

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
DECEMBER 12, 2018, AT 7:00 P.M.**

CALL TO ORDER

President Eichholz called the meeting to order at 7:03 p.m. Trustee Spencer served as Secretary Pro Tem in Secretary Barnes' absence.

PRESENT

Five (5) Board Members were present at the start of the meeting: President, Sue Ellen Eichholz; Vice President, Tom Piorkowski; Treasurer, Sue Harold; Trustee, Len Baumgart; and Trustee, Priscilla Spencer. Also present were Executive Director, Samantha Millsap; Recording Secretary, Debbie Green; Adult and Teen 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: Secretary, Terrell Barnes. There is one (1) vacant Trustee position.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

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

AYES: Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Secretary's Report

1. Minutes of the Truth-in-Taxation Public Hearing Dated 11/14/18
2. Minutes of the Regular Board of Trustees Meeting Dated 11/14/18

Approval of Expenditure Warrants

1. Bill List Dated 11/30/18 in the Amount of \$5,724.91
2. Bill List for IMRF Electronic Funds Transfer Payment Dated 11/30/18 in the Amount of \$12,806.00
3. Bill List Dated 12/12/18 in the Amount of \$55,711.72
4. Payroll Dated 12/14/18 and 12/28/18
5. Bill List Dated 12/14/18(a) in the Amount of \$19,832.56

Committee Reports

1. Budget - Minutes Dated 11/14/18
2. Public Relations – No Report
3. Policy – Minutes Dated 11/14/18
4. Personnel and Salary – No Report
5. Building – No Report
6. Planning – Minutes Dated 11/14/18
7. Audit – No Report
8. Finance – Minutes Dated 11/14/18

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 as presented. The motion was seconded. A roll call produced the following results:

AYES: Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: Baumgart, Eichholz

ABSENT: Barnes

The motion was approved.

TREASURER'S REPORT

Treasurer Harold reported on expenses:

- Almost \$4,000 was paid to vendor A&A Paving for repair work needed in the Library's parking lot.

- Almost all taxes received for Tax Year 2017 and earlier have been received with \$300,000 collected from Cook County and \$1.8 million collected from DuPage County.
- Construction project anticipated total cost is at approximately \$158,000.
- Medical HRA dollars are very low for this time of the year with little over \$14,000 spent out of a potential maximum of \$60,000.

Trustee Baumgart moved to approve the Treasurer's Report. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

CORRESPONDENCE

There was no correspondence to report on.

EXECUTIVE DIRECTOR'S REPORT

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

- President Eichholz notified her that the catch basin in the Library parking lot appeared to be collapsing. She contacted A&A Paving that quoted her \$2,000 for best case scenario and \$4,000 for worst. It was the worst case scenario and a potential sink hole if not repaired. It was repaired Monday before Thanksgiving.
- Construction project overall went smoothly, is completed, and looks very nice. Punch list was very easy with the biggest issue being the silicone filler in between glass panes that needed to be redone a few times. Furniture on the first floor has been returned with the second floor still needing to be moved. She reported the new project value to LIRA. The Trustees liked the outcome very much.
- She reported that last month all supervisors completed online sexual harassment and discrimination training. The rest of our regular staff are working on completing it department by department.
- At the 11/15 Quarterly Staff meeting staff provided feedback on the proposed new website design and logo. Both projects are moving forward.
- Cocoa Crawl 2018 is complete. Youth Services Department Manager Lawson reported that this year went a lot smoother. She contributed this to having the Village handling Santa. Santa passes worked great. Overall a success with attendance at the Library coming in the same as last year.

- She reported that Model Railroading Showcase also happened in November. Adult and Teen Services Department Manager Bose reported that this was the first year that Adult Services Librarian Rimer was in charge of event. He had been shadowing retired Librarian Debbie Miel throughout the year since it takes months to plan. Hundreds of people flooded the Library over this two-day event.
- After the death of former President George H. W. Bush, flags have been ordered to fly at half-mast through December 30th.
- She forwarded the quarterly investment report and presented to the Trustees. She will need to know by April if the Trustees will continue to work with PMA for the majority of the Library's investments.

PRESIDENT'S REPORT

President Eichholz heard that the Cocoa Crawl was amazing and gave her thanks. She had attended the Model Railroading Showcase and expressed that it was great with so many people that were in attendance at this event. She expressed her thanks also.

President Eichholz heard nice comments from people regarding the new re-model project at the Library.

President Eichholz reported that the Roselle Park District has a new Director who would love to partner with the Library for the Cocoa Crawl event next year.

She was not able to attend the Chamber of Roselle holiday event this year, but Executive Director Millsap attended.

She asked Vice President Piorkowski how the cookie event went at the History Museum. He reported it was good and heard positive comments regarding the Library.

TRUSTEE'S REPORT

Vice President Piorkowski reported that he felt he received the best comment regarding the Library that he has heard from a resident who felt that ten years ago the Library was a rinky dink small library and did not return. Now they felt this was not the case, and are coming here and are proud of the Library.

FRIENDS OF THE LIBRARY REPORT

President Eichholz reported that the Friends held their fundraising dinner that turned out great. Final numbers are not in yet, but approximately 85 tickets were sold. The Friends had a table selling tickets for this fundraiser at the Model Railroading Showcase. A little shy of last year's ticket sales, but more raffle tickets were sold this year over last year.

Executive Director Millsap reported that the Friends fundraising Book Sale will again be held during the same weekend as the Library's Volunteer Appreciation Musical Sunday event held in April.

Vice President Piorkowski reported that the Friends 501(c) 3 status is still in progress, but there will be a meeting with the Treasurer and the attorney on Monday.

President Eichholz reported that the next Friends fundraising dinner is scheduled for November 4, 2019, at 1913. The restaurant 1913 will only host three fundraisers each year going forward and the Friends were able to get one of these slots.

RAILS REPORT

There was nothing to report on for December.

ROSELLE PUBLIC LIBRARY FOUNDATION REPORT

Executive Director Millsap reported that no number update from last month for their annual appeal. Their next meeting will be scheduled soon into the new year.

UNFINISHED BUSINESS

There was no Unfinished Business for December.

NEW BUSINESS

A. Ordinance No. 2018-7, An Ordinance Amending the Special Reserve Fund Plan and Transferring Funds to the Special Reserve Fund

Vice President Piorkowski moved to approve Ordinance No. 2018-7, An Ordinance Amending the Special Reserve Fund Plan and Transferring Funds to the Special Reserve Fund. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

B. Certification of Payment to Reef LLC in the Amount of \$76,166.97 (Bill List Dated 12/14/18b)

Trustee Baumgart moved to approve the certification of payment to Reef LLC in the Amount of \$76,166.97. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

C. Approve Renamed and Revised Meeting Spaces Policy for the Library Policy Manual

Vice President Piorkowski moved to approve the Renamed and Revised Meeting Spaces Policy for the Library Policy Manual. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

D. Days Closed Schedule for 2019

Trustee Baumgart moved to approve the Days Closed Schedule for 2019. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

ABSTAIN: None

ABSENT: Barnes

The motion was approved.

E. Selection of Two Trustees to Review Executive Session Minutes for January Board Meeting

Trustee Baumgart and President Eichholz agreed to review the sealed Executive Session minutes and tapes before the January Board meeting.

CITIZEN COMMENTS/QUESTIONS

The proposed new logo for the Library was presented. The Trustees liked the new logo and authorized Executive Director Millsap to proceed.

ADJOURNMENT

Treasurer Harold moved to adjourn the meeting at 7:35 p.m. The motion was seconded. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Eichholz, Harold, Piorkowski, Spencer

NAYS: None

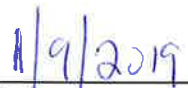
ABSTAIN: None

ABSENT: Barnes

The motion was approved.



Minutes Approved: Secretary



Date