

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
OCTOBER 11, 2017, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:02 p.m.

PRESENT

Seven (7) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprechak; 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; and Youth Services Department Manager, Kristen Lawson.

ABSENT

No Trustees were absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Oprechak 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, Oprechak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Budget and Appropriation Public Hearing Dated 9/13/17
2. Minutes of the Regular Board of Trustees Meeting Dated 9/13/17

B. Approval of Expenditure Warrants

1. Bill List for 9/20/17 in the Amount of \$1,000.04
2. Bill List for 9/29/17 in the Amount of \$1,726.80
3. Bill List for IMRF Electronic Payment Transfer Dated 9/29/17 in the Amount of \$13,908.71
4. Bill List for 10/11/17 in the Amount of \$45,591.64
5. Payroll for 10/13/17 and 10/31/17
6. Bill List for 10/11/17(a) in the Amount of \$4,343.06

C. Committee Reports

1. Budget – Minutes Dated 9/20/17
2. Public Relations – No Report
3. Policy – Minutes Dated 9/20/17
4. Personnel & Salary – Minutes Dated 9/20/17
5. Building – No Report
6. Planning – Minutes Dated 9/20/17
7. Audit – No Report
8. Finance – Minutes Dated 9/20/17

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, Oprencak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

TREASURER'S REPORT

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

- Roof work is ongoing with no invoices received yet. The Foundation is funding the true repair of this project, approximately \$33,000.00, and has requested that invoices be directed to the Foundation.
- There were some fraudulent charges on the library's credit card. Executive Director Millsap will report on this.
- Annual audit work completed for a total cost of approximately \$10,000.00. Invoicing coming in with payments being made.
- Line item for Circulation Postage was made in the amount of \$200.00 for automatic library card renewal service postcards mailed.
- Revenue received in the amount of approximately \$670,000.00 for tax payment from DuPage County.

Executive Director Millsap expanded on credit card fraudulent charges. There were some smaller LYFT charges on this credit card statement and an \$800.00 Apple store charge that was not reflected on this statement. She reported these fraudulent charges with Chase who stated that the Library would not be liable for these charges against her card. Chase Bank sent a replacement credit card that the Library has since received.

Secretary Oprechak 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, Oprechak, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on the following correspondence received from the Illinois Department of Revenue that read misclassification of withholding payments that resulted in a misallocation, the State is not seeking to recoup any of the overpaid amounts from our future distributions of Personal Property Replacement Taxes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on the following:

- Attended three day ILA conference. Attendees also included Automation Coordinator/Technical Services Department Manager Dennis, Circulation Department Manager Snyders; Youth Services Assistant Larimer; and Graphic Artist/Marketing Coordinator Kepler.
- Dates she will be on vacation in October.
- September Amnesty month was very successful.
- Roselle Taste Commission awarded the Library a donation of \$5,258.99. The check was received today. The amount of \$5,000.00 will go towards the cost of a drive-up book return and \$258.00 to purchase a drone and Go Pro for teen programming. The Friends have pledged to fund another \$5,000.00 for the drive-up book drop installation.
- Youth Services Manager Lawson and she have been working with the Village of Roselle and downtown Town Center local business association.
- Per last month's meeting, she updated the Levy Ordinance for Tax Year 2017 to reflect a 7% increase over the 2016 extension.
- The roofing repairs are finished. Architect has inspected repairs and reported that there are still some small openings after the sealant was applied due to larger holes. Dewberry recommended patching these holes for a cost of \$3,690.00 with almost all of the cost being labor. She is planning to approve this additional amount.
- Scheduled power outage on September 29th was completed. It appears to have affected the outside lights timer which has since been fixed.
- G & K completed the second floor replacement of can lights.
- On October 9th an agent from Gallagher Basset met with the Management Team to provide an Accident Prevention presentation. The agent also conducted an on-site walk-through of the building. She will forward report resulting from the walk-through once she has received.

President Eichholz reported that she has heard multiple positive comments on the automatic library card renewal process that the Library recently instituted.

Treasurer Harold expressed positive comments pertaining to the increase of library card registrations.

Trustee Spencer asked when the water damage would be repaired in the main library. Executive Director Millsap replied that once the roof patching has been completed with the additional work, the Maintenance Technician will be able to clean up the area affected.

PRESIDENT'S REPORT

President Eichholz reported on Family Night that is open to the community. She has been in contact with Youth Services Department Lawson discussing library programs for children in conjunction with this event.

President Eichholz reminded the Trustees of the December 1st Roselle Chamber of Commerce holiday party coming up.

TRUSTEE'S REPORT

There was nothing to report on this month.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported on the following for the Friends of the Library:

- Fundraiser dinner ticket sales for October 23rd are going pretty well. As of last week about 40-50 tickets have been sold. This fundraiser sells out each year. Raffle prizes are also available.
- Their next meeting is November 1st. They will be meeting with the Foundation to discuss a possible joint venture.
- Book Sale fundraiser raised about \$1,400.00.

RAILS REPORT

Executive Director Millsap stated there was nothing to report on from RAILS.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Treasurer Piorkowski reported that the Foundation is in the middle of their annual fund drive. The first week of their drive they received almost \$1,000.00 in donations.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Set Date for Truth-in-Taxation Act Public Hearing

Secretary Oprechak made a motion to approve the Truth-in-Taxation Public Hearing date as November 8, 2017, at 7:00 p.m. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Oprechak, Piorkowski, Spencer
NAYS: None
ABSTAIN: None
ABSENT: None

The motion was approved.

B. Resolution No. 2017-3, for PMA Financial as Investment Advisor

Resolution No. 2017-3, for PMA Financial as Investment Advisor has been tabled until the October 18, 2017, Special Board of Trustees Meeting along with the Terms and Conditions.

C. Resolution No. 2017-4, Resolution to Determine Estimate of Funds Needed for FY 2017/2018

Secretary Oprechak made a motion to adopt Resolution No. 2017-4, Resolution to Determine Estimate of Funds Needed for Fiscal Year 2017/2018. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Eichholz, Harold, Oprechak, Piorkowski, Spencer
NAYS: None
ABSTAIN: None
ABSENT: None

The motion was approved.

D. Approve Snow Plowing Contract with ALM Group for 2017/2018 Season

Trustee Barnes made a motion to approve the snow plowing contract with ALM Group for the fiscal year 2017/2018 season. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

E. Medical Insurance Renewal

Trustee Baumgart made a motion to approve the health insurance at renewal with Healthy Lifestyles 6500 EMB health plan for the Library and table the Library Funded HRA. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Piorkowski

NAYS: Harold, Oprenchak, Spencer

ABSTAIN: Eichholz

ABSENT: None

Trustee Baumgart made a motion to reverse his motion and table action until the October 18, 2017 Special Board of Trustees Meeting at 7:00 p.m. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

F. Deletion of Three (3) Temporary Job Descriptions

Trustee Barnes made a motion to delete the three (3) temporary job descriptions: 1) Temporary Page; 2) Temporary Librarian/Assistant, and 3) Temporary Clerk. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Oprechak

ABSENT: None

The motion was approved.

G. Approve Revised Job Descriptions

President Eichholz made a motion to approve revised job descriptions for: 1) Business Office Manager; 2) Business Office Assistant; 3) Automation Coordinator and Technical Services Department Manager; 4) Off-Site Equipment Placement Policy for Automation Coordinator; 5) Technical Services Assistant; 6) Technical Services Cataloging Associate; 7) Youth Services Department Manager; 8) Youth Services Department Assistant Manager; 9) Youth Services Librarian/Assistant- Outreach; and 10) Youth Services Assistant. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

Agenda for October 18, 2017, Special Board Meeting

The topics for the October 18, 2017 Special Board meeting will include: 1) Determining Disposition of Certificate of Deposit Maturing on November 1, 2017, at Itasca Bank & Trust; 2) Resolution No. 2017-3 for PMA Financial as Investment Advisor with Terms and Conditions; and 3) Medical Insurance Selection and Funding of HRA.

Agenda for October 18, 2017, Committee of the Whole Meetings

There were five (5) Committee of the Whole meetings scheduled for October 18th. The Finance Committee of the Whole Meeting with the topic of Investments under Management Process. The Budget Committee of the Whole meeting with the topics of Final Draft Ordinance Levying and Assessing Taxes, Presented. The Audit Committee of the Whole meeting with the topic of reviewing Preliminary Audit. The Personnel and Salary Committee of the Whole

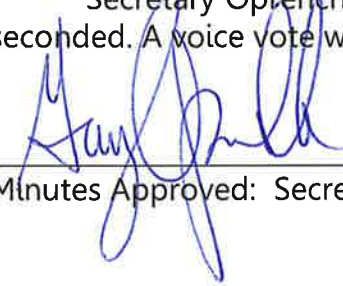
Meeting with the topics of: 1) Job Descriptions – Circulation and Adult Services; and 2) Management Association Benchmarking Proposal. The Building Committee of the Whole meeting with the topic of Proposed Dewberry Contract for the Youth Services Department.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments/questions.

ADJOURNMENT

Secretary Oprechak adjourned the meeting at 8:12 p.m. The motion was seconded. A voice vote was conducted with all voting aye.



Minutes Approved: Secretary



Date

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

CALL TO ORDER

President Eichholz called the meeting to order at 7:02 p.m.

PRESENT

Six (6) Board Members were in attendance at the start of the meeting: President, Sue Ellen Eichholz; Treasurer, Sue Harold; Secretary, Gary Oprenczak; Trustee, Terrell Barnes; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. Vice President, Tom Piorkowski arrived at 7:04 p.m. Also in attendance were Executive Director, Samantha Millsap; and Recording Secretary, Debbie Green.

ABSENT

There were no absent Trustees.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Secretary Oprenczak 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.

DETERMINE DISPOSITION OF CERTIFICATE OF DEPOSIT MATURING ON 11/1/17 HELD AT ITASCA BANK & TRUST

President Eichholz made a motion to approve cashing in the certificate of deposit maturing on November 1, 2017, held at Itasca Bank & Trust and deposit into the money market account at Itasca Bank & Trust. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

RESOLUTION NO. 2017-3, FOR PMA FINANCIAL AS INVESTMENT ADVISOR INCLUDING TERMS AND CONDITIONS

Trustee Baumgart made a motion to approve Resolution No. 2017-3 for PMA Financial as Investment Advisor including Terms and Conditions. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

APPROVE MEDICAL INSURANCE CARRIER/PLAN NUMBER AND HRA DOLLAR AMOUNTS

Executive Director Millsap recommended switching to Healthy Life level funded medical insurance using the PHCS network with brokerage firm, CBIZ, at the medical insurance renewal period of December 1, 2017. She also recommended keeping the Library funded HRA as current with \$4,000.00 Library funded contribution for employee only coverage and \$6,000.00 Library funded contribution for employee and dependents coverage.

Executive Director Millsap answered questions pertaining to the ratings, being insured through Illinois, and explained what the Library's responsibilities are pertaining to a level funded self-insurance plan through Healthy Life with answers she received from CBIZ insurance broker, Brian Jablonski.

President Eichholz made a motion to approve the medical insurance plan as stated. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: Oprenchak

ABSENT: None

The motion was approved.

DIRECTOR'S COMMENTS

There were no Executive Director comments.

TRUSTEE COMMENTS

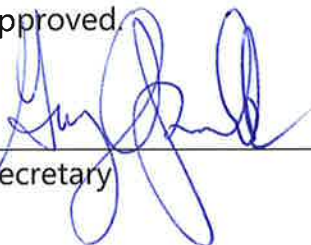
There were no Trustee comments.

PUBLIC COMMENT/ QUESTIONS

There were no public comments or questions.

ADJOURNMENT

President Eichholz made a motion to adjourn the meeting at 7:23 p.m. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.



Secretary



Date