

LISLE LIBRARY DISTRICT
BOARD MEETING
April 11, 2012

The April 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
Jay French – Vice-President
Mary Ellen Durbin – Treasurer
John Huff – Secretary (left at 9:18 p.m.)
Teri Hock – Trustee
Cathy Melton – Trustee
Colleen Sehy – Trustee

Absent:

Also Present:

Shannon Halikias – Director
Katharine Seelig – Assistant Director
Eileen Soliday – Recording Secretary
Tatiana Weinstein – Director of Adult Services
Beth McQuillan – Director of Technical Services
Lindsey Dorfman – Director of Youth Services
Jim Filliung – Architect
Peggy Kapala – Naperville Resident
Tom Hummel – Lisle Resident

II. Opportunity for Visitors to Speak

T. Hummel stated he disagreed with attorney, Roger Ritzman, about the TIF information and the transferring of funds from the Village as a surplus. He made it known that he is also opposed to Universal Technical Institute's TIF proposal that Lisle's Planning and Zoning Commission members are reviewing.

He is opposed to the library purchasing and installing new doors at the entrance. He said he sees no issues with the doors and that they are perfectly fine. He said that if people have a hard time entering the building because they're carrying a lot of books, they should check out fewer books.

He said the library should show some consideration for the taxpayers who do not want to use the library.

He is against tearing down the rental house and the consideration of building a parking lot. He said the property should be sold.

He is against any painting or remodeling of the library and considers it a blatant waste of money. He is angered by personnel matters such as looking into pay scales and bonus packages and hiring consultants. He is angry at the thought of painting walls as people should be looking at books and not at walls.

He does not want the library to do any media spots with taxpayer money.

He takes issue with Lisle Library's National Library Week event. He feels political issues should not be involved in this event; there should be no participation by either the Republican Party or the Democratic Party.

III. Consent Agenda

- A. Approve Minutes of March 14, 2012 Board Meeting
- B. Approve Minutes of March 28, 2012 Committee of the Whole Meeting
- C. Approve Minutes of the April 4, 2012 Physical Plant Committee Meeting
- D. Acknowledge Treasurer's Report, 03/31/12, Investment Activity Report, 03/31/12, Current Assets Report, 03/31/12, Revenue Report, 03/31/12, and Expense Report, 03/31/12
- E. Authorize Payment of Bills, 04/11/12

MOTION: M. Durbin moved to approve the Consent Agenda. T. Hock seconded. Roll Call Vote – All Aye

IV. Director's Report

- A. Assign Trustees for "Review of Bills Next Month"
Review April billings in May – C. Sehy and C. Melton

S. Halikias met with the Lisle Women's Club, the Lisle Fire Dept. and a local web designer in March. She plans to average 3-4 meetings per month.

There were water issues in the ceiling of YS. Ceiling tiles were wet and air vents had minor water damage. This was due to condensation forming because of fluctuating temperatures. The humidity was reduced to compensate. This will be discussed further under New Business.

The annual fire inspection found a few minor issues which were taken care of but there was an access and safety issue with the storage room. The Friends of the Library worked very hard to get their area up to code for the Fire Department. Thank you to C. Melton for helping the Friends with this project. After the May book sale the storage room will be cleared, cleaned and reorganized. We will be offering several minor items for public sale.

S. Halikias will be attending Illinois Library Day in Springfield, IL on April 18th. This day addresses legislative concerns on behalf of Illinois Libraries.

She will have a written report on the Public Library Association Conference at the May Board Meeting. She highlighted programs attended, such as CMS Systems for Web Pages and Trustee Orientation.

Vanguard Energy, in Naperville, will be our new electricity and gas provider. Extensive research was done with multiple companies. A one year contract was signed with Vanguard to be sure the cost savings expected are in fact, realized.

Ann Lin, Director of Circulation Services, will be retiring after 29 years of service on April 30, 2012. The position has been posted internally until April 12th and then it will be offered externally.

Our Facebook page is loaded with fun pictures and updates about what is happening at the library. We are broadening our scope with Social Media to engage in Pinterest, the latest rage in networking.

S. Halikias distributed a flyer for National Library Week that asks patrons why “You belong at your library.” Please stop by the photo booth on April 13th or 14th for a promotional picture that will be used on various marketing platforms in the future.

She talked with our attorney about the Navistar TIF and asked him to look over the ordinances passed by the Village and explain them in layman’s terms with bullet points.

We will be examining health insurance carriers to see if there is a better agreement out there, we are covered under LIMMERIC, but we would like to shop policies to see if better costs can be obtained for the library and employees. Employees that carry family members pay very expensive costs for insurance; it is not a “free ride.” We are hoping there may be something better.

C. Sehy shared grant information from Target. S. Halikas thanked her for that and said the library will be applying for that grant.

Commonwealth Edison employee, Steve, came out to take a look at the leaning electric pole on Front Street and spoke with S. Halikias; he measured the distance from the street to the power lines and reported to ComEd they were too low. Foreman, Pete Sutter came right out and worked on the pole; the lines are already a foot higher, but it will take several adjustments to straighten the pole completely. S. Halikias praised Commonwealth Edison for quick and responsive action.

R. Flint stated that he and S. Halikias attended the intergovernmental meeting. The Fire Chief noted there was an increase in suicides. School District 202 has a new incoming Superintendent. J. French noted that School District 203 Superintendent has also resigned.

S. Halikias stated she spoke with the finance manager for District 203 and asked why they abated the TIF funds. She distributed a copy of the memo given by the Finance Manager that notes the abatement. He said they almost always abate funds from their Debt service account. But that is a decision they make yearly, what they do one year may not be what will be done the next. There is a huge difference because the library is not in debt. To abate the funds would take the money from our operating funds. The cost of an abatement out of the operating budget also compounds through the years. The TIF funds only bring our budget whole and are not an actual surplus to us.

V. Assistant Director's Report

K. Seelig stated we are working with a new vendor to manage internet usage.

VI. Communications

S. Halikias stated we serve about 24,000-plus people at the library. She was very happy to be able to read a letter of praise and thanks for our services from Mrs. Leonard Becker. She also read a thank you letter from a parent whose child received help finding information about a science fair project. She received one note from a patron wishing to have a nice big ashtray by the entrance for smokers, which she will respond to with the library has a no smoking campus policy. There was a letter thanking Rhonda Snelson for the program on CoCo Chanel and the program on the Abbey. There were 496 people attending adult programs for the month of March, a record attendance.

S. Halikias stated there has been a comment made on a local website about consolidating with other libraries. S. Halikias explained that a District Library and a Municipal Library are not managed the same way and cannot consolidate. She said that in 1965 the people of Lisle voted to have a District Library and that is what S. Halikias plans to make sure the people get. Libraries have always been known to be able to stretch their tax dollars and Lisle is no exception. It is not a gain for Lisle Library to consider a consolidation. Usually only small or struggling libraries would consider this.

Another comment on a local website was about the library not having the books their school requires. S. Halikias stated it is not the role of the public library to serve in lieu of a school library. How to use the library is very important; patrons need to know how to utilize a hold, how to use inter-library loans; how to ask a librarian for help; there are databases available to card holders 24 hours a day, seven days a week. The library is a user-friendly place, but if you do wait until the last minute to do an assignment you can struggle. We carry materials to supplement, but do not necessarily carry 25 copies of each book. We do not have the budget or the space as we are a public library.

As for a question about the use of the Meeting Room on a local website, S. Halikias explained the meeting room policy. She said the Democrats can hold their meetings here as can other organizational and informational groups, but they cannot hold a rally or do business here. The library is just providing the space, it is neutral she explained. S. Halikias stated she is an advocate of regular meeting room use by patrons. All of the groups coming to our National Library Week event were invited due to their user status.

R. Flint noted that the meeting room policy was looked at about a year ago because of a display case problem. It might be time to look again at that policy to see if it needs revision.

J. French noted that some libraries do merge, for example, Willowbrook and Darien libraries merged in 1987. S. Halikias thought about it and agreed, some libraries can

merge, but a Municipal and a District library are very different. That would be a better option for small or struggling organizations, but Lisle does not have anything to gain.

S. Halikias showed a few YouTube videos that other libraries produced. She would like to see Lisle Library produce a media spot also. The Lisle Patch offers to produce one for \$750.00 but S. Halikias would like the library to purchase equipment to do media spots in-house. This equipment would be used library wide, from youth services to adult services. She stated that we are in a visual age; people like to see what is happening. C. Sehy asked if we can put media on our website now. S. Halikias said that it is possible but it wouldn't be professional without the right equipment. She has met with graphic designers for our webpage and the leadership team is looking at ways to drive the webpage forward. Social media is a priority item for Lisle Library.

VII. Committee Reports

- A. Finance –M. Durbin stated the Special Reserve fund has \$1, 219,909.61. We will be looking at the final Budget on April 25, 2012 at 7:30 p.m. at the Committee of the Whole Meeting. There will be a Finance Committee Meeting in May or June to talk with MB Financial about investments. S. Halikias stated she would like to see us look at other companies because MB Financial's fees are very high. M. Durbin would like S. Halikias to look into more viable options for the library. S. Halikias stated she will task G. Boskelly, finance manager, with assessing possible new investment companies. J. French asked if G. Boskelly would be able to buy bonds for the library instead of paying for an investment company. S. Halikias will look into that.
- B. Personnel/Policy – The Personnel/Policy Committee is planning to meet on April 18, 2012 at 7:30 p.m.
- C. Physical Plant – J. Huff stated the Physical Plant Committee met on April 4, 2012 and they plan to meet again on May 2, 2012 at 7:30 p.m.

VIII. Unfinished Business

A. Physical Projects

S. Halikias stated the reason we are looking for new entrance doors is because they do not meet code. J. Filliung stated the doors are from 1989 and the opening devices were an add on feature when having handicapped accessible doors became code. These doors do not have a panic bar emergency exit device on them, so they do not meet current code. They also are causing other problems, they do not always open correctly, sometimes they do not close at all, and numerous times they have collided with patrons as they try to enter the building. We have received bids from five different companies entrance doors that will slide open; the lowest bid came from Besam for \$17,865.00. The doors will each have six panels, the two in the middle will move to either side as patrons enter. In an emergency, you just have to push on the middle panels and they will open out for people to exit. These doors still lock and the panic bar only works for exiting the building so the building will be secure. A two year maintenance agreement from

Besam will cost \$760.00. The time frame for installing the doors would be eight to ten weeks.

MOTION: J. Huff moved to appropriate not more than \$20,000 for the replacement of library entrance doors and a two year maintenance contract. T. Hock seconded. Roll Call Vote – All Aye

IX. New Business

A. Rental Property

R. Flint stated it is up to the Board to decide whether to 1) sell the rental property, 2) demolish the rental property, or 3) demolish the rental property and build a parking lot. J. Huff stated the Physical Plant Committee reached a consensus to demolish the house and build a parking lot on either one half of the lot for patrons or all of the lot to rent spaces to railroad commuters.

S. Halikias stated she and R. Flint presented the suggestion of half the lot for commuters to the Mayor at the Intergovernmental Meeting. The Mayor suggested approaching the Village Trustees with the ideas once we know more. An engineering study would be necessary. The feedback from Community Development was we may have a storm water retention problem if we use the whole lot, we would also need marshes and grasses. Some of the current lots are oversold daily and they still have empty spaces though the waiting list for commuter spaces is very long. If the library managed the lot we would be responsible for administration and also for snow plowing the property.

J. Filliung was asked what engineering study costs would be. J. Filliung stated there would also need to be a storm water study. The engineering study would be approximately \$1,800.00 and would be done by the civil engineer who did the topographical study. He would calculate the capacity of a pond needed for both, one half or the full lot. We will look at the capacity of the current pond. M. Durbin asked if we develop the front lot with parking, can the back lot be used for retention. J. Filliung stated that would not be possible considering the grade of the property.

R. Flint suggested we ask the Fire Department if they would burn the house down as a training exercise as it might be possible to save funds on demolishing.

S. Halikias stated of one thing she is sure, she most definitely wants the library to retain the property as it may become very valuable space for use in the future. Whatever the decision made for use, retaining the property is most important.

R. Flint stated there may be other uses for the property that the library can take advantage of. S. Halikias stated she has her Leadership Team working on suggestions for the property.

MOTION: J. Huff moved to approve the Executive Director to spend no more than \$2,000.00 for an engineering study with storm water calculations. M. Durbin seconded. Roll Call Vote – All Aye

J. Filliung presented a new drawing showing a parking lot built on one half of the property and directional changes in other library lots.

R. Flint asked the Board for their feelings about the future of the rental property. He began by stating he would like to see the house demolished and the property kept. Each Board member stated they also would like to see the house demolished and the property kept.

B. HVAC/Humidifiers/Boiler

S. Halikias stated our new mechanical company that began April 1, 2012 has thoroughly examined the HVAC system, the humidifiers and the boilers. Unfortunately, they found many problems with the way the old mechanical company, that we contracted with for at least the past twelve years, had been maintaining the system. Zero percent of fresh air was entering the building, the switch had been disconnected. Exhaust fans were broken and humidifiers were in terrible shape. The pneumatic controls do not work properly which is why there was rapid condensation in the YS ceiling causing mold to grow within days. The humidifiers had to be turned off and ceiling tiles removed and replaced. S. Halikias cautioned that books must have the correct amount of humidity or they will begin to mold. The dampers are not working properly. The new boiler was not installed properly, it was leaking carbon monoxide at a rate of 900 parts per million in the mechanical room; 35 parts per million can trigger alarms. The carbon monoxide was contained in the mechanical room so the staff or patrons would not have been affected by this. She emphasized this thoroughly. The exhaust pipe from the boiler through the roof has been capped with a ventilated cover to keep out rain, keeping un-combusted gas in the building, there should be no cap on this pipe. Our new company is talking to our old company about fixing the improper installation of that boiler. There should be no cost to the library to fix that problem. Apparently, there is no oversight into boiler installations and inspections are done by the installer. S. Halikias would like to have someone independent come and inspect the final installation. Her main focus is to get the boiler fixed properly and then look into the other services the old company provided and the costs that were involved. She has been in touch with the attorney about this.

It has been on our maintenance schedule to get DDC (digital controls) for the HVAC system for several years. We did not do it yet, but the new mechanical company recommends getting DDC instead of having the pneumatic controls repaired. DDC will work with the old equipment and new equipment as things are replaced. S. Halikias would like to go out for bid on DDC for the HVAC system this fiscal year and go out for bid on the HVAC equipment next fiscal year. R. Flint asked J. Filliung what his thoughts were. J. Filliung stated he looked at the HVAC system and there are installation problems to be fixed by our old company. He recommends replacing the pneumatic controls to DDC now and in the fall replacing the HVAC equipment.

S. Halikias stated there were manual adjustments made by our new company and fresh air is now coming into the building; the air is much better now. She stated that in May of 2010 employees complained about the air in the building. An air study was done at the time but that was mainly for pollutants. She will try to locate this study.

S. Halikias would like to go out for bid on two projects: DDC and HVAC equipment. J. Filling stated his mechanical engineers could work out the specifications.

MOTION: M. Durbin moved to authorize the Executive Director to go out for bids on two projects: DDC and HVAC equipment. C. Melton seconded. Roll Call Vote – All Aye

S. Halikias stated there will be some rebates from Commonwealth Edison for these purchases.

S. Halikias stated she has already signed orders to replace a motor on an exhaust fan, repairs on damper adjustments and humidifiers.

X. Executive Session

Not needed.

XI. Adjourn

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

The meeting adjourned at 9:25 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on May 9, 2012

John Huff, Secretary of the Board