

LISLE LIBRARY DISTRICT  
BOARD MEETING  
October 12, 2011

The October 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  
Colleen Sehy – Trustee

Absent:

Cathy Melton – Trustee

Also Present:

Katharine Seelig – Acting Director  
Eileen Soliday – Recording Secretary  
Tatiana Weinstein – Director of Adult Services  
Sandra Wittenauer – Finance Manager  
Sarah Hezlep – Knutte & Associates  
Joe McLennan – Consultant  
Mary Lopez – Naperville resident  
Maria Hanley – Lisle Resident  
Tom Hummel – Lisle Resident

II. Opportunity for Visitors to Speak

T. Hummel stated he would like the Board to pursue his previous suggestion to share one Director with Downers Grove Public Library rather than hire a new Director.

Sarah Hezlep, auditor from Knutte & Associates gave the Board an audit report of the library. Overall the library is in a very good position financially. Because of the size of the library and the fact that different Trustees examine the bills every month, the library works on a cash basis. According to GAAP (Generally Accepted Accounting Principles), year end statements must be presented on an accrual basis. The library's audit is recorded on an accrual basis.

III. Consent Agenda – Action Required

- A. Approve Minutes of September 14, 2011 Public Hearing for B&A
- B. Approve Minutes of September 14, 2011 Board Meeting
- C. Approve Minutes of August 31, 2011 Steering Committee Meeting
- D. Approve Minutes of September 21, 2011 Personnel/Policy Committee Meeting

- E. Acknowledge Treasurer's Report, 09/30/11, Investment Activity Report, 09/30/11, Current Assets Report, 09/30/11, Revenue Report, 09/30/11, and Expense Report, 09/30/11
- F. Authorize Payment of Bills, 10/12/11

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

#### IV. Director's Report

- A. Assign Trustees for "Review of Bills Next Month"  
Review October billings in November – R. Flint and C. Melton

K. Seelig reported that patrons can now place holds on "on order" materials.

The outside projects are almost done. The roof had some leaks after the first hard rain. Seams and edges were gone over and resealed. The contractor will replace the stained ceiling tiles. The light poles are up and the bollards are working. Framework for the canopy is scheduled for the week of October 17.

Lynn Elam reported that ten interviews have been conducted with eight more to go. The second round of interviews will be taking place at the end of October. Hopefully, dossiers of the final candidates will be ready for pick up at the November 9<sup>th</sup> Board Meeting.

K. Seelig asked the Trustees if they needed/wanted a printed copy of the audit, or if the electronic copy they received was sufficient. The Trustees responded that they did not need a printed copy.

#### V. Assistant Director's Report

K. Seelig and A. Lin went to a PUG (Polaris Users Group) meeting in Dallas, TX where they were introduced to new Polaris features that will be added soon.

#### VI. Communications

#### VII. Committee Reports

- A. Finance – M. Durbin stated the library has \$7,700,000 in assets. MB Financial is investing more and getting the best possible rates in these hard economic times. In October, the Board must adopt a Resolution to Determine Estimate of Funds and approve a TITA notice if needed. It has already been determined that no TITA will be needed this year. In November the Board will approve a Certification of Compliance with TITA which will be filed with the county. The Levy will be adopted in November. M. Durbin praised the finance manager and the finance clerk for doing such a good job and for their frugality with tax payer dollars.

- B. Personnel/Policy – T. Hock stated the Personnel/Policy Committee met on September 21, 2011. There will be a first read of policies 810, 820 and 850 later in the meeting.
- C. Physical Plant – J. Huff stated there was no Physical Plant Committee meeting. They are waiting for all the outdoor projects to be finished before meeting again.
- D. Steering Committee – J. French stated the Steering Committee met on October 5<sup>th</sup> to try to wrap up everything to present the finished product to the Board and the public.

#### VIII. Unfinished Business

A. Directors Search – R. Flint reminded Trustees that there are six Board Meetings coming up; please keep the following days open: November 9 – Regular Board Meeting, November 17 – discuss dossiers, November 29 & 30 – Interviews, December 6 & 7 – Interviews.

#### IX. New Business

J. McLennan asked Trustees for dates they would be available for a one on one meeting.

A. Accept Annual Audit

**MOTION:** M. Durbin moved to accept the audit report as presented by Knutte & Associates on October 12, 2011. C. Sehy seconded. Roll Call Vote – All Aye

B. Approve TITA notice (if applicable)

K. Seelig stated there will be no TITA needed this year.

C. Executive Session Tapes

R. Flint stated this will be discussed in the Executive Session.

D. Per Capita Grant Application

K. Seelig and Trustees discussed the application and reviewed the Trustee questions and answers.

**MOTION:** T. Hock moved to approve the Per Capita Grant Application. J. French seconded.

E. Revisions for Policies 810, 820 and 850

This was a first read of policy changes. There was some discussion about policy 810; J. French suggested taking out the words “as a guideline.” Policy 820 would change the word spouse to domestic partner. Policy 850: LLD is a smoke free campus; the words “except on rental property” should be added. C. Sehy and M. Durbin suggested that signs stating LLD is a “Smoke Free Campus” should be posted. The suggestion was made to bring policy 605: Library Closing Policy to the November Board Meeting to be discussed. The Board discussed the employee recognition policy under Staff Development and suggested they

review that policy again. There will be a second read of these policies at the November Board Meeting.

F. Resolution to Determine Estimate of Funds – Action Required

**MOTION:** C. Sehy moved to approve R 12-02: Resolution to Determine Estimate of Funds for 2011-2012 Fiscal Year. T. Hock seconded. Roll Call Vote – All Aye

**MOTION:** J. Huff moved to go into Executive Session for 5ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. C. Sehy seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 8:54 p.m.

The Board returned to Open Session at 9:00 p.m.

**MOTION:** J. Huff moved to release the Executive Session minutes from May 20, 2009. T. Hock seconded. Roll Call Vote – All Aye

**MOTION:** J. French moved to destroy the Executive Session tapes from April 9, 2008, April 15, 2009, May, 20, 2009, July 8, 2009, and July 23, 2009. J. Huff seconded. Roll Call Vote – All Aye

C. Sehy asked about the steep drop-off at the outdoor amphitheater and how that is being addressed. K. Seelig stated our landscaper, J. Ruhl, is looking for benches or planters that would fit the area.

XI. Adjourn

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

The meeting adjourned at 9:15 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on November 9, 2011

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John Huff, Secretary of the Board