

**MINUTES OF THE ROSELLE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
NOVEMBER 13, 2024**

CALL TO ORDER

President Smith called the meeting to order at 7:39 p.m.

PRESENT

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

Staff present were: Executive Director, Samantha Johnson; Business & Operations Manager, Karen Delgadillo; Adult & Teen Services Manager, Maureen Garzaro; and Jason Kepler, Communications Coordinator.

Two (2) members of the public were also present.

Also in attendance was: Andrew Kim with PMA Securities, LLC.

ABSENT

One (1) Trustee was absent: Treasurer, Monika Nasiadka

BUDGET & FINANCE COMMITTEE

a. Bond Issuance Discussion

Andrew Kim with PMA Securities, LLC presented bond issuance considerations to the Trustees. He discussed the impact of changing interest rates, timing of bond issuance, and gauged input from the Trustees for next steps.

The possibility of multiple issuances was discussed, but the consensus was to plan for a single issuance for the full bond amount sometime in 2025. The Board can issue in early 2025, before March, to impact the 2024 levy; or it can issue after March, which would then impact the 2025 levy. This will be decided at a future meeting.

b. Special Reserve Fund Transfer Ordinance Draft

Executive Director Johnson presented the special reserve fund transfer ordinance draft to the Trustees for review and input. Their recommended changes will be incorporated into the final ordinance at the next regular board meeting in December.

BUILDING & PLANNING COMMITTEE

a. Building Project Next Steps Discussion

Executive Director Johnson shared an article with the Board published by *American Libraries* that featured recent design trends in recent building projects around the county.

b. Per Capita Grant Requirements Review #3

Executive Director Johnson presented the next set of chapters for review for the 2025 Per Capita Grant application.

PERSONNEL & SALARY COMMITTEE

a. Updated Youth Services Librarian Job Description

Executive Director Johnson presented the updates to the Youth Services Librarian job description for review, and it will be presented for approval at the next regular board meeting.

b. Staff Holiday Recognition 2024

Executive Director Johnson proposed purchasing gift cards for the staff to recognize their work during the holiday season. The consensus from the Trustees was favorable. The gift card purchase will be presented for approval at the next regular board meeting.

Public Comment/Questions

There were no public comments.

ADJOURNMENT

Trustee Baumgart moved to adjourn the meeting at 9:10 p.m. The motion was seconded. A voice roll call was conducted with all present voting aye. The motion was approved.

/s/ Mike Harrington

12/16/2024

Minutes Approved: Secretary

Date