

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 16, 2016**

**CALL TO ORDER**

Chairman Oprenchak called the meeting to order at 7:00 p.m.

**ATTENDANCE**

Seven (7) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, Elaine Pizzicaro, Thomas Piorkowski, and Priscilla Spencer. Also in attendance were Executive Director, Samantha Millsap; and Maintenance Technician, Steven Schreiner.

**ABSENT**

There were no absent Committee Members.

**AGENDA**

The agenda items for the Building Committee of the Whole meeting were: 1) Building Update from Maintenance Technician Steven Schreiner; and 2) Roof Discussion and Special Reserve Funds from Financial Statements Ending June 30, 2016.

**DISCUSSION**

Building Update from Maintenance Technician Steven Schreiner

Maintenance Technician Schreiner advised the Committee that on November 9<sup>th</sup> the building roof was inspected and some minor repairs done. Four core samples were taken on November 8<sup>th</sup>. The boiler inspection passed. The meeting room humidity is better. Electrical updates were done. Power slips were updated. Staff lights in parking spaces were updated.

Roof Discussion and Special Reserve Funds from Financial Statements Ending June 30, 2016


Waiting for information on roof.

**ADJOURNMENT**

Chairman Oprenchak adjourned the meeting at 7:11 p.m.

  
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Chairman & Recording Secretary, Gary Oprenchak

12/14/2016  
Date

  
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Approved: (Secretary to Sign)

12/14/2016  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 16, 2016**

**CALL TO ORDER**

Chairman Harold called the meeting to order at 7:11 p.m.

**ATTENDANCE**

Seven (7) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprenczak, Elaine Pizzicaro, Thomas Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

**ABSENT**

There were no absent Committee Members.

**AGENDA**

The agenda items for the Budget Committee of the Whole meeting were: 1) Draft Ordinance No. 2016-9, 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) Director Report on Libraries of IL Risk Agency (LIRA) – Facility and Liability Insurance Premiums for 2018; and 3) Draft Per Capita Grant Application.

**DISCUSSION**

Draft Ordinance No. 2016-9, Ordinance Amending Ordinance No. 97-5 Establishing A Special Reserve Fund And A Plan For Its Use And Transferring Funds Pursuant To Said Ordinance

Draft Ordinance was discussed, including the proposed amount of \$100,000 to be moved this year from the Corporate Fund to the Special Reserve Fund. Questions were asked about the list of items on Exhibit A, Plan for the Use of the Special Reserve Fund, including the Outdoor Signage Improvements (parking lot electric sign) and the renovation of the washrooms on both the main floor and 2nd floor. Also discussed was the need for the climate Controlled Server Environment, where it would go and what it might displace, etc. Prioritization of the various items is subject to the results of the roof study being done by Olsson Roofing and a determination regarding how soon the roof must be replaced. The Ordinance will be brought to the December Board meeting for approval.

Director Report on Libraries of IL Risk Agency (Lira) - Facility & Liability Insurance Premiums

The Executive Director shared information provided by Libraries of IL Risk Agency (LIRA) regarding the Library's insurance program and premiums for the 2017 renewal. She advised that: premiums will be 5% less than last year, ILA will try to get the treasurer bond requirement reduced from 50% of the operating fund to 25%, the current requirement for school districts. She noted that LIRA recommends that key staff members be shown how to shut water off in the event of a pipe bursting due to freezing temperatures. She has asked the Maintenance Tech to handling this training.

Draft Per Capita Grant Application

The Executive Director advised that the Library was notified that it will receive the same amount of Illinois Public Library per capita grant funding as last year (approximately \$17,000), considerably less than in prior years. Board members commented that the current draft per capita application was well written. The application indicates that the bulk of funds to be received will be designed for a website overhaul.


**ADJOURNMENT**

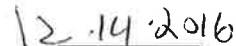
Chairman Harold adjourned the meeting at 7:21 p.m.



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Chairman & Recording Secretary, Sue Harold

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Date

  
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Approved: (Secretary to Sign)

  
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Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 16, 2016**

**CALL TO ORDER**

Chairman Piorkowski called the meeting to order at 7:23 p.m.

**ATTENDANCE**

Seven (7) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprenchak, Elaine Pizzicaro, Thomas Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

**ABSENT**

There were no absent Committee Members.

**AGENDA**

The agenda items for the Policy Committee of the Whole meeting were: 1) Revised Section on Periodicals from the Collection Management Policy in the Library Policy Manual; 2) Revised Investment Policy for Library Policy Manual; and 3) Reimbursement Policy (not on agenda).

**DISCUSSION**

Revised Section on Periodicals from the Collection Management Policy in the Library Policy Manual

Executive Director Millsap presented changes. Elaine Pizzicaro suggested deleting a double word in paragraph two.

Revised Investment Policy in the Library Policy Manual

Sue Harold presented the revised Investment Policy and requested that the Library hire specialized outside counsel. Executive Director Millsap reported with an explanation of certain other aspects. Discussion engaged about proper bookkeeping procedures compared with law and other libraries. Sue Ellen Eichholz agreed that we should have further review and suggested we internally edit it to standardize it with other policies. All agreed. All agreed that we need further attorney review and we will further discuss in January. Gary Oprenchak asked for further clarification about this review process, possibly getting further outside help. Discussion ensued. Executive Director Millsap is instructed to inquire into our attorney's expertise in the field.

Policy for Board of Trustee Reimbursement in the Library Policy Manual


Policy revised and added to December meeting.

**ADJOURNMENT**

Chairman Piorkowski adjourned the meeting at 7:39 p.m.

  
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Chairman & Recording Secretary, Thomas W. Piorkowski

12/14/2016  
Date

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

12/14/2016  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 16, 2016**

**CALL TO ORDER**

Chairman Harold called the meeting to order at 7:40 p.m.

**ATTENDANCE**

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

**ABSENT**

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

**AGENDA**

The agenda item for the Finance Committee of the Whole meeting was the continued discussion on Investments in Illinois Funds Alternatives in Accordance with Library's Investment Policy.

**DISCUSSION**

The Board continued its discussion re whether to keep the Illinois Funds as currently invested vs. moving the money to investments which can be collateralized. Questions were raised regarding the risk level of the Illinois Funds investments and to which financial institutions the money might be moved. It was decided that before final decisions are made, the Library's Investment Policy would be reviewed by outside counsel and an independent investment advisory firm and any resulting proposed changes reviewed by the Board. The possibility of completing a cash flow analysis before making a final decision regarding the Illinois Funds investments was also discussed.

**ADJOURNMENT**

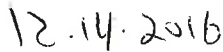
Chairman Harold adjourned the meeting at 8:08 p.m.



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Chairman & Recording Secretary, Sue Harold

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Date

  
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Approved: (Secretary to Sign)

  
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Date