

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING
OCTOBER 18, 2017**

CALL TO ORDER

Chairman Harold called the meeting to order at 7:24 p.m.

ATTENDANCE

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

ABSENT

There were no Trustees absent.

AGENDA

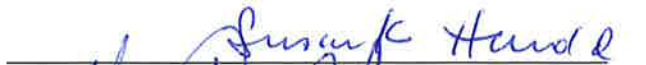
The agenda item for the Finance Committee of the Whole meeting was discussing Investments under Management Process.

DISCUSSION

The Executive Director advised that the first steps in establishing PMA as the Library's investment advisor are to open accounts at BMO Harris and then move Illinois Funds from Itasca Bank to BMO Harris. She will also work with PMA on reviewing and finalizing the Investment Policy.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:26 p.m.



Chairman & Recording Secretary, Sue Harold

11/8/17
Date



Approved: (Secretary to Sign)

11/8/17
Date

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

CALL TO ORDER

Chairman Harold called the meeting to order at 7:27 p.m.

ATTENDANCE

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

ABSENT

There were no Trustees absent.

AGENDA


The agenda item for the Budget Committee of the Whole meeting was review final draft Ordinance, Levying and Assessing Taxes.

DISCUSSION


The Executive Director advised that, as is done most years, the levy is increased over last year's extension. (This year the increase is 7%.) The Library sets this amount to capture any new property growth (e.g., new construction) in the Village, but does not expect to see the full amount as revenue. The necessary public notice for the Ordinance is being published.

ADJOURNMENT

Chairman Harold adjourned the meeting at 7:29 p.m.




Chairman & Recording Secretary, Sue Harold



Date



Approved: (Secretary to Sign)



Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE AUDIT COMMITTEE OF THE WHOLE MEETING
OCTOBER 18, 2017**

CALL TO ORDER

Chairman Barnes called the meeting to order at 7:30 p.m.

ATTENDANCE

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

ABSENT

There were no Trustees absent.

AGENDA

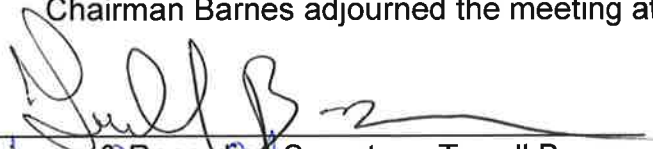
The agenda item for the Audit Committee of the Whole meeting was review of the preliminary audit.

DISCUSSION

The preliminary audit report was not ready.

ADJOURNMENT

Chairman Barnes adjourned the meeting at 7:31 p.m.



Chairman & Recording Secretary, Terrell Barnes



Approved: (Secretary to Sign)



Date



Date

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

CALL TO ORDER

Chairman Piorkowski called the meeting to order at 7:32 p.m.

ATTENDANCE

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

ABSENT

There were no Trustees absent.

AGENDA

The agenda items for the Personnel and Salary Committee of the Whole meeting included: 1) Job descriptions for the Circulation and Adult Services departments; and 2) Management Association Benchmarking Proposal.

DISCUSSION

Job Descriptions for Circulation Department and Adult Services Department

Executive Director Millsap described proposal; all agreed.

Management Association Benchmarking Proposal

Executive Director Millsap explained proposal. Sue Ellen Eichholz asked question concerning impacts behind this action. Executive Director Millsap explained it is time. Gary Oprechak questioned parameters. Executive Director Millsap explained that it is comprehensive across fields. Len Baumgart and Sue Ellen followed up. Executive Director Millsap explained how size and job rates will be determined. Executive Director Millsap explained there is need to ensure Library pay scales are in line with industry standards.

ADJOURNMENT

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



Chairman & Recording Secretary, Tom Piorkowski



Approved: (Secretary to Sign)

11/8/2017
Date

11/8/17
Date

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

CALL TO ORDER

Chairman Oprechak called the meeting to order at 7:35 p.m.

ATTENDANCE

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

ABSENT

There were no Trustees absent.

AGENDA

The agenda item for the Building Committee of the Whole meeting was to discuss proposed Dewberry contract for Youth Services department screen wall.

DISCUSSION

Executive Director Millsap brought in a person to look at the south wall and ledge up in Youth Services.

February 7, 2017 initial work done (contract).

Do the Trustees want her to start looking at doing the work with the Library? This is a noise and protection wall for Youth Services. Trustees would like to keep this contract for work at a cost of \$75-\$100.00, per hour for her work. Try to keep cost below \$20,000.00.

ADJOURNMENT

Chairman Oprechak adjourned the meeting at 7:47 p.m.

Chairman & Recording Secretary, Gary Oprechak



Approved: (Secretary to Sign)

Date



Date