

LISLE LIBRARY DISTRICT
BOARD MEETING
November 10, 2010

The November Board Meeting was called to order at 7:30 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
John Huff – Secretary
Teri Hock – Trustee
Colleen Sehy - Trustee
Kathy Seelig – Assistant Director
Eileen Soliday– Recording Secretary

Absent:

Mary Ellen Durbin – Trustee
Bill Strecker – Director

Also Present:

Sarah Hezlep – Auditor from Knutte & Associates
Sandy Wittenauer – Financial Manager
Beth McQuillan – Director of Technical Services

II. Opportunity for Visitors to Speak

Sarah Hezlep, Auditor from Knutte & Associates reported on the FY 2009-2010 Annual Financial Report. A summary was given of the audit report and the auditor's opinion of financial records kept by LLD is of the highest level. She then discussed the management letter and the internal control problems smaller entities like the library have. She suggested the library continue to work on a cash basis rather than change to an accrual basis as its financial records are being kept very well and it is easier for Board members to work with.

III. Consent Agenda

- A. Approve Minutes of October 13, 2010 Board Meeting
- B. Acknowledge Treasurer's Report, 10/31/10, Investment Activity Report, 10/31/10, Current Assets Report, 10/31/10, Revenue Report, 10/31/10, and Expense Report, 10/31/10

C. Authorize Payment of Bills, 11/10/10

T. Hough asked that the October 13, 2010 minutes be revised as follows: Under B. R11-02 Resolution to Determine Estimate of Funds, the words *and S. Wittenauer plugged in the numbers*, should be removed from the minutes.

MOTION: T. Hock moved to approve the Consent Agenda with revisions. T. Hough seconded. Roll Call vote – All Aye

IV. Director's Report

- A. T. Hough and T. Hock reviewed the October bills in November. T. Hough and M. Durbin will review the November bills in December. Bills that are received and processed at the end of the month, outside the normal cycle are placed in a separate folder in the bin of Board bills two days before the Board Meeting for review by any Trustee.
- B. K. Seelig reminded Trustees that the first day to file election petitions is Dec. 13th at 9:30 a.m. The last day to file is Dec. 30th.
- C. After a state-mandated pressure test several gaskets failed. Elevator was shut down for one and a half days till repairs could be made. This \$3,476.00 expense was not covered under our maintenance contract. K. Seelig approved the expenditure, but will look up the limit for emergency expenditures approved by the Board for future reference.
- D. Answers to questions brought up by Board members after review of Board Minutes, were given to Trustees by K. Seelig. One question referred to the dripping over the entrance in winter. K. Seelig said there have been two proposals to fix the problem. There was some discussion about repairing, replacing, or reconfiguring the roofline. It was suggested to ask architect Jim Filliung join Board members at a Physical Plant meeting on Monday, Nov. 29th at 7:00 p.m.
- E. K. Seelig and lawyer, Bob Kay met with three members of Regency Woods about the disconnection of their properties. Bob Kay will prepare a summary report and send it to K. Seelig to share with Board members.
- F. K. Seelig attended the final TIF meeting at the Village of Lisle. Everyone on the Joint Review Board voted for the TIF for Navistar. The library's role with the TIF is finished. R. Flint noted that while circulating petitions, the issue of the TIF may come up. Trustees should let signers know the library does not have a voice or vote on this.

V. Assistant Director's Report

K. Seelig stated there is not much to report as she has taken over Director's duties during B. Strecker's absence.

VI. Communications

K. Seelig stated she has received a phone call from a Bella Court homeowner who complained about being disconnected without his knowledge. K. Seelig assured the homeowner he can still use library services as long as he pays the non-resident fee that will be determined by calculations from his tax bill.

VII. Committee Reports

Finance – There was no Finance Committee meeting.

Personnel Policy – The Personnel/Policy committee met on October 20, 2010. K. Seelig discussed changes made to Policies 305,315,320,425,610, and 665. Policy 315 and 325 still need some changes and should be done together. A committee meeting has been set for November 17th at 7:00 p.m. to further discuss these policies.

Physical Plant – There was no Physical Plant meeting, but one has been planned for Monday, Nov. 29th at 7:00 p.m.

VIII. Unfinished Business

A. Strategic Plan

MOTION: C. Sehy moved to invite Millennia Consulting, Library Survey Consultants, and McLennan Partners for a 30 minute presentation each at a Special Board Meeting on Nov. 22nd at 6:00 p.m. T. Hock seconded. Roll Call Vote – All Aye

IX. New Business

A. Appoint Acting Director

K. Seelig stated B. Strecker is on FMLA till early January, 2011. R. Flint stated K. Seelig should be made Acting Director by the Board.

MOTION: T. Hock moved to appoint K. Seelig the Acting Director of Lisle Library until the return of the current Director. T. Hough seconded. Roll Call Vote – All Aye

B. Ordinance to correct a Scrivener's error 11-06

K. Seelig explained the B&A adopted on September 15, 2010 had an error in calculations. She spoke to the library attorney, who provided an ordinance to correct a Scrivener's error.

MOTION: T. Hough moved to approve: 11-06 Ordinance to correct a Scrivener's error.
C. Sehy seconded. Roll Call Vote – All Aye

C. Adopt Levy Ordinance 11-05

K. Seelig explained this is a Levy for FY 2010-2011. She and T. Hough went over all the numbers in the Levy.

MOTION: J. Huff moved to adopt: 11-05 An Ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2010, and ending June 30, 2011, for the Lisle Library District, of DuPage County, Illinois. T. Hock seconded. Roll Call Vote – All Aye

D. Approve Audit FY 2009-2010

MOTION: J. French moved to approve the Lisle Library District Audit for FY 2009-2010.
T. Hough seconded.

E. Certificate of Compliance with Truth in Taxation Act

K. Seelig stated that the TITA is not needed, but the library still has to adopt a Certificate of Compliance.

MOTION: J. Huff moved to adopt the Certificate of Compliance with the Truth in Taxation Act. C. Sehy seconded. Roll Call Vote – All Aye

R. Flint noted that he attended a "meet and greet" at St. Joan of Arc School along with R. Snelson and T. Hock on October 27, 2010.

R. Flint also noted that tomorrow will be Veterans Day and that T. Hough is a Veteran. He thanked T. Hough for his service and wished him a nice Veterans Day.

On a sad note, R. Flint stated Carol Quentin, the former Administrative Assistant who retired in January of 2009, passed away on Sunday, November 7, 2010. She was a beautiful person with a lively personality. She will be missed.

X. Executive Session

Executive Session not needed.

XI. Adjourn

MOTION: T. Hock moved to adjourn the meeting. T. Hough seconded. Voice Vote – All Aye

Meeting adjourned at 9:00 p.m.

Recorded by

Eileen Soliday
Recording Secretary

Approved by the Board of Trustees on the 8th day of December, 2010

Approved by

J. Huff
Secretary