

LISLE LIBRARY DISTRICT
BOARD MEETING
January 9, 2013

The January 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
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

- A. Approve Minutes of December 12, 2012 Board Meeting
- B. Approve Minutes of December 13, 2012 Finance Committee Meeting
- C. Approve Minutes of December 19, 2012 Personnel-Policy Committee Meeting
- D. Acknowledge Treasurer's Report, 12/31/12, Investment Activity Report, 12/31/12, Current Assets Report, 12/31/12, Revenue Report, 12/31/12, and Expense Report, 12/31/12
- E. Authorize Payment of Bills, 01/09/13

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

IV. Director's Report

J. Huff and C. Sehy will review January Billings in February.

R. Flint stated that trustees Huff, Sehy and Rieck are unopposed in the April election, but there were objections to J. Yu's petitions. There will be a hearing on Friday, January 11, 2013 at the DuPage Election Commission to determine their validity.

S. Halikias stated she received two FOIA requests for candidate's ballots. One from T. Hummel and one from the Winfield Register.

S. Halikias' request for building permit reimbursement from the Village Board has been granted. The HVAC project is proceeding smoothly with little disruption for staff.

The redesign of the webpage is proceeding nicely.

S. Halikias and the Leadership Team have been working on workflow and job descriptions.

Included in each Board packet are quarterly reports from each Department.

V. Assistant Director's Report

K. Seelig stated she has been working on the new web page. C. Sehy asked about the cloud email. K. Seelig is just about ready to test it.

VI. Communications

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

- Nice article in the Lisle Reporter.
- The library staff is awesome.
- Congratulations for winning the ILA Golden Ticket Winner 2012 to V. Rakowski from Michael Connelly.
- Thanks to the talented staff.
- It would be helpful to have a second DVD cleaning machine in the YS Department.
- The library has the best selection of DVD's.
- A patron wants to be able to place holds on video games.
- Please have staff wear name tags.
- You have great library services.
- A patron didn't like the abbreviation of Christmas used on our webpage.
- There were four compliments for J. Ohzourk's computer classes.
- A patron thanked us for the nice Christmas party.

- A patron thinks Maggie is wonderful.

R. Flint and S. Halikias attended the intergovernmental meeting. Safety and security were discussed. S. Halikias stated she is looking into more panic buttons for the library and also video surveillance.

VII. Committee Reports

A. Finance

M. Durbin stated the library has 7.5 million dollars in assets; 99.8% of taxes are in from the county. The Committee would like to postpone a decision about surplus funds until the costs for the salary study and healthcare changes are determined. The next Finance Committee meeting will be held on Wednesday, January 23, 2013 at 7:30 p.m.

B. Personnel/Policy

C. Sehy stated the Committee discussed various policies, including the Friends policy and the Gifts and Donations policy, the next meeting will be on January 16, 2012 at 7:30 p.m.

C. Physical Plant

J. Huff stated the next meeting will be Thursday January 10, 2013 at 7:30 p.m. HVAC project is almost done, testing and training still to be scheduled.

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. Appoint Committee to prepare a working budget

R. Flint stated the Board will meet as a Committee of the Whole to work on the FY2013-2014 Budget. There will most likely be two meetings to discuss the budget which will be approved at a regular Board Meeting. Trustees will be asked at the February Board meeting to commit to two dates for these meetings.

B. Appoint Financial Goals Committee

R. Flint appointed the following people to the Financial Goals Committee:

Co-Chairs:

J. French – Vice President of the Board

G. Boskelly – Finance Manager

Committee Members:

C. Sehy – Trustee

L. Dorfman – Director of Youth Services

K. Kloepper – Adult Services

B. McQuillan – Director of Technical Services

Ex-Officio Members:

S. Halikias – Director

K. Seelig – Assistant Director

R. Flint – Board President

J. French stated he is working on a list of topics and timelines for the project.

C. Ken Herdeman – Ehlers Investment Partners

M. Durbin stated that K. Herdeman met with the Finance Committee and is looking for guidance from the Board about investments. K. Herdeman stated the library has about a million dollars in cash to invest right now. All the funds have been transitioned from MB Financial. It was decided that communication about investment opportunities should go from K. Herdeman to G. Boskelly and then to M. Durbin. M. Durbin stated she would like to look over the investment policy again to see if any changes are necessary. S. Halikias stated she will ask Zone 1 partners for copies of their investment policies for comparison. M. Durbin thanked K. Herdeman for his time.

D. Friends Policy #405

S. Halikias stated this policy clarifies that the Friends are distinct and autonomous, but they report to the library. She would like a better cohesive relationship with the Friends. Books are donated to the library first and then dispersed to the Friends or other organizations. The library can provide receipts for donations. J. French stated he would have liked to have seen the mark-up of the policy. J. French noted that the library paid for new signs for the Friends booksale and the policy states the Friends shall be self-supporting. J. Yu stated that doesn't mean they don't have any ties with the library. M. Durbin stated the wording doesn't sound collaborative, it sounds like we are putting them in their place. S. Halikias stated she would like clear communication between the friends and the library. J. Huff stated that we need to protect the library legally. M. Durbin stated she is aware of the history of the Friends organization. J. Yu stated that A-3 should be put in bold type. This policy will be sent back to the Committee before second read.

E. Donations and Gifts Policy #735

C. Sehy stated advice from the lawyer stated that the library can supply a receipt for donated materials and gifts per section 170 of the Internal Revenue Code.

F. Library Card Policy # 300

C. Sehy stated that policies #305 and #310 have been revised into this policy. S. Halikias stated the policy is now easier to read. C. Sehy noted that the Board will need a motion to delete policies #305 and #310.

G. Schedule of Loan Periods # 315

S. Halikias stated there were two additions to video games. Opening up the checkout period will allow patrons to place holds on older games. Also, e-readers are a new addition to this policy.

H. Schedule of Fines and Fees # 325

New to this policy are the SMP View and E-readers.

I. Rails Fines and Fees Policy #300

The change to this policy was the name MLS, Metropolitan Library System changed to RAILS, Reaching Across Illinois System.

J. French stated he would like to see A5 in policy #300 changed to read Lisle Library area. The same change in B1 of that policy.

R. Flint thanked C. Sehy and the Personnel-Policy Committee for their work on these documents.

R. Flint reminded Board members that the Director's Review is coming up. He will take charge of this and it will be discussed at the April, 2013- Board Meeting.

X. Executive Session

Not needed

XI. 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 February 13, 2013

John Huff Secretary of the Board