

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
FEBRUARY 14, 2018, AT 7:00 P.M.**

**CALL TO ORDER**

President Eichholz called the meeting to order at 7:02 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; 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 Trustee: 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 were no public comments or questions.

## **CONSENT AGENDA**

### **Approval of Expenditure Warrants**

1. Bill List Dated 1/31/18 in the Amount of \$5,211.70
2. Bill List for IMRF Electronic Funds Transfer Payment Dated 1/31/18 in the Amount of \$13,523.92
3. Bill List for 2/14/18 in the Amount of \$39,197.70
4. Bill List for 2/14/18(a) in the Amount of \$261.14
5. Payroll for 2/15/18 and 2/28/18
6. Bill List for 2/14/18(b) in the Amount of \$12,149.91

### **Committee Reports**

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

Treasurer Harold made a motion to accept the Consent Agenda. 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.

## **TREASURER'S REPORT**

Treasurer Harold reported on the expenses:

- o Payment made for Workers Comp premium in the amount of approximately \$3,300.00.
- o An additional \$600.00 was paid to CPA William Grigg for year-end tax documents and for the Statement of Cash Receipts and Disbursements as listed in New Business in addition to the monthly \$740.00 billing.
- o Payment of \$3,000.00 to the Management Association to prepare the Salary Analysis project.

Treasurer Harold reported on the revenues:

- Some libraries have received Per Capita Grant money, but Roselle has not to date.
- Received \$5,900.00 in Cook County taxes that will be deferred until the next fiscal year.

Treasurer Harold reported on the Financial Report prepared by CPA William Grigg:

- Funded HRA medical fund bank account for Calendar Year 2018 in the amount of \$53,000.00. This would be the maximum liability for the year.
- On next month's financial report new line items will be added in connection with PMA Financial. These will include BMO Harris Bank and PMA to see where the investment dollars are going.

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

NAYS: None

ABSTAIN: None

ABSENT: Spencer

The motion was approved.

Trustees agreed that Treasurer Harold's verbal report was beneficial that she shares each month so she will continue to do.

### **SECRETARY'S REPORT**

Draft of January 10, 2018 minutes of the meeting were included in the Board Packet. Information was provided to complete the minutes as follows:

- Under C New Business, Trustee Barnes moved to release the January 11, 2017, Executive Session Minutes. Roll call for this vote was all ayes with the exception of Secretary Oprechak who was absent.
- Under C New Business, Trustee Spencer moved to destroy Executive Session tape dated July 13, 2016. Roll call for this vote was all ayes with the exception of Secretary Oprechak who was absent.
- Under D New Business, Vice President Piorkowski moved to award Youth Services Department Manager Kristen Lawson a gross \$1,000.00 bonus. Roll call for this vote was all ayes with the exception of Secretary Oprechak who was absent.
- Under Adjournment, Vice President Piorkowski moved to adjourn at 7:43 p.m. A voice roll call was conducted with all present voting aye.

Secretary Oprechak made a motion to approve the Secretary's Report as amended. 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 reported that Trustee Barnes received his registration information for this Saturday's ILA workshop. Executive Director Millsap also forwarded a letter to Vice President Piorkowski for the Foundation.

President Eichholz had an inquiry from a patron who said that she filled out the Library Survey but did not get an email request to complete. Executive Director Millsap reported that the Library does not have a way to send an email blast to every patron registered, but this survey is on the Library's website.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Millsap reported on the following:

- Last call for ILA Legislative registration scheduled for February 16<sup>th</sup> and 2018 ILA Trustee Forum scheduled for February 17<sup>th</sup>.
- On February 5<sup>th</sup> the Library is live with PMA. All investments are FDIC insured. Interest rates ranged from 1.3–2.2% ranging from two months to two year terms. Further discussion will be at tonight's Committee of the Whole meeting.
- On February 28<sup>th</sup> the Library will be hosting the Roselle Chamber Business After Hours. Register with Gail directly at the Chamber if you plan to attend.
- Library survey is live and goes through March 9th. Cards with QR are available for this survey along with being on the website. This information is also available at the Roselle Park District, Roselle Train Station, and the Village of Roselle has on their email blast. Responses are coming in.
- Quote approved from McDonald A/V to install audiovisual equipment in the Storytime Room. The audiovisual work will fit within the donation from the Strength of 100, formerly 100+ Women Who Care. An extra couple hundred of dollars will be taken from the Library's Building/Maintenance Budget for wiring. Installation is scheduled for February 23<sup>rd</sup>.
- No power bid yet from NIMEC. Last year the Library went to bid mid-March.
- On February 3rd, police were called again within a two month time period to investigate an incident. Executive Director Millsap banned this patron from entering the Library for a one year period. She listed in a formal letter that the

patron could appeal to the Board of Trustees. Secretary Oprenchak asked to receive a copy of the letter. Executive Director Millsap will forward via email.

- She has set-up a meeting with the Management Team to meet with the Dewberry Architect representative to discuss future renovation and update project ideas that are needed throughout the whole library.

President Eichholz was impressed on the Competitive Chess programs as outlined in Adult Services Department Manager Bose report.

### **PRESIDENT'S REPORT**

President Eichholz reported on the following:

- Rose Queen Pageant is on the first Friday in March
- School District #12 is hosting a Trivia Night this Saturday
- Strength of 100 meets on March 7<sup>th</sup> at 7:00 p.m. at Spavone's
- Stepping Stones tea fundraiser is scheduled for March 11<sup>th</sup>
- Trinity Lutheran is holding an auction on March 10th

### **TRUSTEE'S REPORT**

There was no Trustees Report this month.

### **FRIENDS OF THE LIBRARY REPORT**

President Eichholz reported that the Friends approved all of the Library's Summer Reading donation requests. Their next book sale fundraiser is scheduled to be on April 14<sup>th</sup> and on April 15<sup>th</sup>. The April 15<sup>th</sup> date coincides with Volunteer Appreciation Musical Sunday again this year. Research is underway on acquiring 501(c)(3) status.

### **RAILS REPORT**

Executive Director Millsap attended in the RAILS Member update online.

### **ROSELLE PUBLIC LIBRARY FOUNDATION REPORT**

Trustee and Foundation Treasurer Piorkowski reported that the Foundation met and is hosting a fundraiser on March 12, 2018, at Chipotle on Lake Street in Bloomingdale from 4:00 p.m.-8:00 p.m. The Foundation will receive 50% of the proceeds from this fundraiser. Flyers will be available at the Library along with listing this fundraiser on the Library's website. Also reported was that the Foundation's donation drive has wrapped up.

### **UNFINISHED BUSINESS**

The Trustees had no unfinished business.

**NEW BUSINESS**

**A. Certify Statement of Cash Receipts and Disbursements for 7/1/17-12/31/17**

Secretary Oprenchak made a motion to approve and certify the Statement of Cash Receipts and Disbursements for 7/1/17-12/31/17 as presented. 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.

**B. Approve Serving Beer and Wine at February 28th Chamber Business After Hours Event Hosted by the Roselle Public Library**

Trustee Barnes made a motion to approve serving beer and wine at the February 28, 2018, Chamber Business After Hours event hosted by the Roselle Public Library. 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.

**CITIZEN COMMENTS/QUESTIONS**

There were no citizen comments or questions.

**ADJOURNMENT**

Secretary Oprenchak made a motion to adjourn the meeting at 7:34 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

  
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Minutes Approved: Secretary

3/14/18  
Date