

LISLE LIBRARY DISTRICT
BOARD MEETING
December 12, 2012

The December 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 (arrived at 7:50 p.m.)
Colleen Sehy – Trustee
Maureen Rieck – Trustee
Jun Yu – Trustee

Absent:

Also Present:

Shannon Halikias – Director
Kathy Seelig – Assistant Director
Eileen Soliday – Recording Secretary
Ginger Boskelly – Finance Manager
Tatiana Weinstein – Director of Adult Services
Lindsey Dorfman – Director of Youth Services
Beth McQuillan – Director of Technical Services
Paul Hurt – Director of Circulation Services
Peggy Kapala – Aurora Resident

II. Opportunity for Visitors to speak

None

III. Consent Agenda

Approve Minutes of November 14, 2012 Board Meeting
Approve Minutes of November 28, 2012 Personnel/Policy Meeting
Approve Minutes of December 11, 2012 Facilities Steering Committee
Acknowledge Treasurer's Report, 11/30/12, Investment Activity Report, 11/30/12,
Current Assets Report, 11/30/12, Revenue Report, 11/30/12, and Expense
Report, 11/30/12
Authorize Payment of Bills, 12/12/12

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

IV. Director's Report

J. French and M. Durbin will review December billings in January.

S. Halikias stated this month she attended the Joint Review Board for Village of Lisle Navistar TIF, the Chamber of Commerce Executive Networking, and the Friends of the Library.

The HVAC project is proceeding on schedule.

A patron had to be banned from using the computers in the YS Department because the subject matter he was viewing was inappropriate for a Children's Department.

Our newly designed newsletter including the new LLD logo will be mailed soon.

We are changing payroll companies so we will be transitioning data to the new system for the next two months.

S. Halikias is writing a monthly opinion page for the Suburban Life/Lisle Reporter. She is excited about the opportunity to promote the library and its staff.

L. Dorfman and T. Weinstein are working with the web designer on the new web page redesign project.

Some items we are purchasing with the Per Capita Grant money are a low sight reader and a new scannex scanner.

The second winner of the "You Rock" award was C. Gnanaratne from Technical Services for going above and beyond in her work. The Board sent its congratulations to C. Gnanaratne for a job well done.

The Social Committee planed a Thanksgiving potluck for staff in November. The library purchased the turkey and gravy; the staff supplied the sides. A good time was had by all. They also had a cookie exchange and are planning a holiday party for staff in January.

The Friends of the Library did not get their statistics in on time this month, but even without those statistics our year to date change was up 3 ½%.

C. Sehy asked about the library open house. S. Halikias stated we had a very good turnout. R. Flint agreed and thanked S. Halikias for hosting the open house. S. Halikias said that next year we will publish a schedule of events earlier so that patrons can plan their day. M. Rieck said she enjoyed seeing all the photo booth pictures on Facebook. R. Flint complimented the Bittersweet Christmas Band for their concert.

J. French stated the statistics for interlibrary loan books seem to be upside down. P. Hurt will double check the statistics. J. French asked what happens to holds that do not get picked up. P. Hurt stated they go out to the next person waiting or they go back on the shelves. C. Sehy asked why a hold did not show up while she was at the library. P. Hurt will check on that problem.

V. Assistant Director's Report

K. Seelig stated she has been working on hardware for the new web page. She has purchased licenses for cloud email.

VI. Communications

S. Halikias read some of the comments from the suggestion box:

- A patron complimented the service of Bridgid in YS.
- Complaint about an overdue fine.
- A patron complimented the service of Maggie in CS.
- A compliment about the tour YS gave.
- A patron is frustrated with Polaris updates
- A thank you to L. Dorfman, D. Siwek and M. Green.
- A patron was displeased that Morton Arboretum passes are no longer available.
- A thank you from a Tate Woods teacher for all the services we have.

VII. Committee Reports

A. Finance

M. Durbin stated the next Finance Meeting will be held on December 20, 2012 at 10:00 a.m. Ken Herdeman from Ehlers Investment Partners will be there to discuss investments. 98.3% of taxes from the county have come in.

B. Personnel/Policy

C. Sehy stated the next meeting will be on December 19, 2012 at 7:30 p.m. They are discussing the Friends policy, and the salary review process. S. Halikias stated there are three more policies for the Committee to look over.

C. Physical Plant

J. Huff stated the next meeting will be Thursday January 10, 2013 at 7:30 p.m.

D. Steering Committee for Facilities Management

T. Weinstein stated the Committee is in the process of categorizing responses and writing goals for these buckets. The next meeting will be held on January 16, 2012 at 2:00 p.m.

IX. New Business

A. Transfer surplus funds to Special Reserve

S. Halikias would like to delay this until the Finance Committee meets to discuss it. M. Durbin agreed.

B. IMRF Contribution

There was some discussion about IMRF. Employees contribute to this fund. It is not connected with the state. J. Yu noted that we are 60% funded. The library needs to project how many employees will begin to draw on this fund. J. Yu stated that if there is not a huge flow of retirement it is not a big problem. S. Halikias asked G. Boskelly to get more numbers from IMRF because we have a few "wild card" variables.

MOTION: M. Durbin moved to move \$100,000 to the IMRF. M. Rieck seconded. Roll Call Vote – All Aye

XI. Executive Session
Not needed

XII. Adjourn

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

The meeting adjourned at 8:30 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on January 9, 2013

John Huff Secretary of the Board