

ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE AD HOC BOARD EVALUATION COMMITTEE
NOVEMBER 4, 2015
5:35 P.M.

CALL TO ORDER

The Ad Hoc Board Evaluation Committee meeting was called to order by Chairman Oprenchak at 5:35 p.m.

ATTENDANCE

Three (3) Committee Members were in attendance: Trustee, Gary Oprenchak; 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 for policy making and planning.

DISCUSSION

Committee discussed Policy section, Planning section, and Facilities section of proposed Trustee Evaluation Tool.


Set-up possible dates for further meetings to address last two sections were discussed.

ADJOURNMENT

The meeting was adjourned at 7:15 p.m.



Chairman, Gary Oprenchak



Approved: (Board Secretary to Sign)

11/4/2015

Date

11/4/15

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE AD HOC BOARD EVALUATION COMMITTEE
NOVEMBER 16, 2015**

CALL TO ORDER

The Ad Hoc Board Evaluation Committee meeting was called to order by Chairman Oprenchak at 5:25 p.m.

ATTENDANCE

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

ABSENT

There were no absent Committee Members.

PURPOSE/AGENDA

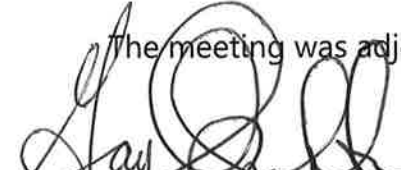
The purpose of this Ad Hoc Board Evaluation Committee meeting was to continue the process of developing an Evaluation Tool for Trustees to evaluate the Board as a whole annually. Areas addressed at this Meeting were: Advocacy and Trustee Continuing Education.

DISCUSSION


Discussed questions possible for inclusion in the areas of Advocacy and Trustee Training. Revised questions to flow better. Set instructions for completion of Evaluation Tool.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.



Chairman, Gary Oprenchak



Approved: (Board Secretary to Sign)



Date



Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PERSONNEL AND SALARY
COMMITTEE OF THE WHOLE MEETING
NOVEMBER 18, 2015**

CALL TO ORDER

Chairman Pro Tem Barnes called the meeting to order at 7:01 p.m. in Chairman Pizzicaro's absence.

ATTENDANCE

Five (5) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, and Priscilla Spencer. Thomas Piorkowski arrived at 7:05 p.m. Also in attendance was Executive Director, Amy Cawley.

ABSENT

There was one (1) absent Committee Member: Elaine Pizzicaro.

AGENDA

The agenda items for the Personnel and Salary Committee of the Whole meeting were to discuss: 1) Draft Resolution No. 2015-5, Resolution Approving Health Reimbursement Arrangement and Debit & Credit Card Addendum Effective 12/1/15, Superseding Resolution No. 2015-4; 2) Final Draft of the Revised Personnel Handbook; and 3) Moving Salary Administration Procedure / Policy for Evaluation of the Executive Director / Position Descriptions to New Binder.

DISCUSSION

Thomas Piorkowski arrived at 7:05 p.m.

The debit card was discussed with respect to the Health Savings Account.

The Personnel Handbook was reviewed for changes and the presented changes were sufficient.

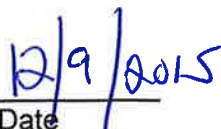
Position descriptions will be separated from the Personnel Handbook.

ADJOURNMENT


Chairman Pro Tem Barnes adjourned the meeting at 7:12 p.m.



Chairman Pro Tem & Recording Secretary, Terrell Barnes



Date



Approved: (Secretary to Sign)

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING
NOVEMBER 18, 2015**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:25 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprenczak, Thomas Piorkowski and Priscilla Spencer. Also in attendance was Executive Director, Amy Cawley.

ABSENT

There was one (1) absent Committee Member: Elaine Pizzicaro.

AGENDA

The agenda item for the Finance Committee of the Whole meeting was to discuss Illinois Funds and Other Options.

DISCUSSION

There was an initial discussion of possibly moving some of the Illinois Funds monies to Itasca Bank. The Executive Director has been advised that the additional collateralization required, if this were to be done, would not negatively impact the interest rate. The Committee would like much additional information so a representative of the Bank will be invited to a future Committee meeting.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:41 p.m.

Sue Harold
Chairman & Recording Secretary, Sue Harold

12/9/15
Date

Elaine Pizzicaro
Approved: (Secretary to Sign)

12/09/15
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
NOVEMBER 18, 2015**

CALL TO ORDER

Chairman Eichholz called the meeting to order at 7:42 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, Thomas Piorkowski and Priscilla Spencer. Also in attendance was Executive Director, Amy Cawley.

ABSENT

There was one (1) absent Committee Member: Elaine Pizzicaro.

AGENDA

The agenda items for the Planning Committee of the Whole meeting were: 1) Draft Per Capita Grant Application; 2) Trustee Fact File, Chapter 5, Policy Making; 3) Trustee Fact File, Chapter 6, Intellectual Freedom; and 4) Board Retreat Planning.

DISCUSSION

There were no questions pertaining to the draft of the Per Capita Grant Application. There was a change on page 3 from depend to dependent. This application will be brought before the December meeting for approval.

Committee reviewed Policy Making, Chapter 5, from the Trustee Fact File. Discussion pertaining to Flowchart of Policy Making included: 1) Community input is not always necessary; and 2) Will scan, and send to everyone a copy of good/bad policies. Policy Areas – Committee felt they were good at addressing.

Committee reviewed Intellectual Freedom, Chapter, 6, from Trustee Fact File. Discussion included challenges and responding to them. Committee meetings are open if needed – 1) Important to choose materials in an open manner; 2) ALA can help with any problems, if they may come up.

Board Retreat planning was discussed including:

- Off-site – hotels/meeting room
- Have had Staff and Managers in past
- More fun, upbeat, and informative
- Look into building community/interest/advocacy
- Board Members & Managers (possibly 18-20 ppl)
- Possibly late Spring

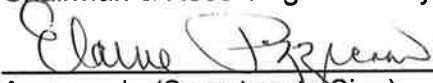
ADJOURNMENT

Chairman Eichholz adjourned the meeting at 8:10 p.m.



Chairman & Recording Secretary, Sue Ellen Eichholz

12-9-15
Date



Approved: (Secretary to Sign)

12/09/2015
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
NOVEMBER 18, 2015**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:12 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, Thomas Piorkowski and Priscilla Spencer. Also in attendance was Executive Director, Amy Cawley.

ABSENT

There was one (1) absent Committee Member: Elaine Pizzicaro.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were to discuss: 1) Ordinance Amending Ordinance No. 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to Said Ordinance; 2) Ordinance Authorizing Interfund Transfers; and 3) Director Report on LIRA – Facility & Liability Insurance Premiums for 2016.

DISCUSSION

The Committee reviewed the draft amending Ordinance No. 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds Pursuant to Said Ordinance. There were no changes suggested. The Ordinance will be brought to the next Board of Trustees meeting for approval.

The Committee reviewed and discussed the draft Ordinance Authorizing Interfund Transfers. The Committee discussed the possibility of moving \$75,000.00 to the Special Reserve Fund from the General Fund. This proposal will be brought to the next Board of Trustees meeting for action.

The Executive Director reviewed the proposed LIRA premiums for 2015-2016 for workers comp and property/casualty coverages. All premiums are lower than in 2014-2015. The proposed premiums will be brought to the next Board of Trustees meeting for action.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:25 p.m.

Sue Harold
Chairman & Recording Secretary, Sue Harold

12/18/15
Date

Elaine Pizzicaro
Approved: (Secretary to Sign)

12/19/15
Date