

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE PUBLIC HEARING FOR THE
TRUTH-IN-TAXATION ACT
NOVEMBER 14, 2018, AT 7:00 P.M.**

CALL TO ORDER

Vice President Piorkowski called the Public Hearing to order at 7:00 p.m. in President Eichholz's absence. The Public Hearing was held for public comment and questions regarding the Levy Ordinance for tax year 2018 to be levied in 2019.

PRESENT

Four (4) Trustees were present at the start of the hearing: Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Terrell Barnes; 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 were (2) Trustees who were absent: President, Sue Ellen Eichholz; and Trustee, Len Baumgart. There is one (1) vacant Trustee position.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

There were no questions or comments from the public.

ADJOURN

Treasurer Harold moved to adjourn the meeting at 7:01 p.m. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The meeting was adjourned.


Minutes Approved: Secretary

12/12/18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
NOVEMBER 14, 2018, AT 7:02 P.M.**

CALL TO ORDER

Vice President Piorkowski served as President Pro Tem in President Eichholz's absence. He called the meeting to order at 7:02 p.m.

PRESENT

Four (4) Trustees were present at the start of the meeting: Vice President, Tom Piorkowski; Treasurer, Sue Harold; Secretary, Terrell Barnes; 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. Judy Walther from the audit firm, McClure, Inserra & Company Chartered arrived at 8:10 p.m.

ABSENT

There were two (2) Trustees who were absent: President, Sue Ellen Eichholz; and Trustee, Len Baumgart. There is one (1) vacant Trustee position.

ADOPTION OF AGENDA

Secretary Barnes moved to adopt the agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

A. Secretary's Report

- Minutes of the Regular Board of Trustees Meeting Dated 10/17/18

B. Approval of Expenditure Warrants

1. Bill List Dated 10/25/18 in the Amount of \$66,468.63
2. Bill List Dated 10/31/18 in the Amount of \$2,082.93
3. Bill List for IMRF Electronic Funds Transfer Payment Dated 10/31/18 in the Amount of \$13,297.59
4. Bill List Dated 11/1/18 in the Amount of \$21.65
5. Initial Premium On-Time BlueCross BlueShield of IL ACH Payment Dated 11/6/18 in the Amount of \$8,041.91
6. Bill List Dated 11/14/18 in the Amount of \$36,681.32
7. Payroll Dated 11/15/18 and 11/30/18
8. Bill List Dated 11/14/18(a) in the Amount of \$3,398.85

C. Committee Reports

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

Executive Director Millsap reported that the Planning Committee of the Whole minutes dated 8/8/18 were not available to vote on.

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

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on the expenses. Approximately \$66,000 has been paid on the current construction project with \$90,000-\$100,000 remaining.

Treasurer Harold reported on the November William Grigg Financial Report:

- For collection of taxes from DuPage and Cook counties, 2% remains left to collect. It is anticipated that the remaining amount will come in.
- On the HRA for medical expenses only \$14,000 has been spent out of a potential of \$60,000 to date.

Treasurer Harold reported that another surplus payment from LIRA in the amount of \$810.00 was received for the good claims experience for the 2014-2015 program year.

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

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.

CORRESPONDENCE

Executive Director Millsap reported on correspondence:

- Thank you card from recently retired staff member Debbie Miel was received.
- Cybersecurity training bulletin pertaining to emails was distributed.
- The Library's holiday party invitation was forwarded at tonight's meeting.

EXECUTIVE DIRECTOR'S REPORT

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

- Update on current construction project: 1) additional painting is needed in order to make it uniform to the color in that section and she is awaiting additional cost; 2) glass was delivered last Friday with nearly all installed except last piece in order to determine final spacing; 3) lighting components will need to be adjusted; and 4) biggest change order was to address a deficiency in the ceiling sprinklers. Originally these sprinklers were budgeted to cost a few thousand dollars, but it may be more with a dollar amount to be determined.
- The mid-term election is over and she is reaching out to the newly elected or re-elected legislators. She recommended that Trustees contact individually also.

- Supervisory staff are in the midst of online sexual harassment and discrimination in the workplace training provided through LIRA.
- LIRA sent a surplus check. They also provided ice alert signs that will be posted outside the Library and near the parking lot.
- The Village Cocoa Crawl is scheduled for 11/24 and a large crowd is anticipated.
- The Library is a drop-off location for Toys for Tots.
- The Library is still collecting donations for the Police Department's Stuff the Pig Fundraiser.

PRESIDENT'S REPORT

Vice President Piorkowski encouraged Trustees to attend the Cocoa Crawl. He also reported that the Roselle History Museum is holding their cookie event on 12/2 from 2-4 and encouraged attendance.

There was no Trustee's Report.

FRIENDS OF THE LIBRARY REPORT

Vice President Piorkowski reported that the final numbers are not in yet from the fundraising dinner, but 72 people were in attendance and was a nice event. He additionally reported that the next Friends meeting is scheduled for the first Wednesday in December. He encouraged Trustees to attend. Their 501(c) (3) status is nearly complete.

RAILS (REACHING ACROSS ILLINOIS LIBRARY SYSTEM) REPORT

Executive Director Millsap reported that there is a staffing change at RAILS and she is keeping an eye on who the replacement will be for this vital role.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap relayed that the Chair of the Foundation reported that their annual appeal fundraiser donations are coming in. Donations received as of 11/8 totaled a little over \$4,000.00.

UNFINISHED BUSINESS

There was no Unfinished Business to report on.

NEW BUSINESS

- A. Approve Ordinance No. 2018-6, Ordinance Levying and Assessing Taxes for the Fiscal Year, Beginning July 1, 2018 - June 30, 2019

Treasurer Harold moved to approve Ordinance No. 2018-6, Ordinance Levying and Assessing Taxes for Fiscal Year Beginning July 1, 2018, through June 30, 2019. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.

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

Secretary Barnes moved to approve the Certification of the Truth-in-Taxation Law Compliance. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.

C. Approve Non-Resident Property Taxpayer Library Card Policy Formerly Issuance of Cards to Non-Resident District Property Taxpayers for Library Policy Manual

Treasurer Harold moved to approve the Non-Resident Property Taxpayer Library Card Policy Formerly Issuance of Cards to Non-Resident District Property Taxpayers for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.

D. Approve Paid Parental Leave Policy for Personnel Handbook

Secretary Barnes moved to approve the Paid Parental Leave Policy for the Personnel Handbook. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.

A recess was held before the next item on the agenda beginning from 7:25 p.m. to 8:00 p.m. The public departed during this recess and did not return. Auditor Judy Walther from McClure, Inserra & Company Chartered arrived at 8:10 p.m.

AUDIT PRESENTATION BY MC CLURE, INSERRA & COMPANY CHARTERED FOR FY ENDING 6/30/18

Ms. Judy Walther, Senior Audit Manager from McClure, Inserra & Company Chartered, presented the annual financial audit presentation for the time period July 1, 2017 through June 30, 2018, and forwarded final audit financial reports.

A summary of the presentation that is included in the audit report were: 1) received a clean opinion; 2) new governmental accounting standard, GASB74/75, was implemented and was included in the audit report; 3) net position as of 6/30/18 was \$3,724,502 which was an increase from prior year by \$32,118; 4) assets increased by about 5% from previous year with non-current liabilities going down, which is a good thing; 5) revenues increased by 1%; 6) interest income almost tripled resulting from working with PMA; 7) Per Capita Grant was fully funded for effective year 2018; 8) operating transfer of \$200,000 was made from the General Fund to the Special Reserve Fund; 9) all deposits and investments were collateralized with plenty of coverage; 10) Roselle Public Library Foundation cash balance at year end was at \$47,843; and 11) in July 2018 the Board of Trustees approved a construction project for the second floor.

Treasurer Harold contacted and talked with Auditor Walther at Executive Director Millsap's suggestion about internal controls, the newly revised Investment Policy, as well as what they discussed at tonight's meeting with the audit process. Treasurer Harold asked Auditor Walther if she could share. Auditor Walther explained the audit process includes a review of the library's internal controls. She explained the more people that touch the transactions the better. She included a recommendation in the audit Management Letter for the protection of the Director, as well as the Library, that the Treasurer be included on activities associated with the decision making process with regard to the purchase or disposition of investments.

Auditor Walther stated that she enjoys coming to the Library each year and encourages interest from the Trustees. She forwarded documentation for signatures for filing to the Executive Director Millsap and departed the meeting.

CITIZEN COMMENTS/QUESTIONS

There was no public to provide comments or questions.

ADJOURNMENT

Secretary Barnes moved to adjourn the meeting at 8:53 p.m. The motion was seconded. A roll call produced the following results:

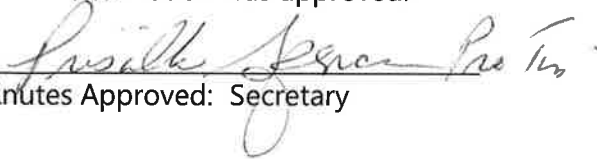
AYES: Barnes, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Baumgart, Eichholz

The motion was approved.


Minutes Approved: Secretary

12/12/18
Date