

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

CALL TO ORDER

President Eichholz called the meeting to order at 7:00 p.m.

PRESENT

Six (6) 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; and Trustee, Len Baumgart. 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 (1) absent Board Member: Trustee, Priscilla Spencer.

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Secretary's Report

1. Minutes of the Truth-in-Taxation Hearing Dated 11/8/17
2. Minutes of the Regular Board of Trustees Meeting Dated 11/8/17

Approval of Expenditure Warrants

1. Bill List Dated 11/30/17 in the Amount of \$6,065.78
2. Bill List Dated 11/30/17(a) in the Amount of \$4,276.00
3. Bill List Dated 11/30/17(b) in the Amount of \$9,979.00
4. Bill List for IMRF Electronic Funds Transfer Payment Dated 11/30/17 in the Amount of \$13,418.68
5. Bill List Dated 12/13/17 in the Amount of \$30,535.46
6. Payroll Dated 12/15/17 and 12/29/17
7. Bill List Dated 12/13/17(a) in the Amount of \$28,429.39

Committee Reports

1. Budget - Minutes Dated 11/8/17
2. Public Relations – No Report
3. Policy – No Report
4. Personnel and Salary – No Report
5. Building – No Report
6. Planning – No Report
7. Audit – No Report
8. Finance – No Report

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

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on expenses:

- Last payment for roof repair project was made. Executive Director Millsap will expand later in the meeting during an action item why it was higher than thought.

- Last payment was made to G & K Electrical for their electrical work.
- Updated subscription to Survey Monkey that will help with resident surveys for the Strategic Plan.

Treasurer Harold reported on the November Treasurer's Report from Bill Grigg:

- Under gifts, there is listed a donation in the amount of \$2,800.00 from 100+ Women Who Care. This was originally made out to the Roselle Foundation who cut a check to the Library. This donation will be used for improvements to the Story Time room.
- New income item was added for insurance dividends received in the amount of \$1,100.00.

Treasurer Harold reported on a year-to-year comparison from this November Treasurer's Report compared to last year's November Treasurer's Report. She reported on:

- Numbers were pretty close. Beginning fund balance for 2017 was 3.4 million versus 3.1 million in 2016. Bottom line – difference is roughly 10% or \$300,000.00. Conclusion is that that numbers don't change much from year-to-year.

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

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

CORRESPONDENCE

Executive Director Millsap stated that the Library received several Christmas cards.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Millsap reported on:

- Expanded on Cocoa Crawl event including: 330 visits from Santa, 122 music participants, 460 passports given, and 600 cups used for cocoa. She thanked

Youth Services Department Manager Lawson for her work on this event. She also received follow-up comments from the Village of Roselle regarding event.

- New medical benefits began this month. She thanked Business Office Manager Green for putting in a lot of time and effort on making this a smooth transition and going through all the paperwork.
- Vision Plan proposal from broker CBIZ came in lower than anticipated and will fit within the current budget. She is moving forward with this benefit for full-time staff and is keeping the same contribution rates for employees as with medical and dental.
- On December 4th she held the Management Team meeting at an off-site location for the day. Discussion included upcoming 2018 year, individual strengths as a team taken from the Strengths Finder book, and "*The Best Place to Work: The Art and Science Creating an Extraordinary Workplace*" book that was read by the Management Team for this meeting.
- PMA will begin going through the last three (3) years of financials to prepare an investment ladder for the Library. Once the cash flow process is completed scheduled for this week, the next item for review will be the Investment Policy.
- The 2018 ILA Trustee Forum workshop is scheduled for February 17th at the Marriott in Oak Brook. She encouraged Trustees to attend and asked them to either contact herself or Business Manager Green to register.
- Filing of Statement of Economic will begin early in 2018 from DuPage County for the Trustees and Management Team. Individual emails will be sent to each to file with a deadline of May 1st or a fee will be imposed.
- Roselle/Bloomingtondale Rotary appointed her as President-Elect beginning in July 2018 and then as President of the club for the 2019-2020 year.
- Roselle Fire Marshall had no violations to report.
- The Library's people counter broke the morning of the Cocoa Crawl. She is in the market for a new one.
- Tonight Trustees will be taking final action for payment to the roofing contractor. She has not received any close-out documents to date, but will hold the check until she has received.

Adult Services Department Manager Bose reported on the new Library product Kanopy, a video streaming product. She also forwarded a handout to the Trustees on this new subscription database that includes instructions. This database has no platform fee to begin. Library cost is \$2.00 per patron download (limited to 10/month). Information on this new service will be in the next newsletter.

Treasurer Harold asked to expand on Garden Day in 2018 as listed in Department Reports. Youth Services Department Manager Lawson expanded on this joint program between Youth Services and Adult Services.

Treasurer Harold asked to expound on Homeschooling as listed in the Youth Services Department Report. Youth Services Department Manager Lawson reported that Youth Services Librarian/Assistant Outreach Forrest is very interested in homeschooling and is developing a Plan, with her guidance. A survey was developed and is currently available to find out homeschooling

interests. Youth Services Librarian/Assistant Outreach Forrest has also developed a brochure and is delivering around town.

President Eichholz asked Executive Director Millsap on the staff reception regarding the Vision Plan. Executive Director Millsap replied that she sent a survey out in October and all full-time staff replied that they were interested even if they had to pay for some of the cost.

President Eichholz asked Executive Director Millsap if she had heard anything concerning the TIF District / Lake Park Tax Consortium. Executive Director Millsap replied that she has heard nothing from any of the TIF districts. She also replied that she receives infrequent billing in small amounts pertaining to the Lake Park Tax Consortium.

PRESIDENT'S REPORT

President Eichholz extended a thank you to Business Office Manager Green and Executive Director Millsap for putting on a fabulous holiday event for the Staff and Trustees.

President Eichholz reported that she is still hearing a ton of great feedback for the Model Railroading Showcase that was held in November. Adult Services Department Manager Bose reported that this has been the fourth busiest year out of 20 years with Reference Librarian/Outreach Coordinator Miel spearheading this Showcase each year. Executive Director Millsap reported that there was an outstanding number of attendance in the Library in November.

President Eichholz attended the ILA webinar on Loss Prevention.

President Eichholz recommended that a thank you banner be purchased to thank all the Foundation donors for the 2017 repair project.

TRUSTEE'S REPORT

Treasurer Harold reported that she attended a meeting and a woman working at the United Methodist Food Pantry made a point to tell her that staff members Kristen Lawson and Liz Larimer were extremely helpful with her in the selection of materials in the Youth Services department. Treasurer Harold was quite pleased to hear such positive comments when she is out in the community.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends holiday party will be held in conjunction with their meeting on Thursday.

RAILS REPORT

There was nothing to report on for December.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Vice President and Foundation Treasurer Piorkowski reported that the Foundation is wrapping up their 2017 donation drive. They are working on sending thank you notes to those that donated. Their next meeting is scheduled on January 18th. The Foundation is still working on a possible merger with the Friends of the Library.

UNFINISHED BUSINESS

There was no Unfinished Business for December.

NEW BUSINESS

A. Per Capita Grant Application Approval for Submission

Vice President Piorkowski made a motion to approve the Per Capita Grant Application for submission. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

B. Ordinance No. 2017-6, Amending Ordinance No. 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to Said Ordinance

Trustee Baumgart made a motion to approve Ordinance No. 2017-6, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to Said Ordinance. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

C. Certification of Payment to L. Marshall Roofing and Sheet Metal, Inc. in the Amount of \$8,171.40 (Bill List 12/13/17b)

Executive Director Millsap reported that last month she reported that the final project amount due was about \$4,100.00 or 90% of the project costs. She received information that this did not include the addition of the expected extra work for the masonry ceiling. This certification represents the completion of the remainder of the roof repair project.

Trustee Barnes made a motion to approve the Certification of Payment to L. Marshall Roofing and Sheet Metal, Inc. in the Amount of \$8,171.40. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

D. Approve Resolution No. 2017-5, Resolution Updating Anti-Harassment Policy for the Personnel Handbook

Executive Director Millsap reported that the Illinois General Assembly pushed through approval to either approve a Sexual Harassment Resolution/Policy or to update existing ones. She forwarded current Policy to the Library's attorney who reviewed and reported that the Library's Policy had all the information needed; however, some slight revisions were made that is being presented tonight.

Treasurer Harold recommended a couple of additions to Exhibit A to Resolution No. 2017-5 as follows:

- Under Investigation Procedure number 5, the words "discrimination, or retaliation" should be added in front of the words "or otherwise engaging in conduct protected"
- Adding the word "filed" before "within 300 days of the incident" to the last paragraph under Investigation Procedure

Trustee Barnes made a motion to approve Resolution No. 2017-5, Resolution Approving and Adopting a Revised Anti-Harassment and Anti-Discrimination Policy (including Sexual Harassment) and Policy for the Personnel Handbook as amended. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

E. Revised Group Medical, Dental and Life Insurance for the Personnel Handbook

Trustee Barnes made a motion to approve revised Group Medical, Dental and Life Insurance (including Vision) for the Personnel Handbook. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

F. Revised Organizational Chart for the Personnel Handbook and Posting

Trustee Baumgart made a motion to approve the revised Organizational Chart for the Personnel Handbook and Posting Effective January 1, 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

F. Days Closed Schedule for 2018

Vice President Piorkowski made a motion to approve the Days Closed Schedule for 2018. The motion was seconded. A roll call produced the following results:

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

G. Selection of Two Trustees to Review Executive Session Minutes for Approval at January Board Meeting

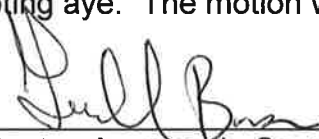
Vice President Piorkowski and Treasurer Harold agreed to review the sealed Executive Session minutes and tapes before the January Board meeting.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Oprechak made a motion to adjourn the meeting at 7:40 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.


Minutes Approved: Secretary *pro tem*

1/10/2018
Date