

ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE AD HOC BOARD EVALUATION COMMITTEE  
OCTOBER 1, 2015  
5:30 P.M.

**CALL TO ORDER**

The Ad Hoc Board Evaluation Committee meeting was called to order by Chairman Oprechak at 5:30 p.m.

**ATTENDANCE**

Three (3) Committee Members were in attendance: Trustee, Gary Oprechak; Trustee, Thomas Piorkowski; and Executive Director, Amy Cawley, were present.

**ABSENT**

There were no absent Committee Members.

**PURPOSE/AGENDA**

The purpose of this Ad Hoc Board Evaluation Committee meeting was to create Board Evaluation tool.

**DISCUSSION**


Each brought questions gleaned from sample evaluation tools provided at last meeting. Committee combined some of the questions brought and selected others for sections addressing finance/budget and Board organization/governance.

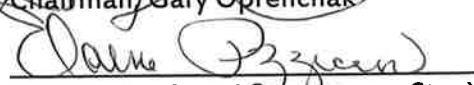
Executive Director Cawley will assemble choices and send to Committee Members for comments/changes.

Committee will meet again to continue working on other sections of the proposed document on Saturday, October 10, 2015, at 10:00 a.m.

**ADJOURNMENT**

The meeting was adjourned at 6:45 p.m.

  
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Chairman, Gary Oprechak

  
\_\_\_\_\_  
Approved: (Board Secretary to Sign)

10/14/2015  
Date

10.14.2015  
Date

ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE AD HOC INTERIOR COMMITTEE  
OCTOBER 2, 2015  
5:30 P.M.

**CALL TO ORDER**

The Ad Hoc Interior Committee meeting was called to order at 9:15 a.m.

**ATTENDANCE**

Sara Chrzanowski, Interior Designer, Dewberry  
Sue Ellen Eichholz, President, Board of Trustees  
Priscilla Spencer, Vice President, Board of Trustees  
Amy Cawley, Executive Director  
Leann Skeens, Youth Services Department Manager  
Debbie Green, Business Office Manager

**ABSENT**

There were no absent Committee Members.

**AGENDA**

This meeting was scheduled to select furniture finishes.

**DISCUSSION**

Ms. Chrzanowski reviewed locations and quantity for the new furniture proposed for the Youth Services Department. Youth Services Department Manager Skeens said there were mixed reviews concerning the cupcake children's stools. Ms. Chrzanowski showed additional styles to choose from. The Committee selected one of these new styles and chose the brushed finish, if available.

Ms. Chrzanowski presented her recommendations for the different coverings for the proposed furniture in the Youth Services Department. The Committee liked most of the selections, but changed one of the color swatches for the children's furniture. The Committee agreed on the color for the task chair that would be located at the Youth Services Ask Me desk.

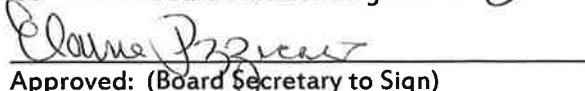
Chair coverings were discussed and agreed upon for the 10 chairs that would be located at the Conference Room table and the 8 guest chairs. Ms. Chrzanowski recommended that the proposed new Conference room table, along with the adjoining registration table, use the same material and coloring as the newly purchased tables located in the Adult Services area.

This finishes the last of the scheduled Ad Hoc Committee meetings. Ms. Chrzanowski will present all, in a similar fashion as the first interior improvement phase, to the full Board of Trustees at their October 14, 2015, Regular Board of Trustees meeting for their approval.

**ADJOURNMENT**

The meeting was adjourned at 10:15 a.m.

  
Committee Board President Signature

  
Approved: (Board Secretary to Sign)

10-19-2015  
Date

10-14-2015  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING  
OCTOBER 21, 2015**

**CALL TO ORDER**

Chairman Harold called the meeting to order at 7:01 p.m.

**ATTENDANCE**

Four (4) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance was Executive Director, Amy Cawley.

**ABSENT**

There were three (3) absent Committee Members: Terrell Barnes, Gary Oprechak, and Thomas Piorkowski.

**AGENDA**

The agenda items for the Budget Committee of the Whole meeting were to: 1) Review Draft Ordinance Levying and Assessing Taxes; and 2) Discuss Per Capita Grant Requirement #8 – Trustees: Having Previously Analyzed the Library's Finances and Fiscal Climate, Identify and Describe how Library Funds are Currently Used to Support Educational Programs and Training Opportunities for Patrons.

**DISCUSSION**

The draft Ordinance Levying and Assessing Taxes, Ordinance No. 2015-6, was discussed for a final time. No changes were made. The Ordinance will be brought to the Board for approval at the Regular November Board meeting.

Pursuant to the Per Capita Grant Requirement #8, the Trustees discussed how Library funds are currently used to support educational programs and training opportunities for patrons.

**ADJOURNMENT**

Chairman Harold adjourned the meeting at 7:04 p.m.

  
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Chairman & Recording Secretary, Sue Harold

  
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Approved: (Secretary to Sign)

11/11/15  
Date  
11/11/15  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE AUDIT COMMITTEE OF THE WHOLE MEETING  
OCTOBER 21, 2015**

**CALL TO ORDER**

Chairman Spencer called the meeting to order at 7:05 p.m.

**ATTENDANCE**

Five (5) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance was Executive Director, Amy Cawley.

**ABSENT**

There were two (2) absent Committee Members: Gary Oprechak, and Thomas Piorkowski.

**AGENDA**

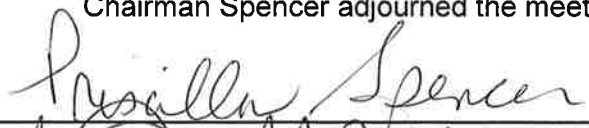
The agenda item for the Audit Committee of the Whole meeting was to review the preliminary audit.

**DISCUSSION**

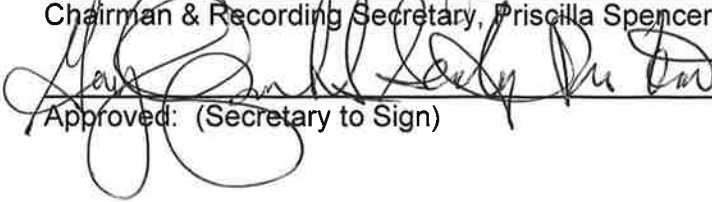
The presentation of the audit will be held at the November Regular Board of Trustees meeting.

**ADJOURNMENT**

Chairman Spencer adjourned the meeting at 7:06 p.m.

  
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Chairman & Recording Secretary, Priscilla Spencer

11/18/15  
Date

  
\_\_\_\_\_  
Approved: (Secretary to Sign)

11/16/15  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE PERSONNEL AND SALARY  
COMMITTEE OF THE WHOLE MEETING  
OCTOBER 21, 2015**

**CALL TO ORDER**

Chairman Pizzicaro called the meeting to order at 7:07 p.m.

**ATTENDANCE**

Five (5) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance was Executive Director, Amy Cawley.

**ABSENT**

There were two (2) absent Committee Members: Gary Oprenchak, and Thomas Piorkowski.

**AGENDA**

The agenda items for the Personnel and Salary Committee of the Whole meeting were: 1) Discuss Group Medical, Dental, and Life Insurance for Personnel Handbook; 2) Review Recommended Changes from the Management Association for the Personnel Handbook for – a) Compensation and Performance, b) Employee Benefits, c) Appendices (remove), and d) Job Descriptions (move to new binder labeled Board Approved Roselle Public Library District Job Descriptions).

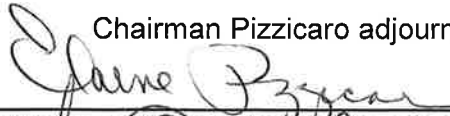
**DISCUSSION**

The Group Medical, Dental, and Life Insurance Policy was reviewed. Some wording changes and possible District reduction of dependent premium will be brought to the Regular November Board of Trustees meeting. The Executive Director will report back to the Board if there are any liability issues with the Healthiest You Plan.

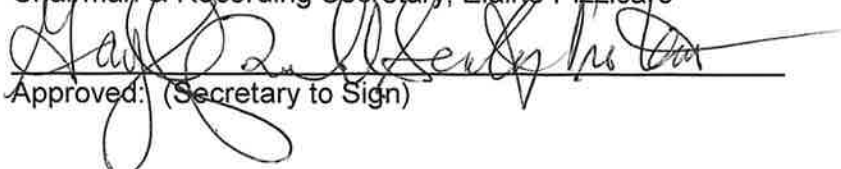
The Personnel Handbook was reviewed with the Management Association's recommendations.

**ADJOURNMENT**

Chairman Pizzicaro adjourned the meeting at 8:40 p.m.

  
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Chairman & Recording Secretary, Elaine Pizzicaro

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Date

  
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Approved: (Secretary to Sign)

\_\_\_\_\_  
Date

11/11/15

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING  
OCTOBER 21, 2015**

**CALL TO ORDER**

Chairman Eichholz called the meeting to order at 8:41 p.m.

**ATTENDANCE**

Four (4) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance was Executive Director, Amy Cawley.

**ABSENT**

There were three (3) absent Committee Members: Terrell Barnes, Gary Oprechak, and Thomas Piorkowski.

**AGENDA**


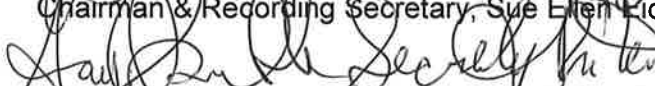
The agenda items for the Planning Committee of the Whole meeting were: 1) Trustee Fact File: Policy Making; 2) Trustee Fact File: Intellectual Freedom; and 3) Board Retreat Planning.

**DISCUSSION**

Tabled until the November Committee of the Whole meeting. Would like to discuss when more Committee Members are available.

**ADJOURNMENT**

Chairman Eichholz adjourned the meeting at 8:42 p.m.

  
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Chairman & Recording Secretary, Sue Ellen Eichholz  
  
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Approved: (Secretary to Sign)

11-11-15  
Date  
11/11/15  
Date