

LISLE LIBRARY DISTRICT
BOARD MEETING
March 12, 2014 – 7:30 p.m.

The March 12, 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:

Katharine Seelig – Assistant Director
Ginger Boskelly – Finance Director
Paul Hurt – Director of Circulation Services
Tatiana Weinstein – Director of Adult Services
Nicole Mueller – Communications Coordinator
Eileen Soliday – Recording Secretary

II. Re-vote of appointment of Richard Adrian to the Board

The President explained that when the Board originally voted to appoint R. Adrian to the Board on August 21, 2013, his name was not used in Open Session in order to respect his privacy until he accepted the appointment. This was challenged by a citizen and sent to the Attorney General's office for review. Our response to the PAC was that statutes do not say the name of the individual must be mentioned. The PAC gave a non-binding decision that a name should have been in the motion to appoint. Therefore, tonight the Board will re-vote R. Adrian's appointment to the Board, re-administer his Oath of Office and reaffirm all Board actions taken since August 21, 2013.

MOTION: C. Sehy moved to appoint Richard Adrian to the Lisle Library District Board of Trustees.

T. Hummel seconded. Roll Call Vote – All Aye

III. Administer (re-administer) Oath of Office

The Secretary of the Board administered the Oath of Office to Richard Adrian.

IV. Vote to reaffirm all Board actions taken from August 21, 2013 to date

MOTION: R. Rieck moved to reaffirm all Board actions taken since Richard Adrian was recommended on August 21, 2013 to fill the trustee vacancy to date. J. Huff seconded. Roll Call Vote – All Aye

V. Opportunity for Visitors to Speak

Nicole Mueller was introduced as the new Communications Coordinator for the Lisle Library District. She gave the Board a brief description of her background in communications and stated she is happy to be working with a staff that are so passionate about libraries.

VI. Consent Agenda – Action Required

- A. Approve Minutes of the February 12, 2014 Board Meeting
- B. Approve Minutes of the February 12, 2014 Executive Session #1
- C. Approve Minutes of the February 12, 2014 Executive Session #2
- D. Approve Minutes of the February 19, 2014 Financial Goals Committee Meeting
- E. Approve Minutes of the February 26, 2014 Finance Committee Meeting
- F. Approve Minutes of the February 26, 2014 Committee of the Whole Meeting – Budget Discussion
- G. Approve Minutes of the March 5, 2014 Physical Plant Committee Meeting
- H. Acknowledge Treasurer’s Report, 2/28/14, Investment Activity Report, 2/28/14, Current Assets Report, 2/28/14, Revenue Report, 2/28/14, and Expense Report, 2/28/14
- I. Authorize Payment of Bills, 03/12/14

There was one correction of the (closed) Executive Session #1 minutes: The motion shows R. Adrian both making the motion and seconding the motion. Correction: R. Adrian made the motion and J. Huff seconded.

Some Trustees feel that the minutes are not detailed enough. Other Trustees feel the minutes should only summarize what was discussed. Board and Committee meetings are open to the public, so a balance is needed.

Library Law states that minutes shall include, but need not be limited to: the date, time and place of the meeting; the members of the public body recorded as either present or absent; and a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

MOTION: J. Huff moved to approve the consent agenda as amended. R. Adrian seconded. Roll Call Vote – All Aye

VII. Director’s Report

Assign Trustees for “Review of Bills Next Month”

C. Sehy and M. Rieck reviewed the February billings in March.

R. Adrian and T. Hummel will review the March billings in April.

Trustee Sehy noted that there were a few high billings this month. The salt bills were high because of the weather, the house demo bill was higher because of the asbestos abatement. There were bills for the new furniture, but this had been budgeted for.

Lindsey Dorfman, the Director of Youth Services will be leaving Lisle Library District to become the Director of an out of state library.

Some of the staff will be visiting Orland Park Library (a Polaris library) to view and discuss the new self-check machines that they have installed.

Staff Development Day has been planned for Friday, May 23, 2014. Trustees were concerned about the timing of this Development Day because it may interfere with final exams at the schools. The consensus of the Board was that another day be chosen for closing the library for Staff Development. The Board would also like to have more information about the schedule for the day.

VIII. Assistant Director's Report

We are continuing to add new data to our website.

We are getting close to making a decision about eCommerce.

Trustee Hummel does not agree with the family scenario on the *FY 2012-13 in Review*. He feels we should change the comparison to represent renting these materials instead of buying them.

Trustee Rieck liked the way the statistics were reported on the *FY 2012-2013 Annual Report*.

IX. Communications

- A patron personally stopped to let us know he really liked the new furniture
- Patron asked about the Blu-Rays vs. non Blu-Ray DVD's
- A patron enjoyed the tech tutor class and especially liked Elizabeth, the tutor
- Staff are fast, friendly and professional
- Would like the daily actions chart updates faster
- Would like update of Office 2010 to the public computers
- Would like a class on Facebook or LinkedIn
- Really like the study room furniture
- Would like a storytime for children ages 0-5 on weekends
- Compliment for Circulation staff, Luann and Racheal
- Thank you to the Director for purchasing such nice furniture for the library and still coming in under budget

X. Committee Reports

A. Finance

No meeting has been scheduled.

B. Personnel/Policy

A meeting will be scheduled at the April Board Meeting.

C. Physical Plant

This Committee discussed the category numbers in the plan for Special Fund Expenditures.

They also discussed the Branch in the Box at their meeting.

The Director of Circulation had an update from that meeting; he did find out that there is an option to rent the Branch in the Box and he will be receiving more information about renting. The Board discussed the Branch in the Box idea and the consensus was that there should be a feasibility study done before making this decision.

The parking lot project will be coming up soon. We will reconfigure the entrance of the library to be on Kingston Ave. and the Exit will be on Front St. There will be curb cuts restriping and

more handicapped spots. The Board would like to see a marketing campaign to let the public know these changes are coming. We need to put a notice with a diagram of the lot in our newsletter, put up posters and have flyers to hand-out to patrons to keep them informed. The parking lot project cost will be under \$20,000 or will be put to bid.

D. Facilities Steering

The Facilities Steering Committee would like to have a Committee of the Whole meeting for discussion of the goals and objectives. A lot of concerns have been raised and the Committee does not want to rush anything through, they would like a unified consensus. The Committee members would like to do a presentation for the Board. This meeting will be scheduled after the Budget process is over.

E. Financial Goals

The Chair stated Ehlers gave a presentation to the Financial Goals Committee at their February meeting. It was a learning experience. It was nice to find out that we are highly rated by bond issuers.

The Committee also talked about the Foundation and the Friends.

The next meeting will be on March 26, 2014 at 7:00 p.m.

The Chair stated that Trustees can receive the ALA Trustee Newsletter online and it is free.

F. Information Stewardship

There was no news to report.

The Treasurer noted that the library investments are turning over, but very slowly for now. We will not be collecting any levy payments again until June.

The Director of Adult Services noted there were two incidents recently in the library. A patron was asked to keep his voice down while speaking on a cell phone. He felt he was being discriminated against by our staff. Another patron called and complained about books she had placed on reserve. This issue was resolved when it was found out that the books were actually on hold for this patron.

XI. Unfinished Business

A. Release the Executive Session minutes discussed at the February 12, 2014 Board Meeting.

MOTION: T. Hummel moved to release the Executive Session minutes from May 8, 2013, May 14, 2013, May 29, 2013, June 12, 2013, July 17, 2013, August 14, 2013 and August 21, 2013.

R. Adrian seconded. Roll Call Vote – R. Flint – Nay, R. Adrian – Nay, J. French – Aye, J. Huff – Nay, T. Hummel – Aye, M. Rieck – Aye, C. Sehy – Nay The motion failed

The President stated the minutes will stay closed for another six months, when they will be discussed again to be released.

Trustee Hummel asked if he could make an amended motion. The President said an amended motion would not happen tonight, this item may be brought up at another time but it definitely will be brought up again in six months when the Executive Session minutes are reviewed.

Trustee Hummel stated he wanted it on the record that instead of moving three million dollars into Special Reserves, he would like it returned to the taxpayers.

The Treasurer stated that the Finance Committee has never discussed this. No one will vote on this until the Finance Committee gets to look at this. At this point, no determination has been made that we even have a surplus of three million dollars, it is pure speculation. The Finance Committee, in coming months, will be looking at the issue of funds and fund balances.

XII. New Business

XIII. Executive Session

MOTION: M. Rieck moved to go into Executive Session for: 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. J. Huff seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 8:59 p.m.

The Board came out of Executive Session at 9:53 p.m.

XIV. Adjourn

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

The meeting adjourned at 9:54 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on April 9, 2014

Approved by

John Huff, Secretary of the Board