

**MINUTES OF THE ROSELLE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
JANUARY 8, 2025**

**CALL TO ORDER**

President Smith called the meeting to order at 7:23 p.m.

**PRESENT**

Six (6) Trustees were present at the start of the meeting: President, Katie Smith; Vice President, Terrell Barnes, Secretary, Michael Harrington; Treasurer, Monika Nasiadka; Trustee, Len Baumgart; and Trustee, Rich Karpinski.

Staff present were Executive Director, Samantha Johnson; Adult & Teen Services Manager, Maureen Garzaro; Access Services Manager, John Rimer; and Youth Services Manager, Alea Perez.

Four (4) members from the public were also present.

**ABSENT**

One (1) Trustee was absent: Trustee, Sue Harold. Trustee Harold called in but was not eligible for remote attendance per the Remote Attendance Policy.

**BUDGET & FINANCE COMMITTEE**

a. Budget Timeline for FY 2025-2026

Executive Director Johnson reviewed the timeline for the development of next year's working budget.

b. Review of FY 2024-2025 Budget Midpoint

Executive Director Johnson reviewed the current year's income and expenditures to date.

**BUILDING & PLANNING COMMITTEE**

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a. Preliminary Project Discussion

Architects Dan Pohrte and Tiffany Nash from Product Architecture + Design updated the Board on a preliminary review of the site plan with Village staff, who flagged the single vehicle entry to the site off Pine (to the south) as something reconsider to ensure emergency vehicles have multiple points of entry. They asked if we would consider a second vehicle entry to the site off Howard (to the east) or Maple (to the north), and the Board was open to a second entry to the site off Maple rather than Howard, due to the residences along the street. The architects will update the site plan and forward back to the Village.

There was also some discussion on where on the site we would be allowed to place a digital sign, with the most likely location being somewhere on the northeast section of the site.

Trustee Baumgart asked when we might want to start planning more public input opportunities for the public. It was recommended to plan for those in a few months, after the project has undergone the next stage of estimations.

b. Review of Construction Management Firm Submissions

The Board reviewed the six submissions to our RFQ that was issued in December. Executive Director Johnson is in the process of calling references for these firms. Trustee feedback included preferences that the size of the firms be considered, as well as experience with our architecture firm. Trustees said they would be comfortable with shortlisting no more than three firms. Executive Director Johnson, Trustee Baumgart, and the architects will be part of the interview team and report back with a recommendation at the next meeting.

c. Board Retreat in Early 2025

The retreat date was confirmed for 2/22. The location will be at the Roselle Park District.

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**PUBLIC COMMENT/QUESTIONS**

A member of the public asked about the total number of parking spaces planned for the new library.

**ADJOURNMENT**

President Smith moved to adjourn the meeting at 8:37 p.m. All were in favor.

/s/ Mike Harrington

2/12/2024

Minutes Approved: Secretary

Date