

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

CALL TO ORDER

Chairman Harold called the meeting to order at 7:08 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, Terrell Barnes, Gary Oprenchak, and Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Michael Normoyle from State Representative Michelle Mussman's office.

ABSENT

There was one (1) absent Committee Member: Priscilla Spencer.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Analysis of Expenditures in Current Budget Year FY 2016/2017; and 2) Presentation of First Draft – Working Budget FY 2017/2018.

DISCUSSION

The Committee discussed the Analysis of Expenditures in Current Budget year FY 2016/2017 that the Executor Director had provided. She made a few additional comments, including regarding the completed bidding for the NIMEC (Northern Illinois Municipal Electric Cooperative) electrical rates for the upcoming one year contract. The new rate with Dynergy will be slightly lower than the Library's current rate with Constellation. She noted that the rate for park district and library NIMEC members is slightly higher than the rate for municipalities because of the greater flexibility municipalities have to adjust their electrical usage in their buildings at peak usage times.

The Committee reviewed the Presentation of First Draft-Working Budget FY 2017-2018. The Executive Director noted that in the next Draft a revision will be made to address a slight oversight for Circulation Personnel Salaries, resulting in an approximately \$2,000 increase. She also noted that a few staff chairs used on the second floor had broken and will need to be replaced. She answered a question regarding Association Dues for Trustees. This budget amount is for individual memberships trustees may get in ALA and ILA. She mentioned that the Library will spend somewhat less in Automation in 2017-2018 as it will be in year four of its plan, which called for equipment replacement in its first three years and which has now been completed.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:18 p.m.

Sue Harold

Chairman & Recording Secretary, Sue Harold

[Signature]

Approved: (Secretary to Sign)

4/12/17

Date

4.19.2017

Date

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

CALL TO ORDER

Chairman Oprenchak called the meeting to order at 7:19 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, Terrell Barnes, Gary Oprenchak, and Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Michael Normoyle from State Representative Michelle Mussman's office.

ABSENT

There was one (1) absent Committee Member: Priscilla Spencer.

AGENDA

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

DISCUSSION

The Committee discussed the Dewberry contract and whether or not to replace the roof. Olsson Roofing Company provided a quote for repair on the existing roofs. Library may need to have another company come out for a quote on the roof. It was determined to obtain two more quotes for the roof.

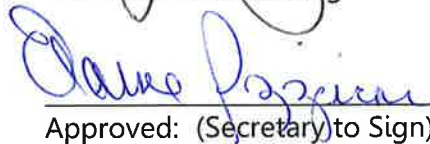
ADJOURNMENT

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



Chairman & Recording Secretary, Gary Oprenchak

04/12/2017
Date



Approved: (Secretary) to Sign

4-12-2017
Date

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

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 7:39 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, Terrell Barnes, Gary Oprenchak, and Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Michael Normoyle from State Representative Michelle Mussman's office.

ABSENT

There was one (1) absent Committee Member: Priscilla Spencer.

AGENDA

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

DISCUSSION

- It would be important to have an investment advisor weigh in
- List of how we get companies
- Elaine Pizzicaro suggested we accept the Policy. Sue Harold and Sue Ellen Eichholz suggested we check with Ehlers.
- All agreed to go with Ehlers
- Tabled discussion on revised Investment Policy

ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 7:48 p.m.



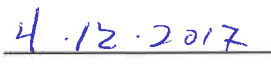
Chairman & Recording Secretary, Thomas Piorkowski



Date



Approved: (Secretary to Sign)



Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PERSONNEL AND SALARY
COMMITTEE OF THE WHOLE MEETING
MARCH 15, 2017**

CALL TO ORDER

Chairman Pizzicaro called the meeting to order at 7:49 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, Terrell Barnes, Gary Oprenchak, and Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Michael Normoyle from State Representative Michelle Mussman's office.

ABSENT

There was one (1) absent Committee Member: Priscilla Spencer.

AGENDA

The agenda items for the Personnel and Salary Committee of the Whole meeting were: 1) Timetable for Executive Director Evaluation Process for Increase Beginning on July 14th Paycheck; 2) Policy for Evaluation of the Executive Director (page 6 of Position Description Binder); and 3) Executive Director Evaluation Form.

DISCUSSION

Elaine Pizzicaro presented a revised Policy for Evaluation of the Executive Director. It was agreed to bring this for approval at the April Regular Board of Trustees meeting. The Executive Director's salary will be reviewed at the June meeting. The evaluation form and Executive Director's goals for FY 2016/2017 were distributed. Completed evaluations are to be brought to the April meeting and given to the Chair of the Personnel and Salary Committee.

ADJOURNMENT

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



Chairman & Recording Secretary, Elaine Pizzicaro

4.12.2017
Date



Approved: (Secretary to Sign)

4.12.2017
Date

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

CALL TO ORDER

Chairman Eichholz called the meeting to order at 8:11 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Sue Ellen Eichholz, Sue Harold, Elaine Pizzicaro, Terrell Barnes, Gary Oprenchak, and Thomas Piorkowski. Also in attendance were Executive Director, Samantha Millsap; and Michael Normoyle from State Representative Michelle Mussman's office.

ABSENT

There was one (1) absent Committee Member: Priscilla Spencer.

AGENDA

The agenda item for the Policy Committee of the Whole meeting was to discuss Board self-evaluation worksheet.

DISCUSSION

- Review each section of evaluation
- List everyone's disagreements and neutral
- Action Plan will be created from this


ADJOURNMENT

Chairman Eichholz adjourned the meeting at 8:44 p.m.



Chairman & Recording Secretary, Sue Ellen Eichholz

4-12-2017
Date



Approved: (Secretary to Sign)

4-12-2017
Date