

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE BUDGET COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 14, 2018**

**CALL TO ORDER**

Chairman Harold called the meeting to order at 8:53 p.m.

**ATTENDANCE**

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

**ABSENT**

Two (2) Committee Members: Len Baumgart; and Sue Ellen Eichholz. There is one (1) vacant position.

**AGENDA**

The agenda items for the Budget Committee of the Whole meeting were: 1) Draft Ordinance No. 2018-7, Amending Ordinance 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds; and 2) Director Report on LIRA—Facility and Liability Insurance Premiums.

**DISCUSSION**

**Ordinance No. 2018-7**

The draft Ordinance No. 2018-7, Amending Ordinance 97-5, Establishing a Special Reserve Fund and a Plan for its Use and Transferring Funds was discussed. The Executive Director advised that the amount of \$200,000 shown in the draft, to be transferred from the Library Fund to the Special Reserve fund for 2017/2018, is a placeholder from last year's Ordinance. The recommended amount for this year will be finalized now that the annual audit has been completed and after discussion with the Library's CPA.

**Director Report on LIRA - Facility & Liability Insurance Premiums**

The Executive Director reported on the meeting she attended with LIRA. The Pool has added 5 new members, bringing total membership to 54 at year-end. In November, over \$73,000 of surplus was returned to members. For the upcoming year, the Library's liability and property premium will be 1% lower than 2018, while the Workers Comp premium will increase 7%. She noted that the cyber security coverage was increased by 7% for the upcoming year due to the increasing risk of cyber crimes to libraries.

**ADJOURNMENT**

Chairman Harold adjourned the meeting at 8:59 p.m.

Susan C Harold  
Chairman & Recording Secretary, Sue Harold

12/12/18  
Date

Resulla Sen Pau Tin  
Approved: (Secretary to Sign)

12/12/18  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE FINANCE COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 14, 2018**

**CALL TO ORDER**

Chairman Harold called the meeting to order at 9:00 p.m.

**ATTENDANCE**

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

**ABSENT**

Two (2) Committee Members: Len Baumgart; and Sue Ellen Eichholz. There is one (1) vacant position.

**AGENDA**


The agenda item for the Finance Committee of the Whole meeting was to review Collateral Security Agreement with Itasca Bank & Trust and First Tennessee National Bank.

**DISCUSSION**

The Committee discussed the draft revised Collateral Security Agreement with Itasca Bank & Trust and First Tennessee National Bank. The Executive Director is reviewing questions and proposed changes with PMA and outside counsel. She will be discussing some issues with Itasca Bank. She will present her recommendations for the Committee's consideration at the next COW meeting. The goal is to execute the revised agreement by year end.

**ADJOURNMENT**

Chairman Harold adjourned the meeting at 9:02 p.m.

  
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Chairman & Recording Secretary, Sue Harold

12/12/18  
Date

  
\_\_\_\_\_  
Approved: (Secretary to Sign)

12/12/18  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE POLICY COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 14, 2018**

**CALL TO ORDER**

Chairman Piorkowski called the meeting to order at 9:03 p.m.

**ATTENDANCE**

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

**ABSENT**

Two (2) Committee Members: Len Baumgart; and Sue Ellen Eichholz. There is one (1) vacant position.

**AGENDA**

The agenda item for the Policy Committee of the Whole meeting was the revised Meeting Room Policy Renamed Meeting Spaces Policy for Library Policy Manual,

**DISCUSSION**

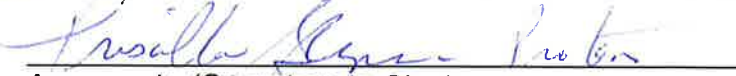
Executive Director Millsap explained the nature of some changes she suggested. All in agreement.

**ADJOURNMENT**

Chairman Piorkowski adjourned the meeting at 9:04 p.m.

  
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Chairman & Recording Secretary, Tom Piorkowski

12-12-2018  
Date

  
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Approved: (Secretary to Sign)

12-12-2018  
Date

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES FROM THE PLANNING COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 14, 2018**

**CALL TO ORDER**

Terrell Barnes served as Chairman Pro Tem in Chairman Eichholz's absence.

**ATTENDANCE**

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

**ABSENT**

Two (2) Committee Members: Len Baumgart; and Sue Ellen Eichholz. There is one (1) vacant position.

**AGENDA**

The agenda items for the Planning Committee of the Whole meeting were to review: 1) Per Capita Grant 2019: Review of *Serving our Public 3.0* Chapter 8, Reference and Reader's Advisory Services; and 2) Per Capita Grant 2019: Review of *Trustee Facts File* (4<sup>th</sup> ed) Chapters 6 through 10 – 6: Intellectual Freedom; 7: Planning; 8: Human Resources; 9: Facilities; and 10: Budgeting and Financial Management.

**DISCUSSION**

Committee Members reviewed all items listed on the agenda.

**ADJOURNMENT**

Chairman Barnes adjourned the meeting at 9:10 p.m.

  
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Chairman & Recording Secretary, Terrell Barnes

12/12/18  
Date

  
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Approved: (Secretary to Sign)

12/12/18  
Date