

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 20, 2017**

CALL TO ORDER

Priscilla Spencer served as Chairman Pro Tem in Chairman Harold's absence. She called the meeting to order at 7:02 p.m.

ATTENDANCE

Four (4) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were three (3) absent Committee Members: Terrell Barnes, Sue Harold, and Gary Oprechak.

AGENDA

The agenda items for the Finance Committee of the Whole meeting were: 1) Resolution No. 2017-3, for PMA Financial as Investment Advisor; and 2) PMA Terms and Conditions.

DISCUSSION

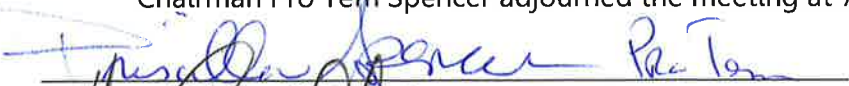
Service is defined in the administrative contract, per the Resolution for PMA Financial Terms and Conditions.

Terms and Conditions were looked at – Contract Item 15.

Votes will be taken at the October Regular Board of Trustees meeting.

ADJOURNMENT

Chairman Pro Tem Spencer adjourned the meeting at 7:14 p.m.



Chairman Pro Tem & Recording Secretary, Priscilla Spencer

10/11/17
Date



Approved: (Secretary to Sign)

10/11/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 20, 2017**

CALL TO ORDER

Priscilla Spencer served as Chairman Pro Tem in Chairman Harold's absence. She called the meeting to order at 7:15 p.m.

ATTENDANCE

Four (4) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were three (3) absent Committee Members: Terrell Barnes, Sue Harold, and Gary Oprechak.

AGENDA

The agenda items for the Budget Committee of the Whole meeting were: 1) Draft Ordinance Levying and Assessing Taxes; 2) Draft Annual Report Brochure; and 3) Medical Renewal.

DISCUSSION

Draft Ordinance Levying and Assessing Taxes

Levying for assessing taxes. Executive Director Millsap will get back to the Trustees if any additional changes are needed to be made. However, a Hearing will be held before the November's Regular Board meeting on this Ordinance.

Draft Annual Report Brochure

Looks great and will and will be given to the Graphic Artist.

Medical Renewal

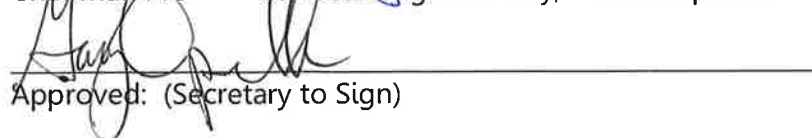
Still looking at other medical plans. No decision has been made yet.

ADJOURNMENT

Chairman Pro Tem Spencer adjourned the meeting at 7:55 p.m.


Chairman Pro Tem & Recording Secretary, Priscilla Spencer

10/11/17
Date
10/11/17
Date


Approved: (Secretary to Sign)

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 20, 2017**

CALL TO ORDER

Chairman Baumgart called the meeting to order at 7:56 p.m.

ATTENDANCE

Four (4) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were three (3) absent Committee Members: Terrell Barnes, Sue Harold, and Gary Oprechak.

AGENDA

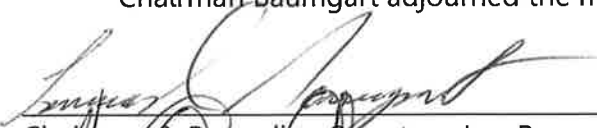
The agenda item for the Policy Committee of the Whole meeting was Employee Benefits Group Medical, Dental and Life.

DISCUSSION

This topic was tabled until the October meeting.

ADJOURNMENT

Chairman Baumgart adjourned the meeting at 7:58 p.m.



Chairman & Recording Secretary, Len Baumgart



Approved: (Secretary to Sign)

10-11-17
Date

10/11/17
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 20, 2017**

CALL TO ORDER

Chairman Eichholz called the meeting to order at 7:59 p.m.

ATTENDANCE

Four (4) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were three (3) absent Committee Members: Terrell Barnes, Sue Harold, and Gary Oprechak.

AGENDA

The agenda item for the Planning Committee of the Whole meeting was Strategic Plan SOAR Analysis: Strengths, Opportunities, Aspirations, and Results.

DISCUSSION

Strengths of Library

Understands community, great outreach, variety of services and programs, best staff, great location.

Opportunities

Community involvement, group involvement, corporate involvement, older community involvement, Chamber After-Hours, driving digital strategy, better website. Continue with increase in Governmental Agreements.

Aspirations

Be the first point of contact/Go to center. Facelift the building. Become a Community Center. Various speakers (to do's). School reference point (how to's). Research center for schools. Become a Cultural Center.

Results

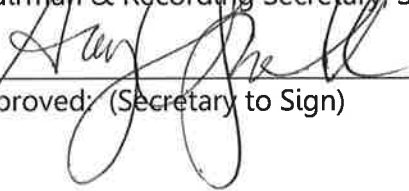
More board/staff improvement. Measurements for people/staff, social media, etc. – get back to basics. Community meetings – question and answer sessions. Increase circulation. Make building safer.

ADJOURNMENT

Chairman Eichholz the meeting at 8:19 p.m.



Chairman & Recording Secretary, Sue Ellen Eichholz



Approved: (Secretary to Sign)

Date

10/11/17

Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PERSONNEL AND SALARY
COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 20, 2017**

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 8:20 p.m.

ATTENDANCE

Four (4) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Ellen Eichholz, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were three (3) absent Committee Members: Terrell Barnes, Sue Harold, and Gary Oprechak.

AGENDA

The agenda item for the Personnel and Salary Committee of the Whole meeting were: 1) Salary and Benefits Surveys from LACONI and Management Association; 2) Deletion of Temporary Job Descriptions from Position Description Binder; and 3) Revisions of Job Descriptions Binder for Administration, Technical Services; and Youth Services Departments.

DISCUSSION

Salary and Benefits Surveys from LACONI and Management Association

Executive Director Millsap explains surveys. Sue Ellen Eichholz expressed gratitude for the information.

Deletion of Temporary Job Descriptions from Position Description Binder

Executive Director Millsap explains issue. Sue Ellen Eichholz expressed appreciation that we are cleaning up outdated information. Executive Director Millsap elaborated. Moving to vote on next month's October 11th Regular Board of Trustees meeting.

Revisions to Administration, Technical Services, Youth Services Job Descriptions from Position Description Binder

Executive Director Millsap explains that Management Association will review descriptions. Sue Ellen Eichholz expressed minor concern.

ADJOURNMENT

Chairman Piorkowski adjourned the meeting at 8:25 p.m.



Chairman & Recording Secretary, Tom Piorkowski

10-11-2017
Date



Approved: (Secretary to Sign)

10/11/17
Date