

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JULY 12, 2023, AT 7:00 P.M**

CALL TO ORDER

President Smith called the meeting to order at 7:22 p.m.

PRESENT

Six (6) Trustees were present at the start of the meeting: President, Katie Smith; Treasurer, Monika Nasiadka; Secretary, Michael Harrington; Trustee, Len Baumgart; Trustee, Sue Harold, and Trustee, Roxee Timan. Also present were Executive Director, Samantha Johnson; Business & Operations Manager/Recording Secretary, Debbie Dreksler; Access Services Manager, John Rimer; Adult and Teen Services Manager, Maureen Garzaro; Youth Services Manager, Alea Perez; and Friends of the Library Board Officers Angela DiNuzzo and Nyla Panzilius.

ABSENT

There was one (1) trustee absent: Vice President, Terrell Barnes.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Baumgart moved to adopt the agenda as presented. The motion was seconded. A voice vote was conducted with all present voting aye. The motion was approved.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

a. Secretary's Report

- i. Minutes of the Special Board of Trustees Meeting Dated 6/8/23
- ii. Minutes of the Trustee Oaths of Office Ceremony Dated 6/14/23
- iii. Minutes of the Regular Board of Trustees Meeting Dated 6/14/23

b. Approval of Expenditure Warrants

- i. Bill List Dated 6/30/23 in the Amount of \$29,968.58
- ii. Bill List for IMRF Electronic Funds Transfer Payment Dated 6/30/23 in the Amount of \$10,324.45

- iii. Bill List Dated 7/12/23 in the Amount of \$31,873.76
- iv. Payroll Dated 7/14/23 and 7/31/23
- v. Bill List Dated 7/12/23A in the Amount of \$9,981.68

c. Committee Reports – Minutes Dated 6/14/23

- i. Budget & Finance
- ii. Policy
- iii. Personnel & Salary
- iv. Building & Planning
- v. Decennial

Treasurer Nasiadka moved to approve the Consent Agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
 NAYS: None
 ABSTAIN: None
 ABSENT: Barnes

The motion was approved.

TREASURER’S REPORT

Executive Director Johnson summarized this month’s Treasurer’s Report, last report in fiscal year 2022/2023. This report also included the Statement of Cash Receipts and Disbursements for the fiscal year 2022/2023 -- July 1, 2022, through June 30, 2023.

Trustee Baumgart moved to approve the Treasurer’s Report subject to audit. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
 NAYS: None
 ABSTAIN: None
 ABSENT: Barnes

The motion was approved.

CORRESPONDENCE

The following correspondence were reviewed and discussed:

- a. Roselle Lions Club Parking Lot Request - This is on the agenda under New Business, item F.
- b. Blood Drive Promotion held at the Library on July 14th from 11 am – 4 pm. Executive Director Johnson encouraged Trustees to share this opportunity.
- c. Letter from Robbins Schwartz listing decisions from the 2022 DuPage County Board of Review

EXECUTIVE DIRECTOR'S REPORT

Executive Director Johnson presented the summarized Library Departmental Report for the month of June. The full report is attached as Exhibit A.

Foundation Report

There was no report for this month.

PRESIDENT'S REPORT

President Smith reported that she has a meeting scheduled with the Mayor of Roselle for tomorrow.

- a. Trustee's Report – Nothing to report on this month.
- b. Friends of the Library Report – Nyla Panzilius, Secretary on the Friends of the Library, reported on their next fundraiser book sale. This sale is scheduled to be held on the last weekend in August. They are seeking help for book sorting before the sale. They also need help carrying books to the cars for purchasers on the days of the sale. The Friends next meeting will be held at the Library on August 2.

President Smith requested that Trustees contact her to pick a time slot for trustee presence during this book sale.

UNFINISHED BUSINESS

There was no Unfinished Business this month.

NEW BUSINESS

- a. Adopt Tentative Budget and Appropriation, Ordinance No. 2023-03, for Fiscal Year 2023-2024

Trustee Baumgart moved to adopt the Tentative Budget and Appropriation, Ordinance No. 2023-03, for Fiscal Year 2023-2024. The motion was seconded. A roll call produced the following results:

AYES:	Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
NAYS:	None
ABSTAIN:	None
ABSENT:	Barnes

The motion was approved.

- b. Set Date for Public Hearing on Budget and Appropriation Ordinance and Approve Legal Notice

Trustee Harold moved to approve the date of September 13, 2023, at 7:00 p.m. to hold the Public Hearing for the Budget and Appropriation Ordinance for Fiscal Year 2023–2024, per presented legal notice. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Barnes

The motion was approved.

c. Adopt Ordinance No. 2023-04, Authorizing Levy of an Additional Tax for the Maintenance, Repairs, and Alteration of the Library Building and Equipment

Treasurer Nasiadka moved to adopt Ordinance No. 2023-04, an Ordinance Authorizing Levy of an Additional Tax for the Maintenance, Repairs, and Alteration of the Library Building and Equipment. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Barnes

The motion was approved.

d. Adopt Resolution No. 2023-05, Permanently Transferring Interest from the Working Cash Fund to the General Corporate Fund

Trustee Harold moved to adopt Resolution No. 2023-05, a Resolution Permanently Transferring Interest from the Working Cash Fund to the General Corporate Fund. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Barnes

The motion was approved.

e. Approve Certificate Listing the Board Trustees Names, Addresses, and Terms of Office

Trustee Harold moved to approve Certificate listing the Board of Trustees Names, Addresses and Terms of Office. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Barnes

The motion was approved.

f. Approve/Deny Use of North Side of Library Parking Lot by Roselle Lions for Taste of Roselle Bingo Tent

President Smith stated that the Trustees had recommended approving their request.

Secretary Harrington moved to approve the Roselle Lions request to use the north end of the Library' parking lot for the bingo tent during the Taste of Roselle. The motion was seconded. A roll call produced the following results:

AYES: Baumgart, Harold, Harrington, Nasiadka, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: Barnes

The motion was approved.

g. Appointment of Two Trustees to Conduct the Secretary's Audit and Executive Session Minute Review

Trustee Baumgart and Treasurer Nasiadka were appointed to conduct the Secretary's Audit and Executive Session Minute review before the next Regular Board of Trustees meeting.

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

Trustee Harold moved to adjourn the meeting at 7:44 p.m. The motion was seconded. A voice roll call was conducted with all Trustees present in favor. The motion was approved.

/s/ Michael Harrington
Minutes Approved: Secretary

8/9/2023
Date

Roselle Public Library District Report to the Board of Trustees

Month of June 2023

Strategic Priorities Progress

Create Value for the Community

- In June we re-introduced a popular offering not available since the onset of the pandemic: complementary lawn passes provided by Ravinia for the summer concert season. This rolled out on 6/5 with 50 passes available from mid-June to early September. The responses was overwhelming and all passes have been claimed by the writing of this report.
- The Roselle Park District is celebrating Parks & Recreation Month in July by installing a little free library in the Clauss playground, and they reached out to ask if we could help supply a variety of books for it. If this first library is well-received they are considering installing more. This could be an opportunity for a new collaboration with the Park.

Effective Service Delivery

- The ALA Annual Conference took place in Chicago at the end of June. Several library staff members made the trip downtown for some or all of the conference and were able to participate in a wide array of program sessions, meet with exhibitors, and network with professionals within and adjacent to libraries.
 - A common theme noted was the increase of challenges to library collections nationwide, and the State of Illinois' responsive anti-book ban legislation.

Quality Facility

- Updated visioning related to ideal building exterior/façade design is now underway.

Department Updates

Access Services (Patrons Services + Materials Services)

Manager: John Rimer

- In June, 5,544 people came to the Library, just over a 100% increase from May's 2,752 visitors, and a 45% increase from June 2022's 3,826. June means the end of the school year and the start of Summer Reading, which is reflected in many of our statistics for the month.
- The Adult collections saw a bump of 13% across the board in the number of materials circulated. Teen books increased in circulation from 459 to 605, or a 32% increase.

Roselle Public Library District

Report to the Board of Trustees

Month of June 2023

Children's materials saw the most gains with books increasing 47% in circulation from 4,464 in May to 6,565 in June. Almost every category of children's material saw increases, including DVD (72%) and Videogames (63%), as parents chose the library as a source of entertainment to fill summer vacation hours.

- The aforementioned Ravinia passes program was implemented by Patron Services staff.

Adult & Teen Services

Manager: Maureen Garzaro

- Summer Reading kicked off this month! The theme is Find Your Voice and this year teens and adults can earn point for reading and doing library activities. So far, 125 adults have registered with 47 completing the program. 85 teens are registered and 28 have completed. Both programs are responding well to earning a free book. We are thankful to the Friends of the library for their donation which went towards adult and teen prizes. 18 teens and 18 adults have picked up their books.
- The ATS Team answered 968 reference questions in June. Mondays through Thursdays had the most transactions, with 12-1p and 2-3p being the busiest windows.
- Our Pride Month display drew many likes on social media and several patrons made a point to tell Maureen and Sam that they really enjoyed the books that were on display. Andy, Susan, and Paige helped organize the display and social media content.
- Christina hosted a special program for teens featuring a mobile escape room on 6/10. All the groups who participated escaped successfully.
- One year into new eNewspaper subscriptions with ProQuest and Newsbank we have seen a 775% increase in engagement over the previous newspaper resource (annual use increased from 100 to 875 uses). These are clearly a better match for Roselle patrons' needs and interests.
- Patrons printed a 351 short stories, our highest amount recorded this fiscal year.
- 42 patrons responded to June's question of the month: What makes you proud to be you?

Youth Services

Manager: Alea Perez

- Summer Reading in YS has been going strong, both with participants and program attendees. With 1.5 months to go, here is how the program is shaping up compared to last year (as of 6/30):

Roselle Public Library District

Report to the Board of Trustees

Month of June 2023

	2022	2023
SUMMER GRAND TOTAL		
Total, Registrations	439	427
Total, Prize Bag Pickups	402	355
Total, First Check-in (Book prize)	260	145
Total, Second Check-in (Book prize)	210	52
Total, Completion (Book prize)	169	25

- Our kick-off 6/1 Children's Day Celebration event drew in 50 attendees, despite the humidity and heat.
- New YS Assistant Yasmin started with us on 6/14. She is doing well at learning procedures and asking many great questions. We're excited to have her on the team!
- There were a total of 9 outreach events in June, including a story time at the Summer Solstice celebration coordinated by the Roselle Park District.

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Debbie Dreksler

- As part of the ending of the '22-'23 fiscal year, Debbie began to collect capital improvement invoices that will be used to update our asset listing.
- Rather than continue with our past practice of bonding each new Board Treasurer individually, Sam added a government crime policy to protect the Library as required by law. The benefit is that this policy will always be in effect and not tied to a specific person nor requiring any sensitive personal information to acquire.
- We responded to one FOIA request in June, for payroll data from 2021, a day after it was received by email.
- Diane inventoried our first aid kits, to ensure any supplies past their expiration date were identified for replacements. Sam also opened up both AEDs to make sure they were functioning properly.
- We were informed by DPW that a water main leak has been detected on the east side of the library, and that we will be responsible for hiring a contractor to fix it. As of writing this report we are waiting at least one more quote before moving forward.
- Routine maintenance work included: assembly of new book carts, first floor light issue that was covered under warranty, outdoor sprinkler repairs, ejector pump replacement, landscaping timber replacement, and our annual fire extinguisher inspection.
- Sam will be out on vacation from 7/13 through 7/22.