

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 21, 2016**

CALL TO ORDER

Sue Ellen Eichholz served as Chairman Pro Tem in Chairman Oprechak's absence. She called the meeting to order at 7:30 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Thomas Piorkowski, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance were Executive Director, Samantha Millsap; and Maintenance Technician, Steven Schreiner.

ABSENT

There was one (1) absent Committee Member: Gary Oprechak.

AGENDA

The agenda topics for the Building Committee of the Whole meeting were: 1) Update Provided by Maintenance Technician Steven Schreiner; and 2) Third Party Roofing Consultant.

DISCUSSION

Building Update from Steven Schreiner:

- Sump pump was replaced on September 6, 2016 for a cost of \$1,800-\$2,000
- Backflow valve is starting to fail – Boiler System -- \$1,320 – Fixed on September 22, from All Plumber and Sewer
- Boiler will get inspected
- On the 22nd Library had 4 leaks – Olsson Roofing repaired – will need to be replaced
- Looking into de-humidifiers for meeting room
- Painted the ADA / lighting in parking lot change

Third Party Roofing Consultant

- Roof Replacement Services
- Looked at Dewberry to get agreement about roof bidding services
- Green roof possibility to help fund project

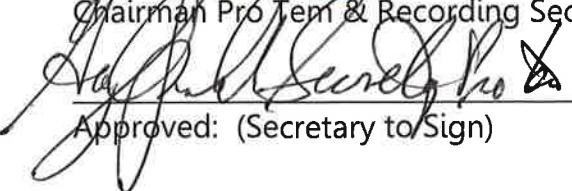
ADJOURNMENT

Chairman Pro Tem Eichholz adjourned the meeting at 7:53 p.m.



Chairman Pro Tem & Recording Secretary, Sue Ellen Eichholz

10-12-16
Date



Approved: (Secretary to Sign)

10/12/16
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 21, 2016**

CALL TO ORDER

Chairman Eichholz called the meeting to order at 7:54 p.m.

ATTENDANCE

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

ABSENT

There was one (1) absent Committee Member: Gary Oprechak.

AGENDA

The agenda topics for the Planning Committee of the Whole meeting were: 1) Per Capita Grant Application Requirement Review – Standard Chapter Review: Chapter 6: "Access" of *Serving Our Public 3.0* and 2) Intergovernmental Agreement (IGA) with Roselle Park District for Library Services.

DISCUSSION

Per Capita Grant Application Requirement Review – Chapter 6: "Access" of *Serving Our Public 3.0*

In reviewing, we do meet all requirements.

Intergovernmental Agreement (IGA) with Roselle Park District for Library Services

- Reviewed by attorneys and approved
- Rob Ward came into say "thank you" regarding the program.

ADJOURNMENT

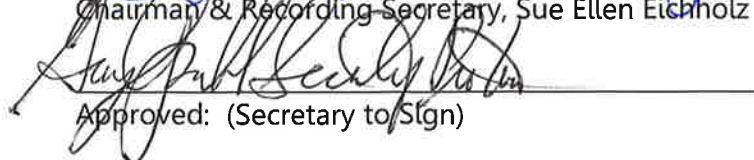
Chairman Eichholz adjourned the meeting at 8:04 p.m.



Chairman & Recording Secretary, Sue Ellen Eichholz

10-12-2016

Date



Approved: (Secretary to Sign)

10/12/16

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 21, 2016**

CALL TO ORDER

Chairman Harold called the meeting to order at 8:05 p.m.

ATTENDANCE

Five (5) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Thomas Piorkowski, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two (2) absent Committee Members: Terrell Barnes, and Gary Oprechak.

AGENDA


The agenda topic for the Budget Committee of the Whole meeting was to review the draft Ordinance Levying and Assessing Taxes.

DISCUSSION

The Committee reviewed the draft of Ordinance 2016-7, Ordinance Levying and Assessing Taxes for the Fiscal Year July 1, 2016, and ending on June 30, 2017. There were no changes needed. The final Ordinance will be adopted at the regular Board Meeting scheduled for November 9, 2016.

ADJOURNMENT

Chairman Harold adjourned the meeting at 8:07 p.m.



Chairman & Recording Secretary, Sue Harold

10/12/16
Date



Approved: (Secretary to Sign)

10/12/16
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 21, 2016**

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 8:07 p.m.

ATTENDANCE

Five (5) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Thomas Piorkowski, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two (2) absent Committee Members: Terrell Barnes, and Gary Oprechak.

AGENDA

The agenda topics for the Policy Committee of the Whole meeting were to discuss: 1) Revised Draft of Ordinance 2016-6, Establishing Late Fees and Penalties; 2) Alcoholic Liquors Sales Policy – New Policy; and 3) Review of Investment Policy from Library Policy Manual, the Collateralization Section.

DISCUSSION

Revised Draft of Ordinance 2016-6, Establishing Late Fees and Penalties

Committee all agreed

Alcoholic Liquors Sales Policy – New Policy


Executive Director Millsap explained the Policy briefly. Sue Ellen Eichholz voiced support. Elaine Pizzicaro voiced concern over uniformity; to refer to the libraries, "the Library" instead of "Library District". Elaine Pizzicaro also suggested changing the wording in the lead in to "Sales of Alcoholic Liquor Limited" to correct grammar error. Sue Harold recommended some policies be added including: that no liquor to be left in the library, the person serving shall not drink, that non-alcoholic options always be included, and that food must be served. Elaine Pizzicaro voiced concern over this last issue. Brief discussion ensued concerning scope of who can serve alcohol in the Library. Elaine Pizzicaro asked about Bassett training. Executive Director Millsap explained that we are required to have a liquor license. Sue Harold revisited food policy. Sue Harold asked about locations of policy implementation. People voiced support for outdoor events. Issues referring to insurance were also discussed.

Review of Investment Policy from Library Policy Manual – Section Collateralization

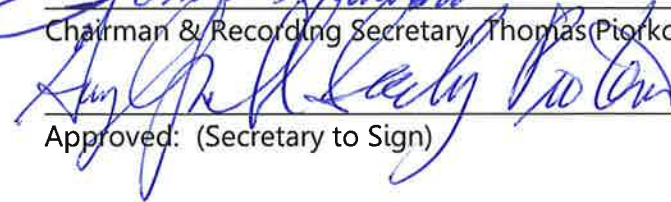
Executive Director Millsap began discussing Policy. Brief discussion ensued. Ehler's proposal was discussed and Elaine Pizzicaro voiced concern. Sue Harold asked to redesign policy in order to simplify it. She also wanted to know if ALA has any recommendations. Also, a clarification on what forms collateralization should take. Executive Director Millsap also explained how funds are collateralized. Elaine Pizzicaro suggested we should make the changes Executive Director Millsap recommended. Sue Harold brought up original IL Funds issue. Committee agreed to review entire Investment Policy at next Committee of the Whole meeting.

ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 8:36 p.m.



Chairman & Recording Secretary, Thomas Piorkowski



Approved: (Secretary to Sign)

10/21/2016
Date

11/9/2016
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 21, 2016**

CALL TO ORDER

Chairman Harold called the meeting to order at 8:37 p.m.

ATTENDANCE

Five (5) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Thomas Piorkowski, Elaine Pizzicaro, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two (2) absent Committee Members: Terrell Barnes, and Gary Oprechak.

AGENDA

The agenda topic for the Finance Committee of the Whole meeting was continued discussion on investments in Illinois Funds alternatives in accordance with Library's Investment Policy.

DISCUSSION

The Committee continued discussion of alternatives for investment of Illinois Funds, considering collateral requirements and need for liquidity of funds in light of expense of anticipated roof replacement. The Executive Director will provide information at the next Committee of the Whole meeting regarding current and anticipated Special Reserve amounts available for the roof replacement. This will help the Committee determine how much of the Illinois Funds will be invested and collateralized.

ADJOURNMENT

Chairman Harold adjourned the meeting at 8:56 p.m.



Chairman & Recording Secretary, Sue Harold

Approved: (Secretary to Sign)

10/12/16
Date

10/9/2016
Date