

**ROSELLE PUBLIC LIBRARY DISTRICT
BUDGET & APPROPRIATIONS PUBLIC HEARING
FOR FISCAL YEAR 2017/2018
SEPTEMBER 13, 2017
7:00 P.M.**

CALL TO ORDER

President Eichholz called the Public Hearing to order at 7:00 p.m. Terrell Barnes served as Secretary Pro Tem in Secretary Oprenchak's absence.

PRESENT

Six (6) Board Members were present at the start of the hearing: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. 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; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There was one Board Member who was absent: Secretary, Gary Oprenchak.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

The Public Hearing was held for public comments and questions pertaining to the fiscal year 2017/2018 Budget and Appropriations. There were no questions/discussion.

ADJOURN

Trustee Barnes made a motion to adjourn the hearing at 7:03 p.m. The motion was seconded. A roll call produced the following results:

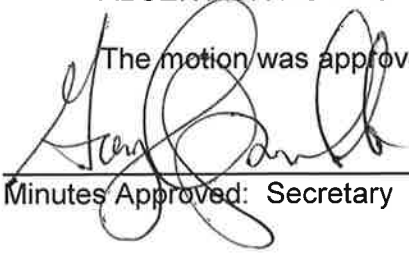
AYES: Barnes, Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Oprenchak

The motion was approved.



Minutes Approved: Secretary

10/11/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
SEPTEMBER 13, 2017, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:05 p.m. Trustee Barnes served as Secretary Pro Tem in Secretary Oprenchak's absence.

PRESENT

Six (7) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Trustee, Terrell Barnes; Trustee, Len Baumgart; 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; and Youth Services Department Manager, Kristen Lawson.

ABSENT

There was one Trustee absent: Secretary, Gary Oprenchak.

ADOPTION OF AGENDA

Secretary Pro Tem Barnes made a motion to adopt the agenda, as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

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

1. Minutes of the Regular Board of Trustees Meeting Dated 8/9/17
2. Minutes from the Special Board of Trustees Meeting Dated 8/16/17

B. Approval of Expenditure Warrants

1. Bill List for 8/16/17 in the Amount of \$2,499.26
2. Bill List for 8/31/17 in the Amount of \$15,175.81
3. Bill List for 8/31/17(a) in the Amount of \$5,188.76
4. Bill List for Electronic Funds Transfer to IMRF Dated 8/31/17 in the Amount of \$13,428.48
5. Bill List for 9/13/17 in the Amount of \$41,026.42
6. Payroll Dated 9/15/17 and 9/29/17
7. Bill List for 9/13/17(a) in the Amount of \$26,217.47

C. Committee Reports

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

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

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenachak

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the September 2017 Treasurer's Report. Items of note included:

- Expense to Amperage for approximately \$4,500.00 for LED lamps and ballasts for the canned lights. Executive Director Millsap reported that the first floor is finished.
- Expenses to Johnson Controls for \$7,100.00 for controls maintenance agreement and \$11,500.00 for the mechanical maintenance agreement.
- HRA account expenses under good control with \$17,000.00 paid out of a maximum of \$58,000.00. HRA expenses are calendar year.
- There were no non-resident cards purchased to date in FY 17/18.
- Interest funds are at \$1,700.00.
- Special Reserve fund payments have begun with the roofing project that will be payable to Dewberry and Olsson.
- Two small tax revenues received from both DuPage and Cook counties.

Vice President Piorkowski made a motion to approve the Treasurer's Report. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on correspondence received:

- Annexation notices received from the Village of Roselle were forwarded to Trustees. All were within the Library District.
- Forwarded email regarding Library Law changes with the threshold for public bidding changed from \$20,000.00 to \$25,000.00. Also changed to now advisory questions may be added to ballots.
- Prevailing Wage notification can now be posted on our website instead of the yearly legal publication.
- No Per Capita Grant check received yet.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on the following:

- All Staff Day went smoothly with all Managers participating in some capacity. The facility for this meeting was held at the new Roselle Park District building that was very conducive for this type of meeting. Topics were suggestions from staff and she has heard positive feedback about the day. Next year she plans on having an entire day dedicated to safety. President Eichholz also attended the beginning of the meeting and thought it was great.
- She attended the Lake Park Tax Consortium meeting. Included in the Board Packets were performance reports that she received at this meeting.
- Eclipse glasses went very well from the Starnet Grant applied and received by the Youth Services department. Roselle and Itasca were the only libraries in the area that received this grant.
- Began participating in an area library Directors group that was re-formed after not meeting for years.
- Roof repair contracts were executed on September 7th. Tentatively the contractor will be at the library on Monday.
- Contractor for ComEd has broken one of the gates to the generator portion when working on the Smart Grid community project along with ripping up some grass. They have worked on fixing the grass, but are claiming no fault for the gate. She is working to resolve. President Eichholz suggested contacting the attorney to forward a letter to the contractor if they are not responding.
- Maintenance Technician is repairing holes in the wall in the Graphics Room and will next work on dry walling and painting this room. New flooring will also be added. She hopes to move the server to this area depending on the re-cabling costs associated to move along with the patch panel. Graphic Artist/Marketing Coordinator has been temporarily moved to the Technical Services area to work while this room is under repair.
- LED lamps and ballast replacement work for first floor is completed by G & K Electrical. Work on the second floor will begin soon.

Trustee Baumgart asked if there was an update on the Fines Amnesty program. Circulation Department Manager Snyders replied that it is going well.

PRESIDENT'S REPORT

Executive Director Millsap reported that she along with President Eichholz attended a meeting at the Village of Roselle on Monday night to discuss the possibility of allowing parking in the library parking lot after-hours. In exchange for this, discussion is underway for the possibility of vacating the alley behind the Library building and to also have an intergovernmental agreement drawn up to allow a book drop on the island on Elm Court. The Village Mayor asked his staff to draw up a preliminary draft intergovernmental agreement for all items as discussed.

President Eichholz reported that the Stepping Stones is having their square dancing fundraiser at Trinity Lutheran on October 19th.

President Eichholz reported that Youth Services Department Manager Lawson would be contacted regarding Family Day.

President Eichholz reported that the League of Women Voters had a meeting.

President Eichholz reported that at the last 100+ Women who Care organization meeting donations will be going to the American Red Cross to help the hurricane victims.

TRUSTEE'S REPORT

Vice President Piorkowski reported that the Roselle Historical museum is holding a children's program on October 8th. President Eichholz suggested bringing fliers to hand out at the Friends Book Sale.

Trustee Baumgart complimented the Library for putting the blurb regarding the Library's Amnesty program in the online Village newsletter. Circulation Department Manager Snyders submitted this information to the Village.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends are working on ticket sales and raffles for the October dinner fundraiser.

President Eichholz reported that the book sale fundraiser is being held the first Saturday in October. Book sorting will be the day before on Friday.

RAILS REPORT

No report for this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Director Piorkowski announced that the Foundation revised their vote and instead of voting to fund \$30,000.00 for the roofing project they voted to fund the entire roofing repair project (excluding the masonry work and architect fees). He stated that Executive Director Millsap should forward the invoice to the Foundation to take care of.

UNFINISHED BUSINESS

President Eichholz brought up the idea of possibility adjoining the Regular Board meetings with the Committee of the Whole meetings when meetings have shorter agendas. The Trustees were agreeable. Trustees would be informed when meetings would be on the same date.

NEW BUSINESS

A. Adopt Ordinance No. 2017-4, Final Budget and Appropriation Ordinance for Fiscal Year 2017/2018

Secretary Pro Tem Barnes made a motion to adopt Ordinance No. 2017-4, Final Budget and Appropriation Ordinance for Fiscal Year Beginning July 1, 2017/2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenachak

The motion was approved.

B. Approve Certified Estimate of Revenue by Source

Trustee Baumgart made a motion to approve the Certified Estimate of Revenue by Source. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenachak

The motion was approved.

C. Approve Statement of Cash Receipts and Disbursements for July 1, 2016, through, June 30, 2017

Treasurer Harold made a motion to approve the Statement of Cash Receipts and Disbursements for July 1, 2016, through June 30, 2017. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenachak

The motion was approved.

D. Approve Revised Meeting Room Policy for Library Policy Manual

Treasurer Harold commented that previously the Trustees decided on common terminology and standards when revising policies. She felt that this had not been done with this policy. She stated the content was agreeable though. It was decided to have the Business Office Manager standardize this policy to match the standards for the final copy.

Secretary Pro Tem Barnes made a motion to approve the amended revised Meeting Room Policy for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenochak

The motion was approved.

E. Approve Removal of Meeting Room Applications from Library Policy Manual

Vice President Piorkowski made a motion to remove the Meeting Room Applications from the Library Policy Manual. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenochak

The motion was approved.

F. Guest Cost Inclusion for Holiday Dinner on 12/8/17

Trustee Baumgart made a motion to approve the guest cost inclusion for the holiday event dinner on December 8, 2017. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Oprenchak

The motion was approved.

Agenda for September 20, 2017, Committee of the Whole Meeting

There were four (4) Committee of the Whole meetings scheduled for September 20, 2017. The Finance Committee of the Whole meeting with the topics of: 1) Resolution No. 2017-3, for PMA Financial as Investment Advisor; and 2) PMA Terms and Conditions. The Budget Committee of the Whole meeting with the topics: 1) Draft Ordinance Levying and Assessing Taxes; and 2) Draft Annual Report Brochure. The Planning Committee of the Whole meeting with the topic of Strategic Plan SOAR Analysis: Strengths, Opportunities, Aspirations, and Results. The Personnel and Salary Committee of the Whole meeting with the topics of: 1) Salary Benefits Surveys from LACONI and Management Association; 2) Deletion of Temporary Page Job Description; 3) Deletion of Temporary Clerk Job Description; and 4) Deletion of Temporary Librarian/Assistant Job Description.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Pro Tem Barnes made a motion to adjourn the meeting at 7:39 p.m. The motion was seconded. A roll call produced all present voting aye. The motion was approved.



Minutes Approved: Secretary

09/20/17

Date