

LISLE LIBRARY DISTRICT  
BOARD MEETING MINUTES  
January 8, 2014 – 7:30 p.m.

I. Roll call

Present:

R. Flint – President  
J. French – Vice President  
C. Sehy – Treasurer  
J. Huff – Secretary  
R. Adrian – Trustee  
T. Hummel – Trustee  
M. Rieck – Trustee

Also Present

S. Halikias – Director  
K. Seelig – Assistant Director  
T. Weinstein – Director of Adult Services  
B. McQujillan – Director of Technical Services  
L. Dorfman – Director of Youth Services  
R. Roxas – Communications Coordinator  
E. Soliday – Recording Secretary

II. Opportunity for Visitors to Speak

None

III. Consent Agenda – Action Required

- A. Approve Minutes of November 20, 2013, Information Stewardship Meeting
- B. Approve Minutes of the December 11, 2013 Board Meeting
- C. Approve Minutes of the December 18, 2013 Financial Goals Committee
- D. Acknowledge Treasurer's Report, 12/31/13, Investment Activity Report, 12/31/13, Current Assets Report, 12/31/13, Revenue Report, 12/31/13, and Expense Report, 12/31/13
- E. Authorize Payment of Bills, 01/08/14

Trustee Hummel wanted a change made to the November 13, 2013 Board Meeting Minutes, page 4, part D., second paragraph: **However, Trustee Hummel stated he felt taxes are too high for taxpayers and although he appreciates the levy is flat, that is not good enough. The President asked how much lower he would want to see the levy. Trustee Hummel stated, in a perfect world the levy would be zero, but that is not realistic. He would like it to be as close to \$0 as possible.**

**MOTION:** C. Sehy moved to approve the consent agenda with changes. T. Hummel seconded.  
Roll Call Vote – All Aye

IV. Director's Report

Assign Trustees for “Review of Bills Next Month”

J. French and C. Sehy reviewed the December billings in January.

J. Huff and R. Adrian will review the January billings in February.

The Director spoke about the weather closings on January 6<sup>th</sup> and 7<sup>th</sup> and how our landscaper was unable to keep up with the snow in our parking lot. He could not keep his workers outside snow-blowing and shoveling for more than 30 minutes at a time due to the -45 degree wind chill. On the 7<sup>th</sup>, the Director did a walk-through of the building with our HVAC serviceman to be sure no pipes were freezing or broken, none were.

This year’s annual Winter Open House: *Lisle Library Luau*, will be held on January 24<sup>th</sup> from 6 p.m. – 8 p.m. There will be activities, refreshments and contests for our patrons to enjoy. There will even be Polynesian dancers that our Communications Coordinator contracted for no charge.

The Director gave Trustees a copy of WebJunction’s Pew Report: Public Libraries’ Importance and Impact.

Trustees were encouraged to attend the February 15, 2014 ILA Trustee Forum 2014 Workshop in Oak Brook, IL, also, the State of the Village Address, on January 16<sup>th</sup> at the Lisle Hilton from 11:30 – 1:30 p.m.

The Director talked about the weather related closings for the library. She will do a debriefing with Department Directors about how communications worked and ways it could have been better.

Much of the furniture throughout the library is being sent out to be reupholstered.

The new Art Wall is finished, the Adult Services Director is working on guidelines for submission of artwork by the public.

The Director has scheduled another meeting on Data Digitization with Ricoh.

The new website is still awaiting content, we are hoping to launch by the end of the month.

The Director gave a power point presentation, “Spotlight on Volunteers.” Volunteers give the gift of their time to the library, helping us in many ways. Afterward, the Board President asked the Director to thank the volunteers from the Board of Trustees.

V. Assistant Director’s Report

Sandra Hayes, our new Technology Associate, is starting tomorrow.

We are getting prices on a new drop down screen for the meeting room.

The library speaker system is being upgraded. We are also adding speakers in the restrooms and other areas that did not previously have speakers.

The security camera cabling has been finished. We are waiting for the weather to break so that the cameras can be mounted. The security cameras and Tyco are not linked.

There was a library email problem this afternoon, but it was a Microsoft problem they finally worked out.

VI. Communications

VII. Committee Reports

A. Finance

Trustee Sehy stated that 99.3% of the levy has been received. One note and one CD have matured, two more will be maturing in the next quarter. We are waiting to change banks until we can make sure the new bank will work with ecommerce. The January 22<sup>nd</sup> meeting has been cancelled. The Committee will meet again on February 19, 2014 at 7:00 p.m.

B. Personnel/Policy

The January 15<sup>th</sup> meeting has been cancelled. Leadership Team needs more time to work on evaluations. The next meeting will be February 19, 2014 at 7:00 p.m.

C. Physical Plant

The next meeting will be on February 5, 2014 at 7:00 p.m. Among other things, the Committee will discuss the parking lot project. The President stated we are hoping for a temporary parking lot fix in the spring. Trustee Sehy said she would like to see: *List of projects for the Special Reserve Ordinance* on the agenda for the Facilities Steering Committee and the Physical Plant Committee agendas. The President and the Director will be meeting with J. Hayes for pricing on some of the projects.

D. Facilities Steering

The next meeting will be on January 29, 2014 at 2:30 p.m. They will go over the project list and standardize language for goals and objectives. The Committee would like to meet with J. Hayes.

E. Financial Goals

The next meeting will be February 5, 2014 at 3:30 p.m. The Committee will look at the best of the best, Friends and Foundations at other libraries.

F. Information Stewardship

This Committee will meet on January 16, 2014 at 6:30 p.m. They will have a second read on the email policy. They will also discuss the handling of FOIAs, the Trustee application form, and a transparency checklist.

VIII. Unfinished Business

A. Strategic Plan Discussion

Trustee French talked about the many projects we have already accomplished from the Strategic Plan and the projects that have yet to be completed. He

suggested Trustees watch an ALA webinar on the future of libraries that will air tomorrow.

IX. New Business

A. Appoint Committee to prepare working budget

The Board President stated there are usually two or three meetings held on the budget process. The appointed Trustees will meet to discuss and review the budget, first capital expenses and then operating expenses. The budget is an important document, but it is not a legal document. The passing of the budget is usually done in April or May. The President appointed all seven Trustees to this Committee of the Whole to oversee the budget process for FY 2014-15.

X. Executive Session

None needed

XI. Adjourn

MOTION: Trustee Huff moved to adjourn the meeting. Trustee Adrian seconded. Voice Vote – All Aye

The meeting adjourned at 9:12 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on February 12, 2014

Approved by

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John Huff, Secretary of the Board