

**ROSELLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE DECENNIAL COMMITTEE  
COMMUNITY ROOMS A/B  
JULY 12, 2023**

**CALL TO ORDER**

Board President Smith called the meeting to order at 7:44 p.m.

**PRESENT**

Nine (9) Committee Members were present at the start of the meeting: Board President, Katie Smith; Board Treasurer, Monika Nasiadka; Board Secretary, Mike Harrington; Board Trustee, Len Baumgart; Board Trustee, Sue Harold; Board Trustee, Roxee Timan; Executive Director, Samantha Johnson; Resident, Angela DiNuzzo; and Resident, Nyla Panzilius. Also present were Business & Operations Manager/Recording Secretary, Debbie Dreksler; Access Services Manager, John Rimer; Adult and Teen Services Manager, Maureen Garzaro; and Youth Services Manager, Alea Perez.

**ABSENT**

Vice President, Terrell Barnes, was absent.

**REVIEW OF DOCUMENTS AND WORKING DRAFT REPORT**

The Committee reviewed the following draft documentation that Executive Director Johnson prepared for this meeting. The Committee reviewed the listed documents to determine possible areas of inefficiency within the Library's governance and operations.

Documents: Public Library District Act of 1991

Discussion: Executive Director Johnson summarized Act during Committee review.

Documents: Illinois Open Meetings Act Related Documents

Discussion: Executive Director Johnson is one of the Open Meetings Act (OMA) officers. Trustee Roxee Timan volunteered to be the Board OMA officer.

Documents: Illinois Freedom of Information (FOIA) Act

Discussion: Executive Director Johnson is one of the FOIA officers.

Documents: State Officials and Employees Ethics Act

Discussion: A Board Ethics officer has not been appointed in some time and one will be selected at the August Board meeting.

Documents: Board of Trustees Organization, Public Comment Policy  
Discussion: Executive Director Johnson summarized each of these policies during Committee review.

Documents: Budget and Finance Policy, Investment Policy, Spending Authority Policy, Credit Card Account Policy, Petty Cash Policy, Bids and Contracts Policy, Sponsorship Policy, Working Budget for FY 23/24, Copy of Final Tax Extension for DuPage County, Financial Audit Report for FY 21/22,  
Discussion: Board Trustee Harold asked if consideration should be made for increasing the spending limit for the Executive Director. The current maximum spending limit for the Executive Director is \$15,000.00.

Executive Director Johnson will seek to shorten the current six-month budget development timeline for next year.

Documents: Record of Disposal Listing  
Discussion: Executive Johnson summarized listing during Committee review. Business & Operations Manager, Debbie Dreksler, has the original application prepared by the Local Records Unit from the Illinois State Archive department.

Documents: Intergovernmental Agreements  
Discussion: Executive Director Johnson presented the following Intergovernmental Agreements: 1) 2020 Intergovernmental Agreement Authorize Membership in SWAN; 2) Intergovernmental Agreement for Library Services to Non-Resident Students; 3) Membership in the Libraries of Illinois Risk Association; 4) Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services (Illinois Libraries Present); 5) Intergovernmental Agreement Between the Village of Roselle and the Roselle Public Library District Concerning a Parking License on the Library Parking Lot.  
Inefficiencies: Need to merge various programs to one program that list how to obtain library cards for minors living out-of-district at the Roselle Public Library District, based on the latest updates to the Cards for Kids Act.

Document: Local Government Efficiency and Size in Illinois document  
Discussion: Document reviewed

Document: Whistleblower Protection Policy & Procedures, Anti-Nepotism Statement, Anti-Harassment and Anti-Discrimination (includes Sexual Harassment Policy)  
Discussion: Executive Director Johnson summarized each of these Personnel Policies during Committee review.

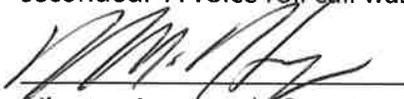
Executive Director Johnson reported that she will continue to work on draft documentation report and will present review at the September 13, 2023 Decennial Committee meeting. After approval, the final report will be ready to be sent to both DuPage and Cook counties.

**PUBLIC COMMENT/QUESTIONS**

There were no questions or comments from the public.

**ADJOURNMENT**

Trustee Baumgart moved to adjourn the meeting at 8:09 pm. The motion was seconded. A voice roll call was conducted with all present in favor. The motion was approved.

  
Minutes Approved. Secretary

8-9-23  
Date