

**ROSELLE PUBLIC LIBRARY DISTRICT
TRUTH-IN-TAXATION ACT PUBLIC HEARING MINUTES
NOVEMBER 8, 2017, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the Public Hearing to order at 7:00 p.m. The Public Hearing was held for public comment and questions regarding the Ordinance Levying and Assessing Taxes for Fiscal Year July 1, 2017, through June 30, 2018.

PRESENT

Six (6) Trustees were present at the start of the hearing: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprechak; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult Services Manager, Marcia Bose; Automation Coordinator and Technical Services Department Manager, Lynn Dennis; Youth Services Department Manager, Kristen Lawson; and Judy Walther from the audit firm, McClure, Inserra & Company Chartered.

ABSENT

There was one (1) Trustee absent: Trustee, Terrell Barnes.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There were no questions or comments by the public.

ADJOURN

Secretary Oprechak made a motion to adjourn the meeting at 7:01 p.m. The motion was seconded. A voice vote was taken with all present voting aye. The meeting was adjourned.



Minutes Approved: Secretary

12/13/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
NOVEMBER 8, 2017, AT 7:02 P.M.**

CALL TO ORDER

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

PRESENT

Six (6) Trustees were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Gary Oprechak; 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; Youth Services Department Manager, Kristen Lawson; and Judy Walther from the audit firm, McClure, Inserra & Company Chartered.

ABSENT

There was one (1) Trustee who was absent: Trustee, Terrell Barnes.

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was said at the Truth-in-Taxation Public Hearing immediately preceding this meeting.

PUBLIC COMMENT

There was no public comment.

AUDIT PRESENTATION BY MC CLURE, INSERRA & COMPANY CHARTERED FOR FY ENDING 6/30/17

Ms. Judy Walther, Senior Audit Manager from McClure, Inserra & Company Chartered, presented the annual financial audit presentation for the time period July 1, 2016 through June 30, 2017, and forwarded final audit booklets.

A summary of what is included in the audit report were: 1) received a clean opinion; 2) assets increased by 8.7% from previous year with liabilities going down; 4) interest income increased quite a bit; 5) General Fund had an increase of \$302,841 that included an operating transfer of \$100,000 to the Special Reserve Fund; 6) General Fund has a healthy fund balance that can operate for approximately 11 months with no revenues over a year period, versus last year's period of 10 months and the year before of 7.7 months; 7) all investments were collateralized; 8) the IMRF pension position is funded at 88% in 2016 and is nice and solid; and 9) percent of county taxes collected in 2016 were solid at 99.7% for DuPage County and 98% for Cook County.

Auditor Walther explained the net pension obligations. She also recommended that the Library have a long-term plan in place for the Special Reserve Fund balance.

The Management Report was unchanged since the Management Report from last fiscal year's comment and had nothing new to report that was of any concern. She encountered no unusual audit findings or disagreements during the course of the audit process. Auditor Walther complimented the Business Office Manager in being very detailed and the Executive Director for doing a great job in overseeing the financials.

Auditor Walther forwarded documentation for signatures for filing to Executive Director Millsap and departed the meeting at 7:34 p.m.

CONSENT AGENDA

A. Secretary's Report

1. Minutes of the Regular Board of Trustees Meeting Dated 10/11/17
2. Minutes of the Special Board of Trustees Meeting Dated 10/18/17

B. Approval of Expenditure Warrants

1. Bill List for 10/18/17 in the Amount of \$2,007.92
2. Bill List for 10/31/17 in the Amount of \$10,254.87

3. Bill List for IMRF Electronic Funds Transfer Payment Dated 10/31/17 in the Amount of \$13,420.11
4. Bill List for 11/8/17 in the Amount of \$33,421.21
5. Payroll Dated 11/15/17 and 11/30/17
6. Bill List for 11/8/17(a) in the Amount of \$13,395.55

C. Committee Reports

1. Budget – Minutes Dated 10/18/17
2. Public Relations – No Report
3. Policy – No Report
4. Personnel & Salary – Minutes Dated 10/18/17
5. Building – Minutes Dated 10/18/17
6. Planning – No Report
7. Audit – Minutes Dated 10/18/17
8. Finance – Minutes Dated 10/18/17

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

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

TREASURER'S REPORT

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

- On the expense side, \$37,000.00 was paid for the roof project.
- First payment was made to Medoza Healthcare for the binder health insurance premium for December.
- On the revenue side, last year's Per Capita Grant money has still not been received yet.
- Expenses are in line with the budget to date.
- The medical HRA expenses are really good with \$22,000.00 paid to date from a maximum total of \$58,000.00. The grace period for calendar year 2017 payouts is through March 2018.

Secretary Oprenchak made a motion to approve the Treasurer's Report as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on correspondence she received from the Village of Roselle for a property annexing from Medinah to Roselle.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap included her report in the Board Packets and presented a verbal presentation summarizing:

- She attended the annual ILA Annual Conference along with four other staff members.
- Included the updated Loss Control Program Assessment recommendations from Gallagher Bassett in her written report.
- At tonight's Committee of the Whole meeting she will be reporting on the semi-annual LIRA meeting that she attended.
- On November 16th she will be facilitating two sessions of the Staff quarterly meeting. Identical meetings will be presented in the morning and early late afternoon to accommodate staff schedules.
- She will be out of the office a few days in late November.
- Reported on Cocoa Crawl event held on November 25th. Youth Services Department Manager Lawson is keeping staff informed on the details of this event while at the Library.
- Reported that the Strategic Planning process is underway.
- Reported that the work on the roof is completed. There should be one more invoice from the architect. The roofing company has now been paid 90% of the project.
- The Roselle Fire Marshall visited the Library and no violations were cited. She is waiting for his final report.
- Reported that Maintenance Technician Eric Annala worked with Johnson Controls on some heating registers that were not working. The building should now be heating offices and public areas properly.

Executive Director Millsap answered questions from President Eichholz pertaining to the Loss Controls Assessment report included in her written report: 1) Youth Services Department Manager Lawson will be drafting procedures for the Youth Services department, per the Report's recommendations; and 2) the Safety Data binder status is listed as completed.

President Eichholz asked about crowd control at the Library for the Cocoa Crawl event and the process to help eliminate this was relayed to her.

President Eichholz heard great things about the On the Same Page events held in October and the Model Railroading Showcase held in early November and complimented the Adult Services staff.

PRESIDENT'S REPORT

President Eichholz reported that School District #12 is collecting used items as a fundraiser until November 21st; and that the Roselle Park District will be hosting a play next Friday titled Willy Wonka.

TRUSTEE'S REPORT

Vice President Piorkowski reported that the Roselle Historical Museum is holding their annual cookie party on December 3rd from 2:00-4:00 p.m.

Vice President Piorkowski reported that he wears his Library t-shirt outside the Library and has been approached with comments.

Treasurer Harold reported that the organization Stepping Stones is looking for mentors. Please contact her if there is any interest in becoming a mentor.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the final numbers are not in yet from the fundraising dinner, but should be similar to the past years. She also reported that the Friends had a meeting in conjunction with the Roselle Foundation on November 1st.

RAILS (REACHING ACROSS ILLINOIS LIBRARY SYSTEM) REPORT

There was no RAILS report for this month.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Treasurer Piorkowski reported that the fundraising drive continues for the Foundation. Checks can be dropped off at the Library that will then be forwarded to the Foundation. He reported that there is a consideration to combine the Friends and Foundation groups for streamlining the fundraising process. Both groups met on November 1st and this meeting seemed to go well. The Foundation will be meeting separately next Thursday at 5:00 p.m. to discuss their view. He encouraged all to attend this meeting. No further details at this time.

UNFINISHED BUSINESS

There was no Unfinished Business to report on.

NEW BUSINESS

A. Approve Ordinance No. 2017-5, Ordinance Levying and Assessing Taxes for the Fiscal Year, Beginning July 1, 2017 - June 30, 2018

Secretary Oprechak made a motion to approve Ordinance No. 2017-5, Ordinance Levying and Assessing Taxes for Fiscal Year Beginning July 1, 2017, through June 30, 2018 as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

B. Approve Certification of Truth-in-Taxation Law Compliance

Trustee Baumgart made a motion to approve the Certification of the Truth-in-Taxation Law Compliance. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

C. Certification of First Payment to L. Marshall Roofing and Sheet Metal, Inc. in the Amount of \$37,011.60

Secretary Oprenchak made a motion to accept the Certification of First Payment to L. Marshall Roofing and Sheet Metal, Inc. in the Amount of \$37,011.60, as stated as Bill List Dated 11/8/17(a), as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

D. Approve Dewberry Contract for Youth Services Department Screen Wall Project

Executive Director Millsap reported that the proposed Dewberry contract is to develop concepts for a panel located in Youth Services.

Vice President Piorkowski made a motion to approve Dewberry contract for the Youth Services Department Screen Wall project. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

E. Approve Revised Job Descriptions

Job descriptions with proposed revisions for approval include: 1) Public Services Assistant; 2) Adult Services Department Manager; 3) Reference Librarian/Outreach Coordinator; 4) Reference Librarian/Teen Coordinator; 5) Reference Librarian; 6) Circulation Department Manager; 7) Circulation Department Assistant Manager; 8) Circulation Associate; 9) Circulation Assistant;

and 10) Page. Proposed job descriptions for removal include: 1) Senior Page; and 2) Circulation Clerk I/Senior Page.

Secretary Oprechak made a motion to approve the revised listed job descriptions effective January 1, 2018 as presented. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Oprechak made a motion to adjourn the meeting at 7:48 p.m. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.


Minutes Approved: Secretary

12/13/17
Date