

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING
JULY 11, 2018**

CALL TO ORDER

Chairman Harold called the meeting to order at 8:50 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Harold, Gary Oprenchak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Sue Ellen Eichholz.

AGENDA


The agenda item for the Budget Committee of the Whole meeting was discussion of any changes to the Budget and Appropriation Ordinance.

DISCUSSION

The draft of the Budget and Appropriation Ordinance for FY 2018-2019 was presented again. The Executive Director advised that there were no changes from the prior draft. There were no questions or discussion regarding the draft. The Ordinance will be presented for approval at the September regular Board meeting.


ADJOURNMENT

Chairman Harold adjourned the meeting at 8:51 p.m.



Chairman & Recording Secretary, Sue Harold

8/8/18
Date



Approved: (Secretary to Sign)

8/8/18
Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE BUILDING COMMITTEE OF THE WHOLE MEETING
JULY 11, 2018**

CALL TO ORDER

Chairman Oprechak called the meeting to order at 8:52 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Harold, Gary Oprechak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Sue Ellen Eichholz.

AGENDA

The agenda item for the Building Committee of the Whole meeting was discussion of construction project contingency plan for potential change orders.

DISCUSSION

- How to handle change orders
 - 10% 15K
 - No bid required 15% 23K
 - May have to go to bid 16% 25K
- How to word the amount needed so Trustees can draft for approval of money needed to be ready in August.
- Executive Director Millsap will put out a document so she can get signatures to spend extra money for project.

ADJOURNMENT

Chairman Oprechak adjourned the meeting at 8:54 p.m.



Chairman & Recording Secretary, Gary Oprechak



Date



Approved: (Secretary to Sign)



Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING
JULY 11, 2018**

CALL TO ORDER

Len Baumgart served as Chairman Pro Tem in Chairman Eichholz's absence. He called the meeting to order at 8:55 p.m.

ATTENDANCE

Six (6) Committee Members were in attendance at the start of the meeting: Terrell Barnes, Len Baumgart, Sue Harold, Gary Oprenchak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There was one absent Committee Member: Sue Ellen Eichholz.

AGENDA

Discuss the Roselle Public Library District Planning items as identified below.

DISCUSSION

Terrell left the meeting at 8:56 p.m.



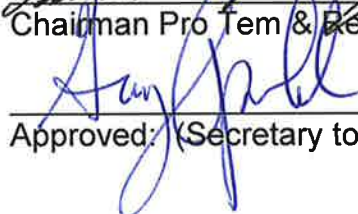

1. **Revised Village of Roselle License Agreement to include Drive Up Book Return:** We discussed the current status of the book return and the fact that the Village has suggested that we order the deposit box and that the public works department will manage the project. In addition a tree will be donated to replace the tree that had to be removed. The agreement that was distributed was a copy of a 2012 agreement to be used as a template for the 2018 agreement. More work is required to draft the actual 2018 agreement.
2. **Strategic Plan Update:** Samantha reviewed the high level structure of the strategic plan and how the individual actions were built to support the next higher initiatives, which were built to support the next higher goals, which were built to support the overall mission statement. We discussed the interaction of the different actions within the plan and how they would be identified and tracked. We discussed that there should be a summary presented to the board at a quarterly schedule, and possibly a semi-annual schedule based on where the plan was in its life cycle. More work is required to continue to define the strategic plan and present updates.

3. **Holiday Party 2018:** We discussed the current location and plan for the holiday party and supported the current plan and inclusion of both staff and board members and guests. Everyone was in agreement that this party allows the board a rare opportunity to get to know the staff better as well as the board thanking the staff for their hard work. A suggestion was made that several board members would like to make a personal contribution to the party in the form of wine that could be raffled off for the staff. Samantha took a note and will remind the interested board members at the date approaches.

4. **Possible Annexations:** Samantha presented a copy of a current electronic map that shows the current Roselle Library District boundary and any non-annexed properties within the boundary. It was discovered that there is a small subdivision of homes, most likely developed in the 1990s, which was not properly annexed into the Library District, but whose residents have been utilizing the Library. Samantha advised that she would begin working with the Library attorney's on the process of communication about annexing these properties, which the board members in attendance fully supported. We briefly discussed the annexation process along with the process of the homeowners to challenge the annexation. The timeline was discussed to attempt to complete the annexation in the 2018 calendar year. More work is required to continue the annexation process.

ADJOURNMENT

Chairman Pro Tem Baumgart adjourned the meeting at 9:24 p.m.

 _____ Chairman Pro Tem & Recording Secretary, Len Baumgart	 _____ Date
 _____ Approved: (Secretary to Sign)	 _____ Date

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING
JULY 11, 2018**

CALL TO ORDER

Chairman Baumgart called the meeting to order at 9:25 p.m.

ATTENDANCE

Five (5) Committee Members were in attendance at the start of the meeting: Len Baumgart, Sue Harold, Gary Oprenchak, Tom Piorkowski, and Priscilla Spencer. Also in attendance was Executive Director, Samantha Millsap.

ABSENT

There were two absent Committee Members: Terrell Barnes and Sue Ellen Eichholz.

AGENDA

Discuss the Roselle Public Library District Investment and Cash Management Policy and the Revised Freedom of Information Update for Posting and the Library Policy Manual (pages 4-5 thru 4-7).

DISCUSSION

Items Discussed:

We discussed the latest updates to the Investment and Cash Management Policy, which included some updated formatting and inclusion of better wording related to the investment choices. We tabled the vote at the regular board meeting to see if there were any additional questions related to the new wording. Everyone was comfortable with it and the new policy will be presented at the August meeting for a final vote.


We also discussed the Freedom of Information act guidelines, which are NOT a specific library policy. They are essentially a set of guidelines to be followed by a citizen that wishes to submit a FOI request to the library. As such, we determined that this does NOT belong in the policy manual but rather as a reference document that the Executive Director will keep should a request be received. This will go to the August Board meeting for final vote to remove it from the policy manual.

ADJOURNMENT

Chairman Baumgart adjourned the meeting at 9:27 p.m.


Chairman & Recording Secretary, Len Baumgart

8-8-18
Date


Approved: (Secretary to Sign)

8/8/18
Date