

**LISLE LIBRARY DISTRICT
BOARD MEETING
November 9, 2011**

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
Mary Ellen Durbin – Treasurer
John Huff – Secretary
Teri Hock – Trustee
Cathy Melton – Trustee

Absent:

Colleen Sehy – Trustee

Also Present:

Katharine Seelig – Acting Director
Eileen Soliday – Recording Secretary
Tatiana Weinstein – Director of Adult Services
Beth McQuillan – Director of Tech Services
Joe McLennan – Consultant
Univ L. Phreykz – Lisle Resident

II. Opportunity for Visitors to Speak

U. Phreykz stated he is a twenty year patron who appreciates the quality of materials the Lisle Library provides, but has a complaint with about 30% of the staff. He stated that the staff needs to be more sensitive to patrons. He suggested that if a patron had overdue fines, but was without resources to pay them, staff should take that into consideration and adjust the fines accordingly. Trustee, J. Huff, stated that clerks behind the circulation desks do not have authority to adjust fines, only supervisors have authority to waive fines for patrons. U. Phreykz stated again that staff should be more sensitive to patrons who may have limited funds to pay their fines.

III. Consent Agenda – Action Required

- A. Approve Minutes of October 12, 2011 Board Meeting
- B. Approve Minutes of October 12, 2011 Executive Session
- C. Approve Minutes of October 5, 2011 Steering Committee Meeting
- D. Acknowledge Treasurer's Report, 10/31/11, Investment Activity Report, 10/31/11, Current Assets Report, 10/31/11, Revenue Report, 10/31/11, and Expense Report, 10/31/11
- F. Authorize Payment of Bills, 11/09/11

MOTION: M. Durbin moved to approve the Consent Agenda. J. French seconded.
Roll Call Vote – All Aye

IV. Director's Report

A. Assign Trustees for "Review of Bills Next Month"

Review November billings in December – J. French and C. Melton

K. Seelig stated that staff enjoyed the box lunches they received for putting up with the bad odors during the roofing project.

The canopy at the entrance is done and is receiving positive comments.

J. Ruhl will be removing dead and broken branches around library property.

The Per Capita grant money has come in from the state.

James Jackson, former custodian, has pleaded guilty to a felony charge of theft of government property. Since he was bonded through Jani-King, the library is seeking damages from their insurance company.

V. Assistant Director's Report

K. Seelig reported that we will be working with Polaris on a federated search project.

VI. Communications

The library received a thank you note from Louisa Buehler, local resident mystery writer whom Lisle Library sponsored at ILA.

VII. Committee Reports

A. Finance – M. Durbin stated 98% of tax money has come in. MB Financial is investing more and getting the best possible rates. In December extra funds will be moved into the Special Reserve account. M. Durbin stated Sandra Wittenauer, financial manager, good friend and mentor, will be retiring on November 11, 2011. A new financial manager has been hired; Ginger Boskelly will start on Monday, November 14, 2011. S. Wittenauer will be coming in occasionally on an hourly basis to help train G. Boskelly. R. Flint suggested inviting G. Boskelly to the December Board Meeting to meet the Trustees.

B. Personnel/Policy – T. Hock stated there are no meetings planned.

C. Physical Plant – The outdoor projects are almost finished. J. Filliung, architect, says we are in the "punch list" phase, where he will check everything to make sure all projects are done correctly and up to specifications. J. Huff stated there will be a meeting on January 4, 2011 at 7:00 to go over future projects with J. Filliung who is working on a 5 year maintenance plan for the library building. This will include re-doing the Meeting Room with new audiovisual technologies.

D. Steering Committee – B. McQuillan stated the Steering Committee included a cover letter to the Board along with a copy of the five year Strategic Plan for Lisle Library District.

VIII. Unfinished Business

A. Approve new Strategic Plan – B. McQuillan stated the Steering Committee met nine times, went over census data, and came up with five areas to work into the plan. J. French stated the five areas are: Public Relations and Marketing, Collections and Resources, Space/Place, Staff/Administration/Trustee Development, and Technology. The Committee came up with a Powerpoint presentation of which each Board member has been given a copy. There was some discussion about creating a task list with the new Director and hoping the Strategic Plan would give the new Director some focus and direction. C. Melton questioned if approving the plan should wait till the new Director is hired. J. Huff stated he thought it was a great plan for the new director to follow. M. Durbin commended committee members for all the work and thought that was put into the plan. She felt they responded to the changing demographics of the community; she stated cultural competency is absolutely necessary.

MOTION: C. Melton moved to adopt the Lisle Library District Strategic Plan for 2011-2016. T. Hock seconded. Roll Call Vote – All Aye

R. Flint thanked the Steering Committee for all their work.

B. Directors Search – K. Seelig handed out dossiers of eight candidates to each Trustee and a list of possible questions. There will be a Special Board Meeting on Thursday, November 17, 2011 at 7:30 p.m. to narrow the candidates down to four. K. Seelig will give a tour of the library and provide dinner to each of the final four candidates. R. Flint stated the interviews will be done on November 29th & 30th and December 6th & 7th.

C. Revisions for Policies 605, 810, 820 and 850

MOTION: J. Huff moved to approve the revisions to policy 810, Reimbursed Expenses. M. Durbin seconded. Roll Call Vote: All Aye

MOTION: M. Durbin moved to add the words spouse/domestic partner to policy 820, Observances of Retirements and Bereavements. J. French seconded. Roll Call Vote – All Aye

There was some discussion about policy 850, Employee Handbook. J. French stated the amount of the service awards was higher than he had seen in any public company. T. Hock stated she has seen that level of recognition in the public. M. Durbin stated she likes the achievement awards.

MOTION: M. Durbin moved to adopt all revisions in policy 850. J. Huff seconded. Roll Call Vote – M. Durbin – Aye, R. Flint – Aye, J. French – Nay, T. Hock – Aye, J. Huff, - Aye, C. Melton – Aye

MOTION: T. Hock moved to adopt revisions to policy 605 so that it matches the language in policy 850. J. French seconded. Roll Call Vote – All Aye

IX. New Business

A. Adopt Levy Ordinance

K. Seelig explained that the Levy passed in November is based on the Resolution to Determine Estimate of Funds, approved in October.

MOTION: M. Durbin moved to adopt the Levy Ordinance for Fiscal Year beginning July 1, 2011. J. Huff seconded. Roll Call Vote – All Aye

B. Certification of Compliance with TITA

K. Seelig explained that the library does not need a TITA this year, but we do need to sign a Certificate of Compliance with the Truth in Taxation Act.

MOTION: M. Durbin moved to approve the Certificate of Compliance with the Truth in Taxation Act. C. Melton seconded. Roll Call Vote – All Aye

C. Benches and Planter

K. Seelig stated landscaper, J. Ruhl, suggested two teak benches and a planter box for the corner of the outdoor hardscape area. These items will prevent people from accidentally stepping off the high step along the edge.

MOTION: J. Huff moved to appropriate \$3,308.85 to purchase two benches and a planter for the outdoor hardscape area. T. Hock seconded. Roll Call Vote – All Aye

D. Resolution R12-02

K. Seelig read Resolution R12-02: that Sandra Wittenauer should be commended for her thirty-one years of dedicated service to Lisle Library District and congratulated on her retirement.

MOTION: M. Durbin moved to adopt Resolution R12-02 commending Sandra Wittenauer for her service. J. French seconded. Voice Vote – All Aye

K. Seelig reminded the Board that Jonathan Alter will be the guest speaker at this year's Goldstein Lecture. Tickets were given to each Board member.

C. Melton stated the benches outside the entrance need repair. The backs of the benches appear to be loose. K. Seelig will have J. Filliung look at them to see what can be done.

X. Adjourn

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

The meeting adjourned at 9:25 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on December 14, 2011

John Huff, Secretary of the Board