

LISLE LIBRARY DISTRICT  
BOARD MEETING  
August 10, 2011

The August Board Meeting was called to order at 7:30 p.m. at the Lisle Library District, 777 Front Street, Lisle, Illinois.

I. Roll call

Present:

Richard Flint – President  
Mary Ellen Durbin – Treasurer (arrived at 7:37 p.m.)  
John Huff – Secretary  
Teri Hock - Trustee  
Cathy Melton – Trustee  
Colleen Sehy – Trustee

Absent:

Jay French – Vice President

Also Present:

Katharine Seelig – Acting Director  
Eileen Soliday – Recording Secretary  
Ann Lin – Director of Circulation Services  
Beth McQuillan – Director of Technical Services  
Tatiana Weinstein – Director of Adult Services

Visitors:

Tom Hummel – Lisle Resident  
Lynn Elam – Miriam Pollack Search Consultant

II. Opportunity for Visitors to Speak

Tom Hummel stated he heard Lisle Library was looking for a new Director. He suggested that the Lisle Library Board look into the possibility of sharing one library director with Downers Grove Public Library who had just hired new Director, Rick Ashton, who comes from the highly ranked Denver Public Library. R. Flint thanked T. Hummel for his suggestion and stated he would look into the possibility.

III. Consent Agenda

- A. Approve Minutes of July 13, 2011 Board Meeting
- B. Approve Minutes of July 13, 2011 Executive Session Meeting
- C. Approve Minutes of July 13, 2011 Strategic Plan Committee Meeting
- D. Approve Minutes of July 20, 2011 Personnel/Policy Committee Meeting
- E. Approve Minutes of July 27, 2011 Committee of the Whole Meeting
- F. Approve Minutes of August 3, 2011 Strategic Plan Committee Meeting

- G. Acknowledge Treasurer's Report, 07/31/11, Investment Activity Report, 07/31/11, Current Assets Report, 07/31/11, Revenue Report, 07/31/11, and Expense Report, 07/31/11
- H. Authorize Payment of Bills, 08/10/11

**MOTION:** J. Huff moved to approve the Consent Agenda. C. Sehy seconded.  
Roll Call Vote – All Aye

R. Flint asked Lynn Elam to speak about the Director Search.

Lynn Elam discussed the steps of the Director Search process. She is expecting a three and one half month timeline. She asked the Board about the minimum qualifications for the position. She would like to get input from the staff. The ad should be in place by next week and she hopes to have eight top candidates interviewed both by telephone and in person with a written dossier by mid November. The Board will choose the four top candidates who will visit and tour the library and be interviewed by the Board. At that time, Miriam Pollack and Lynn Elam will sit down with the Board and discuss the pros and cons of each of the candidates in order to make a final decision. All this will be done timely and orderly in a three and one half month cycle. The dossiers will be ready by November 11, 2011 and the review of dossiers will be done on November 16, 2011. Final interviews will be the week of November 28, 2011.

The Board decided the minimum salary level for the Director position will be \$100,000. K. Seelig will email Lyn Elam the benefit package information for the job advertisement.

Lynn Elam asked the Board what they wanted the candidates to know about our library and community. Some of the things mentioned were: Lisle Library is a World Class library with a small town feel, we are technology oriented, we have a generous staff, we are a District library, we are in very good financial standing, our reciprocal borrowers come because we are friendly, and our staff go above and beyond for our patrons.

The Director Job will be advertised nationally and locally: it will be in ILA, ALA, RAILS Career Central, The Heartland, Library Schools, and Library Gig among others. Lynn Elam will work with K. Seelig on the wording of the ad and she asked K. Seelig to select two dates for the week of November 28, 2011 for final interviews. These meetings must be posted according to the Open Meetings Act. R. Flint thanked Lynn Elam for coming.

### III. Director's Report

- A. Assign Trustees for "Review of Bills Next Month"

Review August billings in September– M. Durbin and T. Hock

K. Seelig reported that the stair project is finished and looks good.

Our annual Ready, Set, Go, Open House is set for Saturday, August 29, 2011 from 10 – 4 p.m.

The Library will participate again in the French Market in downtown Lisle on Saturday, August 13, 2011.

A pole light in the East parking lot was knocked down by the Garbage truck last week. Allied Waste will pay for the cost of replacing the light. It will be done at the same time the new parking lot lights are installed.

The Roof project will be done in three phases and there will be closings.

1. August 17, 18, 19: Youth Services – The library will be open but Youth Services will be closed off for safety reasons, they will have limited materials available for patrons in the Meeting Rooms.
2. August 20, 21: Meeting Rooms and Entrance – The whole library will be closed till 4:00 p.m. for safety reasons. Staff will enter through delivery doors and will be working normal hours.
3. August 24, through September 2: Main Library and Office areas – The non-fiction and atrium areas along with Adult Services, Administration and Tech Services offices will be closed until 4:00 p.m. for safety reasons. Staff will be working, but will be temporarily displaced.

The whole roof should be done by Labor Day weekend.

C. Melton asked if staff will get their hours. K. Seelig stated most staff will be able to work around the schedule and do other duties elsewhere, but there will be some staff who will be affected, it cannot be helped. There will be a joint library training workshop “Reimagine, Reinvent, Reallocate: Our New Reality” on August 30, 2011. Most staff will be attending this conference as it falls on a day the library will be closed.

#### IV. Assistant Director’s Report

Polaris has asked that Lisle Library District participate in a new formal endorsement program of their product for potential customers. We have already been doing that informally, so the endorsement is only a formality.

#### V. Communications

The library has welcomed its first new Navistar employee as a reciprocal borrower.

T. Weinstein received a note from a patron who will be moving and thanked the staff for all their help in the years she has lived in Lisle.

K. Seelig received a letter of praise for YS Assistant Director, Vicki Rakowski.

The speaker for this year's Goldstein Lecture will be Jonathan Alter, author and print and broadcast journalist. The Lecture will be on Sunday, November 20, 2011 at the Lisle Senior High School.

## VI. Committee Reports

- A. Finance – No Meeting planned. M. Durbin gave an update stating the library has \$4.4 million in the Money Market. MB Financial Bank is actively making purchases for the library; \$500,000 has been invested already. She stated the library is required to create a B&A with 20% extra just in case it received a windfall of some kind throughout the year. The Board will be approving the tentative B&A tonight and on September 14, 2011, they will approve the final B&A. In October we will do the TITA if applicable and in November we will adopt a final Tax Levy. The library has received 50% of tax levy money so far.
- B. Personnel/Policy – T. Hock stated the Personnel/Policy Committee met on July 20, 2011. They are in the process of reviewing the employee handbook. A meeting was tentatively scheduled for August 17, 2011 at 7:30 p.m. if the attorney responds with an answer to a question by then.
- C. Physical Plant – A meeting is planned for September 7, 2011 at 7:00 p.m. J. Huff would like to invite the Architect and the Landscaper to this meeting for an update of the exterior projects. The library received a survey from a new program, "Build Illinois Bond Fund," which may grant money for capital needs of Public Libraries. K. Seeling is working on the survey.
- D. Strategic Planning Committee – B. McQuillan reported the Strategic Planning Committee met to finalize the language for our strategies. They are now working on how to distribute the final product.

## VII. Unfinished Business

### A. Executive Session Tapes

R. Flint stated the Board needs to decide whether or not to destroy Executive Session tapes over 18 months old and discuss opening or keeping closed the minutes from FY2010-11 later, in Executive Session.

### B. Approve Secretary's Minutes

R. Flint and C. Melton reviewed the minutes for FY2010-2011.

**MOTION:** C. Melton moved to approve the Secretary's minutes for FY2010-11. T. Hock seconded. Roll Call Vote – All Aye

### C. Director's Search

This was discussed earlier with Lynn Elam. K. Seelig and the Board discussed the updated Director's Job Description.

IX. New Business

A. Approve Notice of Public Hearing on B & A

B. Approve tentative B & A

**MOTION:** C. Melton moved to approve the Notice of Public Hearing on the Budget and Appropriation Ordinance of the Lisle Library District, DuPage County, Illinois and also approve the tentative B&A for the Lisle Library District. M. Durbin seconded. Roll Call Vote – All Aye

C. Approve IPLAR

K. Seelig explained IPLAR – Illinois Public Library Annual Report.

**MOTION:** T. Hock moved to approve the IPLAR report. J. Huff seconded. Roll Call Vote – All Aye

X. Executive Session

**MOTION:** C. Sehy moved to go into Executive Session for 5ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. T. Hock seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 9:00 p.m.

The Board came back into Open Session at 9:09 p.m.

**MOTION:** J. Huff moved to destroy the Executive Session tapes from April 15, 2009 and May 20, 2009. T. Hock seconded. Roll Call Vote – All Aye

**MOTION:** T. Hock moved to open the Executive Session minutes from July 7, 2010, November 22, 2010, December 08, 2010, April 13, 2011, and May 11, 2011. M. Durbin seconded. Roll Call Vote – All Aye

C. Melton expressed her disappointment in the email that was sent to Mr. Keister. She felt the tone was unnecessarily harsh and the email should have come from K. Seelig or R. Flint. C. Sehy stated she did not find the tone to be unkind, only factual. M. Durbin stated the wording of the email may have been terse, but suggested it was trying to convey the displeasure of the Board in Mr. Keister's work.

XI. Adjourn

**MOTION:** J. Huff moved to adjourn the meeting. T. Hock seconded. Voice Vote – All Aye

The meeting adjourned at 9:21 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on the 14<sup>th</sup> day of September, 2011.

Approved by

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John Huff, Secretary of the Board