

LISLE LIBRARY DISTRICT
BOARD MEETING
May 18, 2011

The May Board Meeting was called to order at 7:32 p.m. at the Lisle Library District, 777 Front Street, Lisle, Illinois.

I. Roll call

Present:

Richard Flint – President
John Huff - Secretary
Mary Ellen Durbin – Trustee
Teri Hock – Trustee
Colleen Sehy – Trustee
Kathy Seelig – Acting Director
Eileen Soliday – Recording Secretary

Absent:

Jay French – Vice President
Thomas Hough – Treasurer

Also Present:

Cathy Melton – Trustee elect
Lindsey Dorfman – Director of Youth Services
Tatiana Weinstein – Director of Adult Services
Jim Filliung – Architect
Jim Ruhl - Landscaper

II. Oath of Office

J. Huff, Secretary of the Board, administered the oath of office to the following: M. Durbin, R. Flint, T. Hock, C. Melton, and C. Sehy. J. Huff congratulated these recently elected Trustees. There was a round of applause for all.

III. Board Reorganization

MOTION: J. Huff moved to reappoint R. Flint as President of the Board. M. Durbin seconded. Voice Vote – All Aye.

MOTION: J. Huff moved to reappoint J. French as Vice President of the Board contingent on his taking the oath of office upon returning from his trip. C. Sehy seconded. Voice Vote – All Aye.

MOTION: M. Durbin moved to reappoint J. Huff as Secretary of the Board. T. Hock seconded. Voice Vote – All Aye.

MOTION: J. Huff moved to appoint M. Durbin as Treasure of the Board. T. Hock seconded. Voice Vote – All Aye.

R. Flint thanked M. Durbin for taking over as Treasurer of the Board.

IV. Resolution

T. Hough was not present yet; therefore this will be revisited later in the meeting.

V. Opportunity for Visitors to Speak

Nothing

VI. Consent Agenda

- A. Approve Minutes of April 13, 2011 Board Meeting
- B. Approve Minutes of April 13, 2011 Executive Session
- C. Approve Minutes of April 13, 2011 Strategic Plan Committee Meeting
- D. Approve Minutes of May 11, 2011 Special Board Meeting
- E. Approve Minutes of May 11, 2011 Executive Session
- F. Acknowledge Treasurer's Report, 04/30/11, Investment Activity Report, 04/30/11, Current Assets Report, 04/30/11, Revenue Report, 04/30/11, and Expense Report, 04/30/11
- G. Authorize Payment of Bills, 05/18/11

M. Durbin asked about the CD's that are coming due. She also questioned if the tax revenues that are at 100% are from last year, and why the Maint- Bldg Structure line item was at 320.97 %; she would like a report from S. Wittenauer, Financial Manager.

MOTION: J. Huff moved to approve the Consent Agenda. T. Hock seconded.
Roll Call Vote – All Aye

VII. Director's Report

R. Flint and C. Melton will review the May billings in June.

K. Seelig stated the library employment application has been revised; we are no longer asking for Social Security numbers on the application.

K. Seelig answered J. Huff's question about retirement recognition. The policy states: "It will be the policy of the Lisle Library District to provide an appropriate memorial on the occasion of the retirement of a Board or staff member, with special recognition for those retiring after 25 or more years of service."

MC Property management called K. Seelig, the current tenant's contract expired at the end of April. Because of a "family situation" the tenant would like to continue the lease on a month to month basis. K. Seelig agreed because they have been good tenants for the past four years.

T. Ozourk and N. Castellano created two audio visual tutorials to help patrons download eBooks and audio books. They sound very professional. A fire extinguisher inspection was recently done, as a result, four needed replacement and one was added to bring the library up to code. The Fire Department also did their inspection and K. Seelig was happy to say that the library passed.

The Lisle Park District has invited the library to participate in the Fourth of July parade.

VIII. Assistant Director's Report

The library upgraded to Polaris version 4.0 on May 11, 2011. There were a few glitches. C. Sehy asked what kind of glitches and K. Seelig stated the PAC is not always working in the library. Patrons at home are not experiencing this; it is only affecting the computers inside the library.

IX. Communications

The Tour de Lisle has been postponed till May 22, 2011. The library will participate by handing out water bottles to bikers.

R. Flint gave a speech to the Rotary Club about the Lisle Library and its resources; they were very interested in our online databases.

On Thursday, May 26, 2011, R. Flint will present a program: "The Roots of the Blues" in the Meeting Room at 7:30 p.m.

X. Committee Reports

A. Finance – There was no Finance meeting.

B. Personnel/Policy – There was no Personnel/Policy meeting.

C. Physical Plant- There was no Physical Plant meeting.

J. Ruhl of J. W. Ruhl Landscaping discussed lighting options for the new hardscape project at the East corner of the South parking lot. He suggested low voltage block lighting that would be imbedded in the lower walls and taller lighting for the top of the project. The imbedded lighting would increase the cost by \$1,000. He said he would be ready to start the project about mid-June and it would take approximately three weeks to complete.

J. Filliung, architect, suggested combining several projects together when asking for bids. He discussed the roofing project that would include the

removal of the gravel, felt and insulation from the old roof which would be replaced with 3 ½ to 5 ½ inches of insulation and a new single membrane roof in a tan color. Proper insulation will result in a significant savings to the library on utilities. He showed drawings of the new canopy project for the entrance of the library which will cost approximately \$35,000 to \$40,000. He also discussed the lighting project, the handrail extension and sidewalk repairs. He estimates the total cost of these combined projects would be around \$225,000. He suggested we do a line item bid, prequalify contractors and require a performance bond. J. Filliung will handle the design, bidding process, do reference checks, offer a recommendation to the Board, check on the progress of the work, and answer any questions that may come up. J. Filliung will receive 10 percent of the construction costs for his work on the project.

C. Melton asked if it would be possible to have a ramp installed at the emergency exit in the Meeting Room. J. Filliung suggested adding it later as a change-up in the design.

D. Steering Committee

T. Weinstein reported the steering committee has been working on a survey for the public. There are five basic service areas: collection resources, technology, PR and marketing, space and staff development. They are hoping to feature this survey at the Summer Reading Program kick-off party. She asked the Board to take home and study the survey, bringing any suggestions to make it better to the committee.

XI. Unfinished Business

A. Director Search

K. Seelig reported that both John Keister and Mirriam Pollack will come for a presentation to the Board, but they are unable to come the same evening. Keister can come on May 25th, and Pollack can come on June 1st. Due to scheduling conflicts within the Board, they asked K. Seelig to reschedule Keister to come June 6th and Pollack to come on June 2nd. Unless they both can come on the same night, and the best night would be Monday, June 6th.

B. Landscape

MOTION: M. Durbin moved to approve the \$1000 revision in lighting for the hardscape project. T. Hock seconded. Roll Call Vote – All Aye

D. Approve LZT contract

MOTION: M. Durbin moved to approve the LZT contract for the capital items. C. Sehy seconded. Roll Call Vote – All Aye

R. Flint read Resolution R 11-18, that commended T. Hough on his service as Board Treasurer and congratulated him on his retirement.

MOTION: J. Huff moved to approve Resolution R 11-18. T. Hock seconded. R. Flint and J. Huff signed the document.

XII. New Business

XIII. Executive Session

A. 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.

XI. Adjourn

MOTION: M. Durbin moved to adjourn the meeting. C. Melton seconded.

The meeting adjourned at 9:18 p.m.

Recorded by

Eileen Soliday
Recording Secretary

Approved by the Board of Trustees on the 8th day of June, 2011.
Approved by

John Huff
Secretary of the Board