

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
FEBRUARY 15, 2017**

CALL TO ORDER

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

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Priscilla Spencer, Elaine Pizzicaro, Sue Harold, Terrell Barnes, and Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; Circulation Department Manager, Christy Snyders; Adult Services Reference Librarian/Teen, YA Coordinator, John Rimer; Youth Services Assistant, Tammi Mellert; and presenter Norm Phoenix from IEEE.

ABSENT

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

AGENDA

The agenda items for the Planning Committee of the Whole meeting were: 1) Presentation of Science Grant Kit Award by Norm Phoenix of IEEE Chicago Section; 2) Update on Strategic Plan Ad Hoc Committee; and 3) Discuss Board Self-Evaluation Worksheet.

DISCUSSION

Presentation by Norm Phoenix from IEEE:

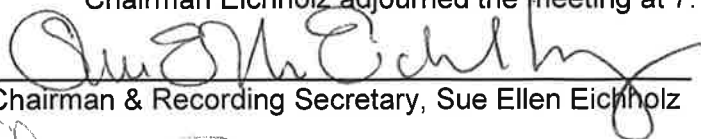
- o Motive people to get into electrical engineering
- o Science kits given and can be checked out
- o Large age range for kits from 5-15 years
- o Presented initial grant payment of \$400.00
- o Will have a community roll out

It was determined to look for a date that will work with all Ad Hoc Strategic Plan Committee members.


The Board self-evaluation was tabled until the March Committee of the Whole meeting.

ADJOURNMENT

Chairman Eichholz adjourned the meeting at 7:19 p.m.


Chairman & Recording Secretary, Sue Ellen Eichholz

3-8-17
Date


Approved: (Secretary to Sign)

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING
FEBRUARY 15, 2017**

CALL TO ORDER

Terrell Barnes served as Chairman Pro Tem in Chairman Oprechak's absence. He called the meeting to order at 7:35 p.m.

ATTENDANCE

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

ABSENT

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

AGENDA


The agenda item for the Building Committee of the Whole meeting is contract with Dewberry for roof replacement.

DISCUSSION

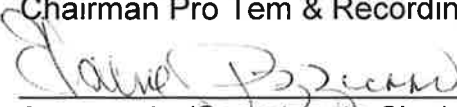
Executive Director Millsap will be checking back with Dewberry on information for roof replacement. More information to come in an upcoming meeting.

ADJOURNMENT

Chairman Pro Tem Barnes adjourned the meeting at 7:35 p.m.



Chairman Pro Tem & Recording Secretary, Terrell Barnes



Approved: (Secretary to Sign)

3/8/2017
Date

3/8/2017
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
FEBRUARY 15, 2017**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:20 p.m.

ATTENDANCE

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

ABSENT

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

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Presentation of First Estimate of Projected Income for FY 2017/2018; 2) Review Salary Recommendations for FY 2017/2018; and 3) Review Department Staffing Requests for FY 2017/2018.

DISCUSSION

The Executive Director presented the First Estimate of Projected Income for FY 2017/2018. The Du Page County estimated extension is approximately 2% higher than the past FY's extension. It was pointed out that corrections need to be made to the Total Estimated Extension and Estimated Other/Interest/PPRT subtotals as well as the Total Estimated Revenue (at the bottom of the document). It was suggested that the lines for the InterLibrary Loan Fees and Developer Fees be omitted. It was also suggested that a "percent" column be added to show the percentage of revenues received as of the month end prior to the Estimate being presented.

It was decided to discuss the third agenda item, Department Staffing Requests for FY 2017/2018, next as it effects the second agenda item, Salary Recommendations for FY 2017/2018. The Administration Department has requested increasing the Graphic Artist/Marketing Coordinator's work hours from 22 hours per week to 25 per week. The Committee discussed this request and supports it. This matter will be brought before the Board at the next regular Board meeting in March.

Regarding the agenda item on Salary Recommendations for FY 2017/2018, the Committee discussed the estimated increases at 0%, .5%, 1%, 1.5% and 2%. Due to the effect of various staffing changes, approval of a 2% increase, which the Committee supports, would result in a small increase in direct salary expense from approximately \$901,000 to \$905,000 for the upcoming FY. The recommendation to approve the 2% increase will be taken up at the next regular Board meeting in March.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:34 p.m.

Sue Harold
Chairman & Recording Secretary, Sue Harold

3/8/17
Date

Clara P. P. P.
Approved: (Secretary to Sign)

3/8/2017
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
FEBRUARY 15, 2017**

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 7:36 p.m.

ATTENDANCE

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

ABSENT

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

AGENDA

The agenda item for the Policy Committee of the Whole meeting is continued discussion on Investment Policy from the Library Policy Manual.

DISCUSSION

Executive Director Millsap is still waiting to hear from the lawyers concerning the Investment Policy. Elaine Pizzicaro asked about updated information for financial institutions. Future plans regarding this was discussed.

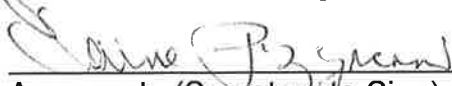
ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 7:38 p.m.



Chairman & Recording Secretary, Thomas Piorkowski

3/8/2017
Date



Approved: (Secretary to Sign)

3/8/2017
Date