

LISLE LIBRARY DISTRICT
BOARD MEETING
February 8, 2012

The February 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
John Huff – Secretary
Cathy Melton – Trustee
Colleen Sehy – Trustee

Absent:

Mary Ellen Durbin – Treasurer
Teri Hock – Trustee

Also Present:

Shannon Halikias – Director
Katharine Seelig – Assistant Director
Eileen Soliday – Recording Secretary
Tatiana Weinstein – Director of Adult Services
Ann Lin – Director of Circulation Services
Beth McQuillan – Director of Technical Services
Joe McLennan – Consultant
Diane Lyons - Lisle Resident

II. Opportunity for Visitors to Speak

D. Lyons asked the Board why the library has an out-of-state computer consultant. She objected that computer problems were not fixed and updates were not done in a timely manner. K. Seelig stated the consultant has worked with the library since 1988 and does not charge the library for travel expenses. R. Flint stated that K. Seelig as Assistant Director normally attends computer problems. K. Seelig has been called to be the Acting Director for nearly a year and hasn't had time to keep up with the computers as she normally would. S. Halikias stated that she understands there has been a lag, but we will watch that in the future. Access to computers will be a priority, especially as patrons are seeking jobs and need educational/technology resources.

III. Consent Agenda

- A. Approve Minutes of January 11, 2012 Board Meeting
- B. Approve Minutes of January 25, 2012 Finance Committee Meeting
- C. Acknowledge Treasurer's Report, 01/31/12, Investment Activity Report, 01/31/12, Current Assets Report, 01/31/12, Revenue Report, 01/31/12, and Expense Report, 01/31/12
- D. Authorize Payment of Bills, 02/08/12

C. Sehy stated that on the Finance Committee Meeting minutes of January 25, 2012, second paragraph under II. Financial Calendar, the words “versus the Finance Committee” should be struck.

MOTION: J. Huff moved to approve the Consent Agenda with revisions to the Finance Committee Meeting minutes. C. Melton seconded. Roll Call Vote – All Aye

IV. Director’s Report

- A. Assign Trustees for “Review of Bills Next Month”
Review February billings in March – J. Huff and C. Sehy

S. Halikias stated that her first week as Director has gone well. The staff has welcomed her and she is getting to know the strengths of the library. She has been gaining knowledge on how Lisle Library works with A. Lin at Circulation.

She has met with the Lisle Police Chief and Deputy Police Chief to go over security practices. She will be attending the Chamber of Commerce dance, representing the library, this Friday, February 10th.

She noted that she will be placing a brief Disclaimer on the library Facebook page stating that inappropriate comments will be removed. The Social Networking policy will be addressed at the next policy meeting on March 21, 2012.

R. Flint stated the Mayor’s “State of the Village” address can be viewed on the village website.

R. Flint will attend the February 20, 2012 Village Board Meeting with S. Halikias and introduce her to the Village Trustees.

V. Assistant Director’s Report

K. Seelig stated that a gas pipe had to be relocated because it broke due to snow sliding off the roof. Our HVAC company made the necessary repairs quickly for a total cost of \$2,858.66.

The Lisle Police allowed us in to view the boxes of stolen books they have been storing. Out of over 35,000 books, many were old and many were from other libraries. The books that were ours and current were brought back and are being sorted through by S. Halikias. The rest will be sold by the Police Department.

There was a brief problem with webmail due to the server, but it has been resolved.

VI. Communications

The library received a note of appreciation for N. Castellanos’ email class.

VII. Committee Reports

- A. Finance – J. French noted the Finance Committee discussed three items at the Meeting on January 25, 2012: the Financial Calendar, the move of Fidelity funds to an IMET fund at three times the interest, and Salary Surveys.
- B. Personnel/Policy – C. Sehy stated the Personnel/Policy Committee will meet on March 21, 2012 at 7:30 p.m.
- C. Physical Plant –S. Halikias stated she has contacted Management Association and asked them not to advertise the rental property until the Physical Plant Committee has a chance to discuss the results of the recent home inspection on the property. J. Huff stated the Physical Plant Committee will meet on March 7, 2012 at 7:00 p.m. At that time the Committee will discuss the home inspection report.
- D. Committee of the Whole – R. Flint stated the Committee of the Whole will meet on March 28, 2012 at 7:30 p.m. to discuss the Budget. There will probably be another Committee meeting and the Budget will be voted on by the Board of Trustees at the May 9, 2012 Board Meeting.

VIII. Unfinished Business

IX. New Business

- A. Resolution 12-03 – Move \$800,000.00 from Fidelity to IMET

MOTION: J. French moved to approve Resolution 12-03 to open a new IMET account with \$800,000.00 of funds moved from Fidelity. C. Sehy seconded. Roll Call Vote – All Aye

- B. Bank Signature Cards – Four Officers, Director and Assistant Director

R. Flint stated that four officers, the Director and Assistant Director are all signers on Lisle Library District bank accounts. The officers are: Richard Flint - President of the Board, Jay French - Vice President of the Board, Mary Ellen Durbin – Treasurer of the Board, and John Huff – Secretary of the Board. The Director is Shannon Halikias, and the Assistant Director is Katharine Seelig.

- C. Approve Ordinance 12-05 – Scriveners' Error

S. Halikias stated the Levy Ordinance 12-04 should have read 117,000 for utilities instead of 110,000; therefore the numbers throughout the Levy were off by 7,000. She would like the Board to approve Ordinance 12-05: An Ordinance Correcting Scrivener's Errors in Levy Ordinance 12-04 to correct the problem.

MOTION: C. Melton moved to approve Ordinance 12-05: An Ordinance Correcting Scrivener's Errors in Levy Ordinance 12-04. J. Huff seconded. Roll Call Vote – All Aye

X. Executive Session

Not needed.

XI. Adjourn

C. Melton moved to adjourn the meeting. C. Sehy seconded. Voice Vote – All Aye

The meeting adjourned at 8:23 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on March 14, 2012

John Huff, Secretary of the Board