

LISLE LIBRARY DISTRICT
BOARD MEETING
December 8, 2010

The December Board Meeting was called to order at 7:31 p.m. at the Lisle Library District, 777 Front Street, Lisle, Illinois.

I. Roll call

Present:

Richard Flint - President
Jay French – Vice President
Thomas Hough – Treasurer (arrived 7:34)
John Huff – Secretary
Mary Ellen Durbin – Trustee
Teri Hock – Trustee
Colleen Sehy – Trustee (arrived 7:35)
Kathy Seelig – Acting Director
Eileen Soliday– Recording Secretary

Absent:

Bill Strecker – Director

Also Present:

Bob Kay – Library Attorney
Ann Lin – Director of Circulation Services

II. Opportunity for Visitors to Speak

III. Consent Agenda

- A. Approve Minutes of November 10, 2010 Committee of the Whole Meeting
- B. Approve Minutes of November 10, 2010 Board Meeting
- C. Approve Minutes of November 17, 2010 Personnel/Policy Committee Meeting
- D. Approve Minutes of November 22, 2010 Special Board Meeting
- E. Approve Minutes of November 22, 2010 Executive Session Meeting
- F. Approve Minutes of November 29, 2010 Physical Plant Meeting
- G. Acknowledge Treasurer's Report, 11/30/10, Investment Activity Report, 11/30/10, Current Assets Report, 11/30/10, Revenue Report, 11/30/10, and Expense Report, 11/30/10
- H. Authorize Payment of Bills, 12/08/10

MOTION: M. Durbin moved to approve the Consent Agenda. T. Hough seconded. Roll Call vote – All Aye

MOTION: M. Durbin moved to go into Executive Session for 5ILCS 120/2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board went into Executive Session at 7:35 p.m.

The Board went back into Open Session at 8:17 p.m.

IV. Director's Report

- A. T. Hough and M. Durbin reviewed the November bills in December. T. Hough and R. Flint will review the December bills in January.
- B. K. Seelig stated the memorial to Mrs. Shaw is coming along. The sculpture is about one-third finished.
- C. K. Seelig reminded Trustees that petition filing week is December 13 – 20, 2010.
- D. Around mid-November the library experienced server room problems. K. Seelig was out of town; L. Dorfman worked with R. Aldrich to get the library computers running again. It was determined that some electrical work had to be redone. The work has been completed.
- E. On Friday, Dec. 3, 2010, a patron accidentally drove his car into the wooden railing, damaging it and two bollard lights. K. Seelig has been in touch with the patron's insurance agent and has asked Phil Moser, contractor, to inspect damages and give a written estimate for repairs.
- F. K. Seelig reported that J. Filluing, architect, spent a day inspecting inside ceilings looking for insulation problems that may be causing the dripping water/ice problem over the main entrance of the library. He said there were gaps where insulation is missing, coming loose, drooping, etc. He will provide K. Seelig with a written report of the repairs needed and an estimate for repairs.

R. Flint noted that any repairs over \$20,000 will require a bid. He suggested there should be a dollar amount specified that K. Seelig can spend to repair damages such as this without waiting for a Board Meeting. There was some discussion that followed.

MOTION: T. Hough moved to authorize K. Seelig to spend up to \$5,000 to repair the drip/ice problem at the main entrance. M. Durbin seconded. Roll Call Vote – All Aye

V. Assistant Director's Report

A. Director and Asst. Director Reports combined above.

VI. Communications

A. K. Seelig shared the 11year Polaris anniversary card with the Board.

B. She also received a letter from Donna Fletcher, a Strategic Plan Consultant interested in working for LLD.

C. J. French noted that there is an ILA Trustee Training Class scheduled for Saturday, Feb. 26, 2011 at the Hickory Ridge Conference Center in Lisle, IL. He encouraged Trustees to take advantage of these classes.

VII. Committee Reports

Finance – There was no Finance Committee meeting.

Personnel Policy – The Personnel/Policy committee met on November 17, 2010.

Physical Plant – The Physical Plant committee met on November 29, 2010 with architect, Jim Filliung. He will inspect the roof for problems and report repair cost estimates to K. Seelig. He was also asked to give suggestions for lighting in the parking lot, sidewalk repair, and a canopy for the entrance. K. Seelig was to ask landscaper, Jim Ruhl for suggestions on hardscapes for the outside areas.

VIII. Unfinished Business

A. Strategic Plan

Board members were given a handout from Joe McLennan, McLennan Partners. There was some discussion, but it was decided Board members should take the handout home and read it to better discuss the information at the Jan. 12, 2011 Board Meeting.

B. Policy Changes: 305, 315, 320, 425, 610 and delete 665

MOTION: C. Sehy moved to approve changes to policies: 305, 315, 320, 425, and 610; also, to approve the deletion of policy 665. J. Huff seconded. Roll Call Vote – All Aye

IX. New Business

A. Approve Annual MLS Public Library Certification

K. Seelig stated this is an annual certification stating we have complied with membership requirements.

MOTION: M. Durbin moved to approve the Annual MLS Public Library Certification. T. Hock seconded. Roll Call Vote – All Aye

B. Review Policy Changes: 325 and 715

Policy 325 eliminates AV fees except for feature films, R. Flint asked for some comparisons from other libraries as to whether they charge for feature films or not.

Policy 715 covers check signing authority. T. Hough suggested that in Policy 715, (or in the Director's absence, the Assistant Director) be added to paragraph one under Accounts Payable, after The Library Director.

It was decided a committee meeting was not necessary, K Seelig will bring these policies back to the January 12, 2011 Board Meeting for a second read.

C. Transfer Surplus to Special Reserve Fund

MOTION: T. Hough moved to transfer \$200,000 to the Special Reserve Fund. M. Durbin seconded. Roll Call Vote – All Aye

D. IMRF Contribution

K. Seelig explained that our employer rate for all IMRF wages paid in 2011 could change from the 12.97% currently calculated to be applied, to 12.75% if we make a \$100,000 contribution by December 31, 2010 – a difference of .22%. This would calculate to be \$3,921.94 in savings for LLD.

MOTION: T. Hough moved to make an additional contribution of \$100,000 to IMRF before January 1, 2011. T. Hock seconded. Roll Call Vote – All Aye

X. Adjourn

MOTION: J. Huff moved to adjourn the meeting. M. Durbin seconded. Voice Vote – All Aye

Meeting adjourned at 9:22 p.m.

Recorded by

Eileen Soliday
Recording Secretary

Approved by the Board of Trustees on the 12th day of January, 2011

Approved by

J. Huff
Secretary