

LISLE LIBRARY DISTRICT  
BOARD MEETING  
June 11, 2014

The June 11, 2014 Board Meeting was called to order at 7:32 p.m. at the Lisle Library District, 777 Front Street.

I. Roll Call

Present:

Richard Flint – President  
Jay French – Vice President  
Colleen Sehy – Treasurer  
John Huff – Secretary  
Richard Adrian – Trustee  
Thomas Hummel – Trustee  
Maureen Rieck – Trustee

Also Present:

Shannon Halikias – Director  
Kathy Seelig – Assistant Director  
Ginger Boskelly – Director of Finances  
Nicole Mueller – Communications Coordinator  
Will Savage – Director of Youth Services  
Tatiana Weinstein – Director of Adult Services

II. Opportunity for visitors to speak

The Director introduced Will Savage, the new Director of Youth Services. W. Savage spoke a bit about himself and his background. He is happy to be working in Lisle, where he grew up. The Board welcomed him with applause.

III. Consent Agenda

- A. Approve Minutes of the May 14, 2014 Board Meeting
- B. Approve Minutes of the May 28, 2014 Finance Committee Meeting
- C. Approve Minutes of the June 4, 2014 Physical Plant Committee Meeting
- D. Acknowledge Treasurer's Report, 5/31/14, Investment Activity Report, 5/31/14,  
Current Assets Report, 5/31/14, Revenue Report, 5/31/14, and Expense Report, 5/31/14
- E. Authorize Payment of Bills, 06/11/14

The following **highlighted** changes were made to the consent agenda:

June 4, 2014 Physical Plant Committee Meeting, page 2, fourth bullet: this unit will **not** be so low to the ground, making it easier for patrons to access materials on the bottom shelf.

May 14, 2014 Board Meeting, page 2, V. Director's Report: Trustee **Rieck** and Trustee Flint reviewed the billings in May.

**MOTION:** Trustee Adrian moved to approve the Consent Agenda as amended. Trustee Rieck seconded. Roll Call Vote – All Aye

## V. Director's Report

Trustee French and Trustee Hummel reviewed the May billings in June.

Trustee Flint and Trustee Huff will review the June Billings in July.

Trustee Hummel noted some of the expenses that were out of the ordinary. These expenses were duly noted.

Trustee French noted that we are beginning to hit our contingency budget for consulting.

The July Board Meeting will be moved to July 16, 2014.

The Director stated that the Summer Reading Program kick-off went well.

The Person-In-Charge, PIC manual and workshops have been completed, bringing oversight for the building to 22 people. This will be a big help with scheduling.

Patron comments on the parking lot revision have been very positive although, they would like to see more handicapped spaces. We are looking at signage to add three "low mobility" parking spaces across from the entrance.

Over 100 seed packets from the Seed Lending Library collection have been checked out. The Director of Adult Services stated that LLD is the first library to do this in the area. The Seed Lending Library is also being promoted at the Lisle French Market. So far, we have had two seed programs which were well attended.

The opening of the new art gallery, Gallery 777, was featured on the cover of *My Suburban Life*. Three local artists are displaying their work "abstract expression" for a two month exhibit. About 45 people attended the opening.

## VI. Assistant Director's Report

The Assistant Director is working with WTI Systems on a network assessment for the library.

The new microfilm/microfiche reader will be available within the next few days.

The new drop down projection screen in the meeting room has been installed and is working.

We are installing some new wireless access points with a counter to track wireless usage.

We are planning colors and placement of the new self-check stations. We will need cables run to these areas.

We are working with Charter Bank, who will be changing their name to US Bank soon, for our E-Commerce needs. Patrons will be able to pay fines by credit card in the library or from home.

## VII. Committee Meetings

The Board President added Trustee Hummel to the Ad Hoc Committee to read Board Meeting Minutes – FY 2013-2014. He asked all Committee members to note any questions and give to the Director. This project must be completed by the IPLAR deadline.

- A. Finance – Trustee Sehy stated the Committee looked at funds and would like to determine a fund policy. The Committee is not ready to eliminate any funds at this time, but would like more information. The Committee will meet again on June 25, 2014 with auditor David Knutte.

The first payment of the levy has been received.

- B. Personnel Policy – Trustee French noted there are two policies to be voted on in tonight’s packet.
- C. Physical Plant – Trustee Huff gave a small project update. Trustee Sehy asked about the ComEd claim. The Director stated that ComEd denied our claim. Our only option is to file a claim with our insurance company, which is what we are doing. Trustee Huff would like the library to file a complaint with ComEd public relations department.
- D. Facilities Steering – The next meeting will be July 1, 2014 at 2:30 p.m. This Committee will then plan a Committee of the Whole Meeting to present their ideas to the Board.
- E. Financial Goals – There will be a meeting on June 18, 2014 with a Village representative to help explain how TIF’s (Tax Increment Financing) work.
- F. Information Stewardship – There will be a meeting on June 18, 2014 at 2:30 p.m. They will discuss FOIA logs and plan to make a recommendation to the Board at the July Board Meeting.

There was some discussion by Trustees about statistics. Trustee Adrian likes the change in the way the statistics are done now.

#### IX Unfinished Business

- A. Policy 500: Collection Management – Second Read

**MOTION:** Trustee French moved to approve Policy 500: Collection Management.

Trustee Adrian suggested a few wordsmith changes to Policy 500. There was some discussion by Trustees and staff.

Trustee French withdrew his original motion.

**MOTION:** Trustee Rieck moved to approve Policy 500: Collection Management as amended (*Library staff shall use professional judgment and expertise in making collection development decisions in accordance with the districts mission*). Trustee Huff seconded. Roll Call Vote – All Aye

- B. Policy 510: Request for Removal of Materials – Second Read

There was some discussion about Policy 510. The Board decided not to vote on this policy yet. It will go back to Committee for changes.

#### X. New Business

- G. Approval of Staff Development Day

The Trustees discussed closing the library for Staff Development Day and the agenda for the day. Some suggestions were made for future Staff Development Days.

**MOTION:** Trustee Sehy moved to approve closing the library for the purpose of Staff Development Day on July 18, 2014. Trustee Huff seconded. Roll Call Vote – All Aye

- A. Ordinance 14-01: Prevailing Wage Ordinance

**MOTION:** Trustee French moved to approve Ordinance 14:01: Prevailing Wage Ordinance. An Ordinance of the Lisle Library District, DuPage County, Illinois, ascertaining the prevailing rate of wages for laborers, workers, and mechanics employed on public works of said District. Trustee Rieck seconded. Roll Call Vote – All Aye

B. Notice of Prevailing Wage Ordinance

**MOTION:** Trustee Sehy moved to approve the Public notice of adoption of Prevailing Wage Ordinance by Lisle Library District. Trustee Huff seconded. Roll Call Vote – All Aye

C. Ordinance 14-02: Meeting Date Ordinance

**MOTION:** Trustee Adrian moved to approve Ordinance 14-02: Regular Meeting Date Ordinance. An Ordinance setting out the regular meetings of the Lisle Library Board of Trustees for FY 2014-2015. Trustee Rieck seconded. Roll Call Vote – All Aye

D. Ordinance 14-03: Non-Resident Library Card Ordinance

**MOTION:** Trustee Huff moved to approve Ordinance 14-03: Non-Resident Library Card Ordinance, an annual Ordinance authorizing public library non-resident cards. Trustee Adrian seconded. Roll Call Vote – All Aye

E. Ordinance 14-04: Chronology Ordinance

**MOTION:** Trustee Sehy moved to approve Ordinance 14-04: Chronology Ordinance, an Ordinance adopting a chronology for annual financial ordinances 2014-2015 fiscal year. Trustee Adrian seconded. Roll Call Vote – All Aye

F. Resolution 14-01: List of Lisle Library Board Members

**MOTION:** Trustee Hummel moved to approve Resolution 14-01: Lisle of Lisle Library Board Members, a Resolution stating this is a true and correct list of Board Members. Trustee Rieck seconded. Roll Call Vote – All Aye

XI. Adjourn

**MOTION:** Trustee Huff moved to adjourn the meeting. Trustee Adrian seconded. Voice Vote – All Aye  
The meeting adjourned at 9:40 p.m.

Recorded by

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Eileen Soliday, Administrative Assistant

Approved by the Board of Trustees on July 16, 2014

Approved by

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John Huff, Secretary of the Board