

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING
JANUARY 18, 2017**

CALL TO ORDER

Chairman Oprechak called the meeting to order at 7:15 p.m.

ATTENDANCE

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

ABSENT

There was one absent Committee Member, Priscilla Spencer.

AGENDA

The agenda items for the Building Committee of the Whole meeting were: 1) Building Update from Maintenance Technician Steven Schreiner; and 2) Roof Plan.

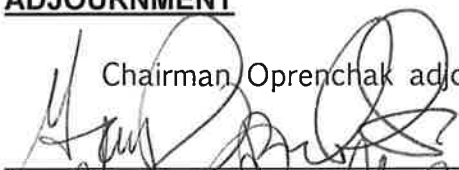
DISCUSSION

Maintenance Technician Schreiner informed the Committee about the need for new lighting on lights with can fixtures. About twenty (20) fixtures need replacing. Replaced six (6) can heights. Should have evaluation of Library Power in the building. Fire alarm and elevator passed inspection in January.

Executive Director Millsap reported on the need to start on a new roof plan for 2017. May be hiring Dewberry. Need to sign letters and move along with Dewberry. Proposal from Dewberry is scheduled to be on the January 25, 2017, Special Board of Trustees meeting.

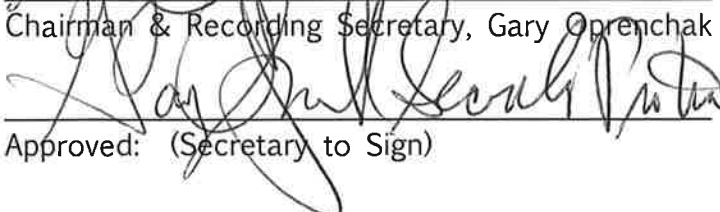
ADJOURNMENT

Chairman Oprechak adjourned the meeting at 7:33 p.m.



Chairman & Recording Secretary, Gary Oprechak

02/08/17
Date



Approved: (Secretary to Sign)

02/08/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
JANUARY 18, 2017**

CALL TO ORDER

Chairman Eichholz called the meeting to order at 7:34 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Sue Ellen Eichholz, Sue Harold, Gary Oprechak, Elaine Pizzicaro, and Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Graphic Artist/Marketing Coordinator Jason Kepler.

ABSENT

There was one absent Committee Member: Priscilla Spencer.

AGENDA

The agenda items for the Planning Committee of the Whole meeting were: 1) Presentation by Graphic Artist/Marketing Coordinator Jason Kepler; 2) Board Self-Evaluation Worksheet; and 3) Strategic Plan Discussion.

DISCUSSION

Presentation by Graphic Artist/Marketing Coordinator Jason Kepler

- o Various logos shown
- o New logo has branding and consistency
- o Solid with Mission Statement
- o Similarities between logos and introduce new logo with Spring newsletter – New Format with New Logo
- o Use Creekside Printing for newsletters and would be relatively similar cost
- o Next steps would be to re-design website, if everyone is on board with that
- o Staff likes the new logo
- o Bring to a vote at the next Special Board of Trustees Meeting

Gary Oprechak departed the meeting at 7:41 p.m.

Board Self-Evaluation Worksheet


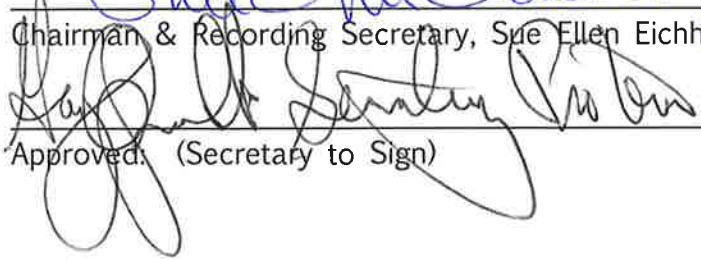
Tabled until February Committee of the Whole meeting.

Strategic Plan Discussion

Current Strategic Plan goes through 2017. Along with selected staff Trustees Piorkowski and Harold volunteered to be on this Committee.

ADJOURNMENT

Chairman Eichholz adjourned the meeting at 7:57 p.m.


Chairman & Recording Secretary, Sue Ellen Eichholz

Approved: (Secretary to Sign)

02.08.17
Date
02/08/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
JANUARY 18, 2017**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:59 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 Thomas Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two absent Committee Members: Gary Oprechak and Priscilla Spencer.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Discuss Budget Planning and Goals for FY 2017/2018; and 2) Present Budget Timeline for FY 2017/2018 Budget Process.

DISCUSSION

Discuss Budget Planning and Goals for FY 2017/2018

The Executive Director provided the Board with budget goals for FY 2017-2018. She advised that, as she is relatively new to her position, she is keeping the goals simple for now and in future years they will be further developed. Goals for this FY focus on the roof replacement project and staff development activities. These include:

- (1) attendance at ILA's annual conference in October in Tinley Park for as many librarians and staff as possible (a slight increase in the budget line item for conferences is planned for); and
- (2) Expanding opportunities for non-managerial professional staff to join ALA and ILA by increasing the reimbursement level for annual membership dues from 50% to 100%. The Board will vote on the proposed change to the Employee Development Policy at its next regular meeting in February.

Present Budget Timeline for FY 2017/2018 Budget Process

The Executive Director also presented the Budget timeline for the FY 2017-2018 process.

ADJOURNMENT

Chairman Harold adjourned the meeting at 8:05 p.m.

Susan K Harold
Chairman & Recording Secretary, Sue Harold

[Signature]
Approved: (Secretary to Sign)

2/8/17
Date

02/8/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PERSONNEL AND SALARY
COMMITTEE OF THE WHOLE MEETING
JANUARY 18, 2017**

CALL TO ORDER

Chairman Pizzicaro called the meeting to order at 8:06 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 Thomas Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two absent Committee Members: Gary Oprechak and Priscilla Spencer.

AGENDA

The agenda item for the Personnel and Salary Committee of the Whole meeting was Employee Recognition.

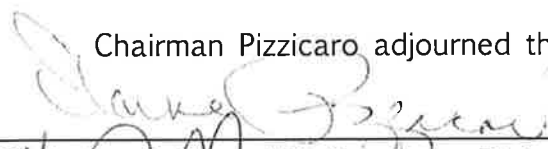
DISCUSSION

Executive Director Millsap asked the Board to consider a bonus for Annis Annala for acting as Interim Youth Services Manager. It was agreed, but to wait until a new Manager has been hired since she is still acting Manager.

In addition, Joanne Hill, Technical Services Clerk II, has earned an LTA. Vote will be taken at the February Regular Board of Trustees meeting.

ADJOURNMENT

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



Chairman & Recording Secretary, Elaine Pizzicaro

01/18/2017
Date



Approved: (Secretary to Sign)

01/08/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
JANUARY 18, 2017**

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 8:29 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 Thomas Piorkowski. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two absent Committee Members: Gary Oprenczak and Priscilla Spencer.

AGENDA

The agenda item for the Policy Committee of the Whole meeting was discussion on revised Investment Policy, per attorney recommendations.

DISCUSSION

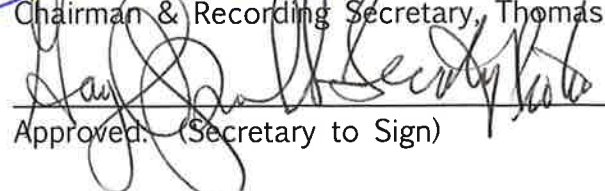
Sue Harold proposed that the attorney should go through the statute and make sure Investment Policy is compliant. Debate ensued. Sue Harold pointed out potential discrepancies. Elaine Pizzicaro asked about Sue Harold's past revisions and whether attorney is aware. Debate ensued. Sue Harold brought up issues of consistency in terms of boilerplate. Sue Ellen Eichholz proposed that all Trustees send questions to Executive Director Millsap to be forwarded to the attorney. Sue Harold brought up issues in regard to collateralization section of Policy. Debate ensued. Sue Harold then asked Trustees what their plan is moving forward. Discussion ensued.

ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 8:29 p.m.



Chairman & Recording Secretary, Thomas Piorkowski



Approved: (Secretary to Sign)

2/8/2017
Date

02/08/17
Date