

**MINUTES OF THE ROSELLE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
APRIL 10, 2024**

CALL TO ORDER

President Smith called the meeting to order at 7:51 p.m.

PRESENT

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

Staff present were Executive Director, Samantha Johnson; Business & Operations Manager, Karen Delgadillo; Access Services Manager, John Rimer; Adult and Teen Services Manager, Maureen Garzaro; Youth Services Manager, Alea Perez; and Jason Kepler, Communications Coordinator.

Also in attendance were: Attorney Carmen Forte, of Klein, Thorpe & Jenkins; Dan Pohrte and Tiffany Nash of Product Architecture + Design.

ABSENT

Trustee Sue Harold was present virtually at the start of the meeting but was not eligible for remote attendance per the Remote Attendance Policy.

BUILDING & PLANNING COMMITTEE

a. Continued Discussion and Updates on Building Next Steps, Objectives & Priorities

i. MOU Due Diligence Phase

Related to the MOU with the Village and potential next steps, Attorney Carmen Forte advised the Board that a conflict waiver would need to be approved by both parties before discussions can take place about terms and conditions of a property transaction. This is because the Village utilizes his firm for some of their legal work, though it is not

anticipated that the Village will assign their KTJ attorney to this initiative. After discussion on this topic, the Board consented to moving forward with approving a conflict waiver.

Architects Dan and Tiffany reviewed updated building design concepts that were shared at the public input session on April 6th with the community. They also reviewed all the feedback, questions, and concerns shared during the public input session. Using all this input, the concepts will be developed further.

Trustees also discussed planning for the future public input sessions with more of a targeted theme approach to ensure there is a dedicated amount of time spent listening to the public on their vision priorities. Some of the highlighted discussion points taken from the input session will focus on building sustainability, programming, and financial impact.

b. Parking Lot Agreement Renewal Draft

Executive Director Johnson presented a draft renewal of the existing intergovernmental agreement with the Village of Roselle providing for a one-year parking lot license agreement to make the Library's parking lot available after hours to patrons of Main Street businesses. No changes have been incorporated to the body or the term of the license. The Board consented to move this forward for approval at the June regular meeting.

BUDGET AND FINANCE COMMITTEE

a. FY 24/25 Working Budget Draft 2

Executive Director John presented the latest draft of the working budget for fiscal year 2024-2025. One more draft is anticipated for the May committee meeting.

b. Audit Engagement for FY 23/24

Executive Director Johnson presented an engagement letter from ATA Group, the audit firm the Library currently works with. The Board agreed to continue utilizing this firm and will approve the engagement at the May regular meeting.

PERSONNEL AND SALARY COMMITTEE

a. Timeline for Executive Director Review Process

Executive Director Johnson reviewed last year’s timeline for her annual evaluation and shared the form template that has been in use for several years. Trustees agreed to use the same form and conduct the evaluation discussion at the May Special Meeting.

Executive Director Comments

Reminder that the Library is participating in the Bockfest Parade on April 27, 2024.

Public Comment/Questions

There were no public comments.

ADJOURNMENT

President Smith moved to adjourn the meeting at 9:13 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

/s/ Mike Harrington

Minutes Approved: Secretary

5/8/2024

Date