

LISLE LIBRARY DISTRICT  
BOARD MEETING  
July 13, 2011

The July Board Meeting was called to order at 7:30 p.m. at the Lisle Library District, 777 Front Street.

I. Roll call

Present:

Richard Flint – President  
Jay French – Vice President  
Mary Ellen Durbin – Treasurer  
Cathy Melton - Trustee  
Colleen Sehy – Trustee

Absent:

John Huff – Secretary  
Teri Hock – Trustee

Also Present:

Katharine Seelig – Acting Director  
Eileen Soliday – Recording Secretary  
Tatiana Weinstein – Director of Adult Services

II. Opportunity for Visitors to Speak

None

III. Consent Agenda – Action Required

- A. Approve Minutes of June 8, 2011 Board Meeting
- B. Approve Minutes of June 8, 2011 Strategic Plan Committee Meeting
- C. Approve Minutes of June 6, 2011 Special Board Meeting
- D. Approve Minutes of June 22, 2011 Finance Committee Meeting
- E. Approve Minutes of July 7, 2011 Special Board Meeting
- F. Acknowledge Treasurer's Report, 06/30/11, Investment Activity Report, 05/31/11, Current Assets Report, 06/30/11, Revenue Report, 06/30/11, and Expense Report, 06/310/11
- G. Authorize Payment of Bills, 07/13/11

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

IV. Director's Report

- J. Huff and C. Sehy will review the July billings in August.
- K. Seelig reported statistics were up in all categories since last year.

The new boiler has been installed in the west end mechanical room. A new air conditioner has been installed in the server room.

K. Seelig stated the library had to be closed on Monday, July 11, 2011 because there was no power due to the storm that came through that morning. K. Seelig tried to call R. Flint, but he was working and she could not make contact. She then called J. French who made the decision to close the library at 10:30 a.m. and re-open at 3:00 p.m. if the power came back on by then. The power did not come back, therefore the library was closed all day. Full time staff will be paid for the day and part time staff who arrived for work in the morning will also be paid for their normal working hours.

Beginning July 14, 2011, there will be a weekly meeting between the contractor, the architect and K. Seelig to discuss the progress of the exterior projects.

The new office furniture for Technical Services will be delivered on July 14, 2011.

Technical Services staff are scheduled to work the Library Booth at the French Market on Saturday, July 16, 2011. R. Flint will also attend and play his guitar.

The stairwell carpet, molding, and nosing's are going to be replaced for safety reasons as materials are coming loose. The project will cost \$3,960 and take two days to finish.

#### V. Assistant Director's Report

K. Seelig stated the power outage was a good test of the back-up system, the web server stayed up for about three and a half hours. One server lost a hard drive due to the situation.

K. Seelig is working on restoring a loss of connectivity in the Circulation Department, possibly a problem with the fiber cables or their connectors.

#### VI. Communications

#### VII. Committee Reports

##### A. Finance

M. Durbin stated the Finance Committee met with Terese Krafcheck from MB Financial on June 22, 2011 to go over the library's contract with MB Financial Bank. Due to the low interest rates, T. Krafcheck suggested the Board revise the restrictions made on investments. She would like to make laddered investments for the library.

M. Durbin stated that two CD's came due at Lisle Savings and Loan and that they were rolled over. Another CD is coming due at Beverly Bank, but

the rollover interest rate is so low, the CD will be closed and the money moved to MB Financial Bank.

The Finance Committee will meet again soon to examine current investment policies.

C. Sehy stated the Board did loosen up investment guidelines recently for MB Financial. M. Durbin agreed, but stated the interest rates are going down even further than expected at that time and guidelines need to be adjusted even further.

B. Personnel/Policy – No meeting scheduled

C. Physical Plant – No meeting scheduled

D. Steering Committee

J. French stated the Steering Committee met July 13, 2011. There were 204 responses to the survey; the results will be included in the August Board packets. A SWOT analysis is being done. The Committee will narrow down the results of the SWOT analysis for the Board to review at the September Board meeting.

#### VIII. Unfinished Business

#### IX. Director's Search

R. Flint stated that J. Keister has met with staff to discuss their ideas. There will be regular communication between K. Seelig, R. Flint, T. Weinstein and J. Keister which will be shared with the Board at regular board meetings or through emails. R. Flint asked the Board if they were interested in "rolling interviews." The Board was not in favor, they would prefer a block of time to interview candidates. They would like to see the top five or six resumes and decide who to interview. They would not like the salary to be specified in the online posting of the job. R. Flint noted that staff found the LLD Director job search posted online, but with Fountaindale Library information. K. Seelig demonstrated J. Keister's webpage for LLD for the Board, noting that it is a draft web page but it is live for anyone to see. The Board asked K. Seelig to have J. Keister take down the live webpage until he is finished constructing it and it has been approved by the Board. J. Keister will not put together a job description for the Director position. K. Seelig gave the Board ideas for a revised job description and will look for more. R. Flint stated the Board needs to have a Committee of the Whole meeting to put together a job description J. Keister can use. A meeting was scheduled for July 27, 2011 at 7:00 p.m. R. Flint would like to reserve the right to look at all the resumes if so desired. R. Flint noted J. Keister is also doing a job search for Navistar, our lawyer states there is no problem of conflict of interest. The Board will not pursue.

The new Director will need an orientation program. There should also be a reception held at the library.

X. New Business

R. Flint noted that he and new trustee, C. Melton, will read and examine the Secretary's Minutes for FY 2010-11.

A. Executive Session Records

E. Soliday will pull out all Executive Session minutes over 18 months old. R. Flint and K. Seelig will read them and decide whether to open the minutes to the public, or destroy them.

B. Approve Financial Plan

**MOTION:** M. Durbin moved to approve the revised MB Financial plan allowing a laddered investment plan with no more than a four year out term and removing the rate restrictions. C. Melton seconded. Roll Call Vote – M. Durbin – Aye, R. Flint - Aye, J. French – Aye, C. Melton – Aye, Colleen Sehy - Nay

XI. Executive Session

**MOTION:** J. French 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. C. Sehy seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 8:39 p.m.

The Board returned to Open Session at 8:45 p.m.

XI. Adjourn

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

The meeting adjourned at 8:46 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on the 10<sup>th</sup> day of August, 2011.

Approved by

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John Huff, Secretary of the Board