

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
MAY 10, 2017**

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; Maintenance Technician, Eric Annala; and Village Trustee, Patrick Devitt.

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 vote was conducted with all voting aye. The motion was approved.

PUBLIC COMMENT

There was no public comment.

SERVICE AWARD PRESENTED TO ELAINE PIZZICARO

President Eichholz presented Certificate of Appreciation award to Secretary Pizzicaro for her service on the Board of Trustees from November 1996 to May 2017, including the esteemed office of Board President. Secretary Pizzicaro thanked the Board for this recognition and for the beautiful flowers she

received. She stated that her 21 years on the Board went very fast and she has seen great things that happened at the Library. She felt that one of the things that shows are great this Library is was the long employment of staff at the Library. Former Library Trustee and current Village Trustee, Patrick Devitt, expressed his appreciation for Elaine's dedication and diligent work as a Trustee and Board Officer. Mr. Devitt left the meeting.

BUILDING TOUR

A building tour was conducted of the Library.

Maintenance Technician Annala departed the meeting after the tour.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 4/12/17

B. Approval of Expenditure Warrants

1. Bill List for 4/19/17 in the Amount of \$2,390.52
2. Bill List for 4/28/17 in the Amount of \$3,830.27
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 4/28/17 in the Amount of \$13,458.97
4. Bill List for 5/10/17 in the Amount of \$43,095.39
5. Payroll Dated 5/12/17 and 5/31/17
6. Bill List for 5/10/17(a) in the Amount of \$3,225.97

C. Committee Reports

1. Budget – Minutes Dated 4/19/17
2. Public Relations – No Report
3. Policy – Minutes Dated 4/19/17
4. Personnel & Salary – Minutes Dated 4/19/17
5. Building – Minutes Dated 4/19/17
6. Planning – Minutes Dated 4/19/17
7. Audit – No Report
8. Finance – No Report

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported that spending is in line with the budget. Out of the ordinary financials included: 1) gift donation in the amount of \$1,000.00 received from Salerno's; 2) 50% deposit check for parade float was cut; and 3) additional landscaping work by flag pole by ALM was paid.

Secretary Pizzicaro made a motion to approve the Treasurer's Report, as reported. 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

President Eichholz reported on correspondence received:

- Thank you card from Secretary Pizzicaro to the Trustees for the beautiful bouquet of flowers she received and for the good wishes and appreciation expressed to her. She enjoyed her journey and seen many good things come to pass. She hoped that she made a difference.
- Roselle Park District Open House invitation.

EXECUTIVE DIRECTOR'S REPORT

Automation Coordinator/Technical Services Department Manager Dennis presented an update regarding the Library's Technology Plan. The current Plan goes through 2018 and is a 4-year plan. It is now in its third year.

Treasurer Harold left the meeting at 8:00 p.m. and returned at 8:01 p.m.

Executive Director Millsap reported on the following:

- Faxed the Levy Edit Report to Cook County on April 17th.
- Received FOIA request on April 21st from the Better Government Association for personnel information. This was sent on April 24th.
- Attended Village of Roselle's Planning & Zoning Commission meeting where they voted to recommend the Village Board approve special permits for the Christian Tabernacle Church and a brewery and tap room on Main Street.
- Planning Blood Drive to be held at the Library on June 1st with Heartland Blood Centers.
- Coordinated with Village Trustee Devitt to include promotional library Summer Reading and library's databases material in the Run for the Roses participant gift bags.
- Was accepted to participate in the "Directors University" summit in Springfield from June 5-8.
- Thanked Trustees for attending the Volunteer Appreciation event and for their support of this event.
- Was quoted \$1,800.00 by ServicePRO to perform work in the Graphics Room. Cost may be lower depending on need. This money will be coming out of the Contingency fund.
- Reported that Stanley was out on May 4th to replace broken intercom equipment at the staff back door entry and update hardware and wiring.

Comments pertaining to the Department Manager reports included:

- Secretary Pizzicaro expressed her appreciation for the negotiation of a lower cost of renewing the Morning Star database pertaining to the Adult Services Department Report.
- Secretary Pizzicaro asked how the special teacher event for the Science Kits was received, pertaining to the Circulation Department Manager Report. Circulation Snyders replied that although there were not many teachers present, they were excited that the Library is offering these Kits and checked some out already.

PRESIDENT'S REPORT

President Eichholz reported on:

- Received two letters of interest for the upcoming Trustee vacancy.
- Reminded Trustees of Mayor Smolinski's Gala being held this Friday.
- Reported that the next Roselle Chamber of Commerce After Hours will be held at Roselle Bank & Trust.

TRUSTEE'S REPORT

Trustee Piorkowski attended the swearing in of the Village of Roselle Trustees on Monday. He heard from six to seven people at this meeting who

asked how the Library and roof are doing. He had good news for all. He also heard comments of the great work being done at the Library and from the "new" Executive Director at this Village meeting.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported there was no Friends meeting this month. She does not have the exact earnings from the April book sale fundraiser, but reported that earnings were significant. More signs were posted around town advertising this event than before.

RAILS REPORT

There was no report for RAILS this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Secretary and Foundation President Pizzicaro reported that the Foundation's next fundraiser is the Antique Appraisal scheduled for June 15th. Flyers are being designed and will be forwarded to the Trustees.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Canvass of Election and Announcement of Incumbent Trustees

Executive Director Millsap congratulated returning Trustees Sue Ellen Eichholz and Sue Harold.

B. Roof Repair Project

Executive Director Millsap reported that she has forwarded all information to Dewberry Architects, but has not received information from them yet pertaining to the roof repair project. She included an advertisement of bids template from the library's attorney Klein, Thorpe, and Jenkins in the Board Packets.

C. Resolution No. 2017-2, Proclamation for Retiring Mayor Smolinski

Trustee Oprechak made a motion approving Resolution No. 2017-2, Proclamation for Retiring Mayor Smolinski. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

D. Audit Proposal for FY 2016/2017

Trustee Barnes made a motion to approve Audit Proposal for FY 2016/2017. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

E. Adopt Closed Session Review Policy for Library Policy Manual

Secretary Pizzicaro made a motion that the Policy for Closed Session Review for the Library's Policy Manual be approved. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

F. Determine Disposition of Certificate of Deposit Maturing 5/2/17 at Itasca Bank & Trust

Executive Director Millsap provided the following in the Board Packets: 1) projection calendar for the library's certificate of deposits through 2019; 2) listing of current library investments as of May 4, 2017; and 3) current certificate of deposit bank rates quoted.

Trustee Oprechak made a motion to take the Certificate of Deposit of \$115,158.45 from Itasca Bank & Trust, due on May 1, 2017, and move to Roselle Bank & Trust for an interest rate of 1.5% APY for a 24-month certificate of deposit. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

G. Executive Session – Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c)(1) to Discuss Personnel with the Topic of Executive Director Evaluation

Treasurer Harold made a motion to go into Executive Session at 8:23 p.m. Pursuant to the Requirement of the Illinois Open Meetings Act under Exemption 5ILCS 120/2 (c)(1) to discuss personnel with the topic of the Executive Director Evaluation. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

On adjournment of the Executive Session at 8:58 p.m., President Eichholz announced that all the Trustees that were at the start of the meeting were still present.

Agenda for the May 17, 2017, Committee of the Whole Meeting

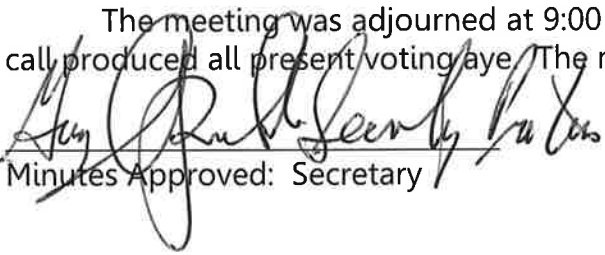
There were four (4) Committee of the Whole meetings scheduled for May 17, 2017. The Budget Committee of the Whole meeting with the topic of draft of the Working Budget to be voted on at the June 14, 2017 Board of Trustee meeting. The Policy Committee of the Whole meeting with the topics of: 1) Continued Discussion on New Policy – Blood Donations for Personnel Handbook; and 2) Vendor Certificate of Insurance Requirements Policy. The Financial Committee of the Whole meeting with an update on Investment Firms. The Planning Committee of the Whole meeting with the topics of: 1) Trustee/Staff Holiday Event Date and Facility; and 2) Trustee Vacancy.

CITIZEN COMMENTS/QUESTIONS

There were no citizens present at this time.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m. The motion was seconded. A roll call produced all present voting aye. The motion was approved.


Minutes Approved: Secretary

06/14/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE SPECIAL BOARD OF TRUSTEES MEETING
MAY 23, 2017**

CALL TO ORDER

President Eichholz called the meeting to order at 6:00 p.m.

PRESENT

Five Trustees were in attendance at the start of the meeting: President, Sue Ellen Eichholz; 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. There is one vacant seat on the Board.

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.

TRUSTEE CANDIDATE INTERVIEWS

Candidate Len Baumgart was interviewed at 6:04 p.m. Candidate Katie Kilbridge was interviewed at 6:35 p.m.

DEWBERRY CONTRACT FOR ROOF REPAIR

Trustee Oprechak made a motion to accept Dewberry contract for roof repair. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Eichholz, Harold, Oprechak, Piorkowski

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

DIRECTOR'S COMMENTS

Executive Director Millsap reminded the Trustees of the blood drive held at the Library on June 1st. She also reminded them that new officers would be elected at the June Regular Board meeting.

TRUSTEE COMMENTS

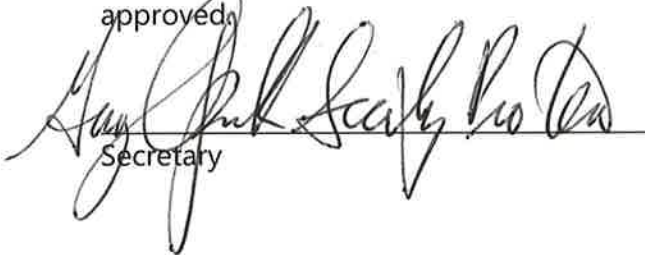
Trustee Oprechak reminded the Trustees of the Roselle Chamber Business After Hours scheduled for tomorrow night located at Roselle Bank & Trust.

PUBLIC COMMENTS/QUESTIONS

There were no public comments or questions.

ADJOURNMENT

Treasurer Harold made a motion to adjourn the meeting at 7:48 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.


Secretary


Date