

LISLE LIBRARY DISTRICT  
BOARD MEETING  
December 14, 2011

The December 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  
Mary Ellen Durbin – Treasurer  
John Huff – Secretary  
Teri Hock – Trustee  
Cathy Melton – Trustee  
Colleen Sehy – Trustee

Absent:

Also Present:

Ginger Boskelly – Finance Manager  
Tatiana Weinstein – Director of Adult Services  
Shannon Halikias – Future Director  
Tom Hummel – Lisle Resident  
Katharine Seelig – Acting Director  
Eileen Soliday – Recording Secretary

II. Opportunity for Visitors to Speak

G. Boskelly was introduced and welcomed as Lisle Library's new Finance Manager.

S. Halikias was introduced and welcomed as Lisle Library's new Director as of February 1, 2012.

T. Hummel stated he did not like or agree with the bonus package that was approved by the Board. He asked when the Levy Ordinance was passed and for how much. M. Durbin stated that it was passed last month for 2% which was much lower than the 5% that would have required a TITA notice. T. Hummel asked when the library's budget process will begin. K. Seelig stated the budget process will begin after the first of the year; the library budget works on a fiscal year basis. T. Hummel reiterated his previous comment to the Board: he would like to see the library charge fees for borrowing CD's and DVD's. As a taxpayer, he does not like paying for others to listen to music or watch movies.

III. Consent Agenda

- A. Approve Minutes of November 9, 2011 Board Meeting
- B. Approve Minutes of November 2, 2011 Steering Committee Meeting
- C. Approve Minutes of November 17, 2011 Special Board Meeting

- D. Approve Minutes of November 17, 2011 Executive Session
- E. Approve Minutes of November 29, 2011 Special Board Meeting
- F. Approve Minutes of November 29, 2011 Executive Session
- G. Approve Minutes of November 30, 2011 Special Board Meeting
- H. Approve Minutes of November 30, 2011 Executive Session
- I. Approve Minutes of December 6, 2011 Special Board Meeting
- J. Approve Minutes of December 6, 2011 Executive Session
- K. Approve Minutes of December 7, 2011 Special Board Meeting
- L. Approve Minutes of December 7, 2011 Executive Session
- M. Acknowledge Treasurer's Report, 11/30/11, Investment Activity Report, 11/30/11, Current Assets Report, 11/30/11, Revenue Report, 11/30/11, and Expense Report, 11/30/11
- N. Authorize Payment of Bills, 12/14/11

T. Hock stated Louisa Buehler's name was misspelled in the November Board Meeting Minutes, under VI. Communications.

**MOTION:** C. Melton moved to approve the Consent Agenda with the spelling correction. M. Durbin seconded. Roll Call Vote – All Aye

#### IV. Director's Report

A. Assign Trustees for "Review of Bills Next Month"  
Review December billings in January – R. Flint and J. Huff

K. Seelig stated the paved area is finished in the outdoor seating area and the lighting is in and working. J. Ruhl has removed the dead and broken branches from trees on the property.

The air dryer in the west mechanical room had to be replaced, it was not working and parts are no longer available to repair it. The cost was about \$3000.00.

K. Seelig talked to the Lisle Police Department about the stolen material they are housing. They will let us know when the items will be released.

J. Filliung talked to K. Seelig about a possible change order in the lighting at the east end. The cost would be \$2,316.60. There was some discussion by the Board. It was decided to look at the area in question at night to determine whether or not this is needed. The Physical Plant Committee will meet on January 4, 2012 and they will discuss the findings.

J. French noted that standing water was still in the outdoor seating area. K. Seelig stated she would contact J. Ruhl about the problem.

#### V. Assistant Director's Report

There was none

## VI. Communications

The library received a thank you letter from Thomas Napolski, the Senior Rehabilitation Counselor for the Illinois Department of Human Services, Division of Rehabilitation Services for hosting a tour of the Lisle Library in honor of Disability Mentoring Day, on Monday, November 21, 2011.

The library received a thank you note for having art prints available for patrons to check out.

A note of appreciation was received for the piano concert sponsored by the Friends group.

A donation to the library was made in honor of Ira Dorfman's birth, Lindsey Dorfman's son, by the Near West Youth Services members.

## VII. Committee Reports

A. Finance – M. Durbin stated that at the December Board Meeting the Board decides whether or not to move surplus funds into the Special Reserve Fund. Tonight she will be recommending to the Board to move \$150,000 into the Special Reserve Fund.

M. Durbin stated she has reviewed and signed the payables; also she has reviewed the current investments and the current yields.

She will also recommend a contribution of \$100,000 to IMRF because of underfunded liability.

There will be a Finance Committee meeting on January 25, 2012 at 7:00 p.m. M. Durbin, C. Melton, J. French and G. Boskelly will attend.

B. Personnel/Policy – T. Hock stated there is nothing scheduled.

C. Physical Plant – J. Huff stated there will be a Physical Plant Committee meeting on January 4, 2012 at 7:00 p.m. J. Huff, J. French, M. Durbin and architect, J. Filliung will attend.

## VIII. Unfinished Business

A. Director Search

R. Flint stated that a formal offer, in writing was made to Shannon Halikias. He thanked S. Halikias for attending tonight's Board Meeting. Public recognition for the new Director will happen in March, 2012.

## IX. New Business

A. Transfer surplus funds to Special Reserve

**MOTION:** T. Hock moved to transfer 150,000 of surplus funds to Special Reserve. J. Huff seconded. Roll Call Vote – All Aye

B. IMRF contribution

M. Durbin stated that this contribution is needed each year; it will lower the rate we pay to IMRF. C. Sehy stated there was a schedule of how much was needed to contribute each year. K. Seelig stated she would look into it with G. Boskelly.

**MOTION:** M. Durbin moved to contribute \$100,000 to IMRF for underfunded liability. C. Sehy seconded. Roll Call Vote – All Aye

C. Approve Director’s Job Description

There was some discussion about the draft of the Director’s job description. J. French suggested changing the word “monitoring” in # 4 under Responsibilities and Duties to “overseeing.” It would then read: Responsible for the overall budget and overseeing of revenues, investments and expenses.

**MOTION:** T. Hock moved to approve the Director’s job description with the change of wording, from monitoring to overseeing. C. Melton seconded. Roll Call Vote – All Aye

J. French asked if there was a Director’s Foundation that the library belongs to. K. Seelig stated that he is probably referring to the ILSDO fund and she will check into its status.

C. Sehy asked if the consultant has made progress on the new Trustee Orientation. R. Flint replied that he has been in contact with the consultant, J. McLennan, who hopes to have a report at the January Board Meeting.

R. Flint asked for two Board members who would like to work with the staff on the public recognition welcome for S. Halikias. M. Durbin and C. Melton volunteered to help.

X. Adjourn

**MOTION:** J. Huff moved to adjourn the meeting. C. Melton seconded. Voice Vote – All Aye

The meeting adjourned at 8:12 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on January 11, 2012

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John Huff, Secretary of the Board