

**LISLE LIBRARY DISTRICT
BOARD MEETING**
June 8, 2011

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

I. Roll call

Present:

Richard Flint – President
Jay French – Vice President
Mary Ellen Durbin – Treasurer
John Huff – Secretary
Colleen Sehy – Trustee
Cathy Melton - Trustee
Teri Hock – Trustee (arrived at 7:32)

Absent:

Also Present:

Jim Filliung – Architect
Tatiana Weinstein – Director of Adult Services
Beth McQuillan – Director of Technical Services

II. Opportunity for Visitors to Speak

J. Filliung reported he has been working on the bid form and tonight he is seeking Board approval to go to bid.

- There will be a line item for each project to help control the budget.
- Plans will go out to bidding contractors and to the Village of Lisle for building permits on June 17, 2011.
- J. Filliung will send the advertisement for bids to K. Seelig, who will make sure it gets published in the Daily Herald newspaper twice, at least ten days prior to bid opening on July 6, 2011.
- Bidders will be required to show a Certificate of Insurance and a Performance Bond.
- J. Filliung will review the bids and bring his recommendations to the Board on July 7, 2011 and the Board will award a contract.
- Construction will start approximately mid-July.

The Board asked K. Seelig to send the bidding contract to R. Ritzman, attorney, to look over. The library's insurance carrier must also be notified. K. Seelig will contact the Village of Lisle to request a waiver of fees for permits.

MOTION: J. Huff moved to approve the Bid Documents from Larson and Darby Group for the Lisle Library Exterior Remodeling Project. M. Durbin seconded. Roll Call Vote – All Aye

III. Consent Agenda

- A. Approve Minutes of May 18, 2011 Board Meeting
- B. Approve Minutes of May 11, 2011 Strategic Plan Committee Meeting
- C. Approve Minutes of June 6, 2011 Special Board Meeting
- D. Acknowledge Treasurer's Report, 05/31/11, Investment Activity Report, 05/31/11, Current Assets Report, 05/31/11, Revenue Report, 05/31/11, and Expense Report, 05/31/11
- E. Authorize Payment of Bills, 06/08/11

It was noted that the Minutes of the June 6, 2011 Special Board Meeting were not ready to be reviewed and that item C. on the Consent Agenda should be deleted.

MOTION: John Huff moved to approve the Consent Agenda as modified with item C. Approve Minutes of June 6, 2011 Special Board Meeting deleted. M. Durbin seconded. Roll Call Vote – All Aye

IV. Director's Report

J. French and M. Durbin will review the June billings in July.

K. Seelig answered some financial questions from the May Board Meeting:

- Maint-Bldg Structure had a budgeted amount of 15,000 for tuck pointing and changes in heating which was not spent. The south parking lot renovation was put in that category and the difference was paid out of Special Reserve.
- All tax money has been received for 2010-2011.
- Treasury notes are automatically deposited in a Fidelity Government Cash Fund account as they mature. As CD's mature a decision is made whether to roll them over or deposit the proceeds into an Illinois Funds account.

The new electronic bulletin board above the stairwell has been activated.

The Discipline Monitors striped and stenciled the drive by the entrance, creating a "fire lane" with the hope that patrons will stop using that area as a waiting zone for their children. They also re-painted the handicapped markings in the east lot.

V. Assistant Director's Report

K. Seelig stated the upgrade for SAM internet manager has been done. There are slightly new features in the upgrade, and a new look.

VI. Communications

K. Seelig read a thank you note sent to the Board and Staff of Lisle Library from T. Hough, former Board Treasurer.

K. Seelig received an email from Doug Cunningham in praise of the program R. Flint gave on the "Roots of the Blues" on May 26, 2011.

VII. Committee Reports

R. Flint announced the new Board Committee Assignments for 2011-2012.

- Finance Committee: M. Durbin-Chair, J. French, Cathy Melton
- Physical Plant Committee: J. Huff-Chair, M. Durbin, J. French
- Personnel/Policy Committee: T. Hock-Chair, J. Huff, C. Sehy

The Library Director and Board President are ex-officio non-voting members of all committees.

R. Flint reminded Trustees that Board Meetings and Committee Meetings are governed by Open Meetings Act rules. These rules promote transparency and public participation.

A. Finance – M. Durbin stated she received a detailed report from S. Wittenauer, Finance Manager. M. Durbin is confident in the excellent financial controls in place. The library has received its first tax distribution of \$666,000. The Special Reserve Fund has a balance of 1.2 million dollars; several projects will be paid for out of this fund. There will be a Finance Committee Meeting on June 22, 2010, at 6:30 p.m. to revisit the current guidelines in place for MB Financial. M. Durbin asked Trustees to bring any questions they may have pertaining to library finances to her.

B. Personnel/Policy - T. Hock stated the committee will be reviewing personnel policies at their next meeting scheduled for July 20, 2011 at 7:00 p.m. R. Flint suggested the Director's evaluation be updated, along with the Director's job description. He suggested it might be helpful to give the new Director quarterly reports from the Board to help keep on track.

- C. Physical Plant – J. Huff asked about bids for the landscape project, but R. Flint stated J. Ruhl will be doing an updating of the landscaping, so bids will not be needed.
There are no plans for a Physical Plant Committee meeting in July.
- D. Steering Committee – B. McQuillan stated the Steering Committee visited the Barrington Library for a tour where they examined the check-out/check-in system which uses Radio Frequency Identification tags. Westmont and Addison libraries are putting in this RFID system also. The committee is working on a SWOT analysis, (Strengths, Weaknesses, Opportunities and Threats) to present to the Board. The Strategic Plan Community Survey went out at the Summer Reading Program kick-off party; it can also be taken online. The Steering Committee has two meetings scheduled: June 22, 2011 at 5:00 p.m. and July 13, 2011 at 5:00 p.m.

VIII. Unfinished Business

IX. Director's Search

J. Flint stated he sent out a letter to Mr. Keister authorizing him to begin the Director Search for Lisle Library. K. Seelig stated Mr. Keister would like to start very soon, first by talking with staff to get their ideas, and then to the Board.

K. Seelig stated she has been working on a modified Director's job description for the Board, but has not had time to complete the project. That, and the Statistics for the month of May will be in the Board mailboxes as soon as possible.

X. New Business

A. Prevailing Wage Ordinance

MOTION: M. Durbin moved to approve Ordinance 11-09: An Ordinance of the Lisle Library District, DuPage County, Illinois, ascertaining the prevailing rate of wages for laborers, workers, and mechanics employed on public works of said district. C. Sehy seconded. Roll Call Vote – All Aye

B. Enact Meeting Date Ordinance and List of Board Members

MOTION: J. French moved to approve Ordinance 11-07: An Ordinance setting the regular meetings of the Lisle Library District Board of Trustees for the fiscal year 2011 – 2012. T. Hock seconded. Roll Call Vote – All Aye

C. Adopt Out-of-District Library Card Ordinance

MOTION: C. Melton moved to approve Ordinance 11-11: Annual Ordinance authorizing Public Library non-resident cards. M. Durbin seconded. Roll Call Vote – All Aye

D. Chronology Ordinance

MOTION: M. Durbin moved to approve Ordinance 11-10: An Ordinance adopting a Chronology for Annual Financial Ordinances, 2011-2012 Fiscal Year. T. Hock seconded. Roll Call Vote – All Aye

E. Approve Bid Documents

This was approved earlier, under: II. Opportunity for Visitors to speak.

R. Flint and K. Seelig hosted an intergovernmental meeting/breakfast at the library this morning. Metra received a grant to make the Lisle Train Station ADA compliant. Elevators will be built and cameras installed. Mayor Broda is looking at ways to bring a newspaper back to the Village. The Park District was happy to work with the library on their recent Tour de Lisle. They appreciated our friendly staff who handed out water bottles. The Lisle Chamber of Commerce has been observing Navistar employees coming in. The library will get some flyers to them for distribution.

XI. Executive Session

None

X. Adjourn

MOTION: J. Huff moved to adjourn the meeting. C. Sehy seconded. Voice Vote – All Aye

The meeting adjourned at 8:58 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the board of Trustees on the 13th day of July, 2011.
Approved by

John Huff, Secretary of the Board