.79
4. Bill List for 3/8/17 in the Amount of \$20,757.97
5. Payroll Dated 3/15/17 and 3/31/17
6. Bill List for 3/8/17(a) in the Amount of \$21,213.29

C. Committee Reports

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

Treasurer Harold made a motion to accept the Consent Agenda. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Pizzicaro

ABSENT: None

The motion was approved.

TREASURER'S REPORT

Treasurer Harold presented the Treasurer's Report. To date, the Library is 2/3 way into the fiscal year and most of the line items are either at budget or below budget. The Library has received approximately \$22,000.00 for the Spring disbursement from Cook County that is reflected in the Treasurer's Report. This money will be deferred until next fiscal year. New account, Science Kits has collected revenues of \$1,660.00 for year-to-date. Payment of note was the final

payment made for the office chairs. HVAC needs were met under the covered service agreement so no further payment was needed. Lastly, each year an audit is conducted for workmen's comp. This year's audit resulted in the Library receiving a credit of \$341.00.

Trustee Oprechak made a motion to approve the Treasurer's Report. 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.

CORRESPONDENCE

Executive Director Millsap reported on correspondence received: 1) couple of memos from Klein, Thorpe and Jenkins were included in the Board Packets; 2) nice shout-out in the Daily Herald from former Rose Queen who just participated in the Rose Queen Tea program at the Library; and 3) staff member Elaine Kartel forwarded an article in the Daily Herald on how libraries can battle fake news.

President Eichholz reported that she received correspondence from a community member relaying that a community garden is starting at Spring Hills School. Food grown in this garden will be donated to the Food Pantry. Bonnie Rimer is heading this program, wife of Reference Librarian, John Rimer.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap presented her report that was included in the Board Packets. Presentation included: 1) Statement of Economic Interest filing is underway through May 1st, with fines commencing after this date; 2) Discussion with Village of Roselle EMS Coordinator on AED machine for the Library; 3) Bidding with NIMEC took place today with Dynegy winning the bid; 3) Dewberry Architects and library attorney Klein, Thorpe, and Jenkins cannot come to an agreement regarding Article 21 of the proposed revised contract. Further discussion will take place at the next week's Committee of the Whole Meeting; 4) Olsson Roofing forwarded information on repairing the roof; 5) she has Attorney Carmen Forte's updates for the revised Investment Policy for next week's Committee of the Whole meeting; and 6) Friends granted all staff requests at their last meeting totaling \$5,480.00 for requests made for Grandparents Got

Game Program, Summer Reading, candy for the Rose Parade, and On the Same event.

PRESIDENT'S REPORT

President Eichholz reported that the organization Stepping Stones will be having their fundraiser and fashion show this Sunday. Raffle tickets are also available to purchase for this fundraiser.

President Eichholz reported that at the latest 100+ Women Who Care meeting there were multiple charities nominated, but the Roselle Public Library Foundation had won. The amount to be donated will be between \$3,800.00-\$4,500.00. This organization is in its second year and asks that they receive recognition for this donation.

TRUSTEE'S REPORT

Trustee Piorkowski reported that the Roselle Historical Museum is hosting a program on April 1st entitled the Transcontinental Railroad held at Trinity Lutheran. Tickets are \$12.00 for pre-sale and \$15.00 at the door, with children under 12 free. This is the main fundraiser for the museum.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends had their meeting last Wednesday. Business Office Manager Green presented staff department requests at this meeting. All were approved. Their next book sale will be held again in conjunction with Volunteer Appreciation Sunday which will be a musical Sunday. She asked if any of the Trustees would be available to help with the preparations of the book sale. Treasurer Harold volunteered to help. They also have two new members.

RAILS REPORT

Executive Director Millsap reported that RAILS is still seeking candidates to fill open positions on the RAILS Board of Trustees.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Secretary and Foundation President Pizzicaro reported on upcoming fundraisers for the Foundation. On March 21st the Dine to Donate fundraiser is being held at Pilot Pete's. Twenty percent of the food bill goes to the Foundation from lunch, dinner, or carry-out purchased on that day. She forwarded informational fliers to the Trustees that are also available at several locations in the Library. Graphic Artist/Marketing Coordinator Kepler created a poster for this

fundraiser that is displayed in the lobby. Another fundraiser scheduled for the Foundation is the Antique Appraisal that will be held in June in the evening. Additional information will be forthcoming on this fundraiser.

UNFINISHED BUSINESS

The Trustees had no unfinished business for this month.

NEW BUSINESS

A. Resolution No. 2017-1, Resolution to Participate in the Public Library Non-Resident Services Program

Secretary Pizzicaro noted that the agenda listed this item as Resolution 2016-1. This should be corrected to Resolution 2017-1.

Trustee Barnes made a motion to approve Resolution No. 2017-1, Resolution to Participate in the Public Library Non-Resident Services Program. 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. ALM Group 2017 Extension Lawn Maintenance Proposal

Treasurer Harold inquired if the full contract for this Agreement is on file. Executive Director Millsap will check, and if not, she will have forwarded.

Secretary Pizzicaro made a motion to accept the ALM Group landscaping proposal for the season of April 1 through November 30, 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.

C. Computer View Inc. (CVI) Annual Comprehensive Remote LAN Management Agreement April 1, 2017 - March 31, 2018

Executive Director Millsap reported that last year's agreement was \$25,100.00. This year's Agreement had an annual increase of \$780.00. President Eichholz's concern is their yearly increases for services.

Trustee Oprenchak asked about the "network devices" portion of the contract with none listed.

Treasurer Harold made a motion to approve the Computer View Inc. Comprehensive Remote LAN Management Agreement for April 1, 2017 through March 31, 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Eichholz

ABSENT: None

The motion was approved.

D. Approval of Bonus to Youth Services Department Assistant Manager for Extra Responsibilities Prior to Youth Services Department Manager Hire

Executive Director Millsap forwarded a letter to the Trustees in support of a bonus of \$3,000.00 for the Youth Services Department Assistant Manager.

Trustee Barnes made a motion to approve a bonus of \$3,000.00 to the Youth Services Department Assistant Manager for Extra Responsibilities Prior to the Youth Services Department Manager Hire. 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.

Treasurer Harold thanked the staff for the upkeep of the Library in the absence of a Maintenance Technician while this position is being filled. President Eichholz also expressed her thanks.

E. Approve Three Extra Hours per Week (from 22 hours to 25 hours) for Graphic Artist/Marketing Coordinator for FY 2017/2018

Trustee Barnes made a motion to approve three extra hours per week for the Graphic Artist/Marketing Coordinator position from 22 hours per week to 25 hours per week, beginning Fiscal Year 2017/2018. 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. Approval of Maximum Staff Salary Merit Increase for FY 2017/2018 (recommended 2% from Committee Meeting)

Secretary Pizzicaro made a motion to approve the maximum staff merit salary increase for FY 2017/2018 to be at 2%. 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. Schedule Special Board Meeting for Certificate of Deposit Maturing on March 14, 2017, from First Eagle Bank (propose March 15)

It was agreed to hold a Special Board Meeting on March 15, 2017, at 7:00 p.m., prior to the Committee of the Whole meeting, to determine the disposition of the Certificate of Deposit maturing on March 14, 2017 from First Eagle Bank.

Agenda for March 15, 2017, Committee of the Whole Meetings

There were five Committee of the Whole meetings scheduled for March 15, 2017. The Budget Committee of the Whole meeting with the topics of: 1) Analysis of Expenditures in Current Budget Year FY 2016/2017; and 2) Presentation of First Draft--Working Budget FY 2017/2018. The Building Committee of the Whole meeting with the topic of updated contract with Dewberry for roof replacement. The Policy Committee of the Whole meeting with the topic of timetable for Executive Director evaluation process for increase beginning on July 14, 2017 paycheck. The Planning Committee of the Whole meeting with discussion of Board self-evaluation worksheets.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Pizzicaro adjourned the meeting at 7:36 p.m. The motion was seconded. A voice roll call produced all voting aye. The motion was approved.



Minutes Approved: Secretary

4.12.2017

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
MARCH 15, 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; 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 Michael Normoyle from State Representative Michelle Mussman's office.

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 present voting aye. The motion was approved.

DETERMINE DISPOSITION OF CERTIFICATE OF DEPOSIT MATURING ON MARCH 14, 2017, HELD AT FIRST EAGLE BANK

Secretary Pizzicaro made a motion to move the March 14, 2017, maturing Certificate of Deposit held at First Eagle Bank Roselle Bank & Trust to Roselle Bank and Trust for a 13-month term at an interest rate of 1.1% APY. 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.

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 public comments or questions.

ADJOURNMENT

Trustee Oprechak made a motion to adjourn the meeting at 7:07 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.



Secretary

4.12.2017
Date