

LISLE LIBRARY DISTRICT  
BOARD MEETING  
October 11, 2017 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President  
Thomas Hummel - Vice President  
Longry Wang - Treasurer  
Liz Sullivan - Secretary  
Marjorie Bartelli - Trustee  
Richard Flint - Trustee  
Emily Swistak - Trustee

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Will Savage - Director of Youth Services  
Ginger Boskelly - Finance Director  
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak

Public comment period included remarks from two visitors. The first visitor read from a document that he said came to his residential mailbox. The document referenced School District 202's reserves and proposed a tax rebate. After reading the document, the visitor asked the Board to consider a rebate. The second visitor, announced that he composed the document the first visitor referenced. He asked the Board to use common sense financial principles, defer the vote on the tax levy and offered to help Board members analyze financials.

3. Consent Agenda

1. Approve Minutes of the September 13, 2017 Public Hearing for Budget and Appropriations Ordinance
2. Approve Minutes of the September 13, 2017 Board Meeting
3. Approve Minutes of the September 13, 2017 Executive Session
4. Acknowledge Treasurer's Report, 09/30/17, Investment Activity Report, 09/30/17, Current Assets Report, 09/30/17, Revenue Report, 09/30/17, and Expense Report, 09/30/17
5. Authorize Payment of Bills, 10/11/17

There was an amendment to the Minutes of the September 13, 2017 Executive Session:

*"...in accordance with Illinois statutes."* was added to the end of the last sentence.

**MOTION:** Trustee Flint moved to approve the Consent Agenda as amended. Vice President Hummel seconded.

Roll Call Vote - All Aye

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Trustee Bartelli and Trustee Swistak reviewed the September billings in October. Vice President Hummel and Trustee Flint will review the October billings in November.

The Director discussed recent internet connectivity issues and solutions. The IT Manager attended a network security conference. State Representative David Olsen will host a mobile office visit on October 18<sup>th</sup> from 2:00 -3:30 pm. The Friends of the Lisle Public Library District book sale begins October 19<sup>th</sup> through the 22<sup>nd</sup>. The Director will meet with the recording company owner on October 16<sup>th</sup> to assess space and recording equipment for the meeting room. The Director composed a draft RFP for legal counsel. The LLD has implemented social media reminders for Board meetings as well as a notice in the newsletter. The Director thanked the Assistant Director for keeping the LLD running smoothly while she was out due to a family medical emergency in late September.

Trustee comments:

Secretary Sullivan asked if it were possible to get packet information earlier than five days prior to a Board meeting to be better able to research monthly business. The Director mentioned that information is pulled from a number of departments and that Administration will attempt to provide information sooner, if possible. The Director referenced the financial ordinance calendar that was passed in June to use as a guide for important dates and that prior years' packets are available on the website for additional references. President Fisher stated that the chronology document for annual financial ordinances has attorney-recommended timelines and statutory deadlines and the LLD follows this calendar.

The monthly statistics sheet was referenced by President Fisher and Treasurer Wang. The Director said that she and staff are exploring another way of statistics reporting, hoping to have a new document to share by the end of the year. Treasurer Wang asked if the monthly statistics could be narrowed down to the most significant. She also requested periodic trend charts. Secretary Sullivan requested database usage statistics. The Director stated that she would provide database data along with the new statistics sheet, once formulated.

Secretary Sullivan questioned the procedure of purchasing additional copies of books when there are a high number of holds. The Director explained the procedure and the variety of factors selectors use when purchasing all materials.

5. Assistant Director's Report

The Assistant Director talked about the work of the LLD's Digital Outreach Team and Safety Team. Star Wars Reads Day occurred on October 7<sup>th</sup> and approximately 80 patrons attended the event. Staff are currently planning the Winter Read program slated for December. The Assistant Director met with Department Directors about Person-In-Charge (PIC) training. The LLD is planning active shooter training for staff. The Assistant Director hosted a visit from the St. Joan of Arc first grade. Trees near select patron walkways and parking areas were removed due to disease and age. The storage room roof has a leak and roof repair and gutter work has been planned.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang gave an update on tax receipts and referenced the new format for the monthly investments. A meeting is planned for October 30<sup>th</sup> at 11 am.

- b. Personnel/Policy - The Committee did not meet. Trustee Flint suggested that the Committee discuss creating a policy for recording Board meetings as well as updating social media and email policies. A meeting will be planned soon.

Trustee comment:

President Fisher mentioned that he would like to call for a Special Board Meeting on October 18<sup>th</sup> for Trustee training. Trustee Bartelli and Secretary Sullivan stated that they could not make it on that date and requested another date. President Fisher asked the Director to coordinate a new date.

- c. Physical Plant - The Committee did not meet. No meeting planned.

## 7. Unfinished Business

## 8. New Business

- a. Approve Resolution R17-06: Resolution to Determine Estimate of Funds

**MOTION:** Trustee Flint moved to approve Resolution R17-06: Resolution to Determine Estimate of Funds. Treasurer Wang seconded.

Discussion:

The Director stated that this document was not a levy ordinance and according to LLD's attorney, this resolution was necessary to record that the LLD is in compliance with the Truth in Taxation Act (TITA); not exceeding 5% of this year's projected tax extension. The Director passed out copies of page from the DuPage County Clerk's website showing projected tax extensions for districts. The monetary amount stated on the resolution is a rounded number under 105%.

There was some discussion among Board members as to why this resolution was necessary and how the amount was determined. The Director restated that this resolution was purely to be in compliance with TITA and that this document did not reflect upcoming levy determinations other than stating that the LLD would not raise the levy 5% more than this year's extension. Vice President Hummel suggested inserting the current year's projected tax extension instead of the amount shown or to insert a percentage not above CPI. The Director stated that it would be improper to insert any amount other than the number below 105% without proper levy documentation for the Board to review and discuss. Secretary Sullivan asked why the amount wasn't higher than 105% so that it would require a public hearing. The Director responded by restating that the LLD was not levying more than 105%. President Fisher stated that there is an opportunity for Board to hear from the public at every meeting.

A visitor interjected. Trustee Flint called a Point of Order. President Fisher reminded the visitor that the opportunity for visitors to speak had ended. Trustee Bartelli and Secretary Sullivan stated that five days was not enough time to review packet information regarding the levy. Wang suggested that if the Director could supply the levy ordinance document sooner than Friday, to try to do so.

President Fisher called for a vote on the motion.

Roll Call Vote - Trustee Bartelli - Nay, Trustee Flint - Aye, Trustee Hummel - Nay, Trustee Sullivan - Nay, Trustee Swistak - Aye, Trustee Wang - Aye, Trustee Fisher - Aye. The motion passed.

- b. Draft Request for Proposal (RFP) for legal counsel - Discussion of draft  
Board members discussed the draft RFP and made modest changes. Letters will be sent to specified firms/candidates. The deadline to return proposals is December 29<sup>th</sup> by 5:00 pm. The goal is to make a selection in February.
- c. Trustee Reimbursement for meetings, conferences, and workshops.  
President Fisher submitted the Trustee Reimbursement Form for *Trustee Day* at the ILA Conference in Tinley Park. He stated he will not be requesting mileage reimbursement. Trustee Flint and Board President Fisher will attend ILA on October 12<sup>th</sup>.
- d. Committee assignments - Update  
Trustee Swistak will be replacing Secretary Sullivan on the Personnel and Policy Committee.

Trustee Comments:

President Fisher reminded the Board that there will be a Special Board Meeting held on November 1<sup>st</sup> to hear the results of the Community Engagement Project as presented by Millennia Consulting. There was discussion about the possibility of recording the meeting. The Director stated that the recording equipment would not likely be purchased and ready by November 1<sup>st</sup>. Treasurer Wang volunteered her personal camera. The Board agreed to experiment video recording the meeting using Treasurer Wang's camera.

9. Adjourn

**MOTION:** Trustee Flint moved to adjourn the meeting. Vice President Hummel seconded.

Voice Vote - All Aye

The meeting adjourned at 8:55 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 8, 2017.

Approved by

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Liz Sullivan, Secretary of the Board