

LISLE LIBRARY DISTRICT BOARD MEETING

August 8, 2012 – 7:30 p.m.

The August 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
John Huff – Secretary
Colleen Sehy – Trustee

Absent:

Also Present:

Shannon Halikias – Director
Katharine Seelig – Assistant Director
Eileen Soliday – Recording Secretary
Tatiana Weinstein – Director of Adult Services
Beth McQuillan – Director of Technical Services
Paul Hurt – Director of Circulation Services
Ginger Boskelly – Finance Manager
Peggy Kapala – Aurora Resident

II. Opportunity for Visitors to Speak

III. Consent Agenda

- A. Approve Minutes of July 11, 2012 Board Meeting
- B. Approve Minutes of July 18, 2012 Personnel/Policy Committee Meeting
- C. Approve Minutes of July 25, 2012 Finance Committee Meeting
- D. Approve Minutes of August 1, 2012 Physical Plant Committee Meeting
- E. Acknowledge Treasurer's Report, 07/31/12, Investment Activity Report, 07/31/12, Current Assets Report, 07/31/12, Revenue Report, 07/31/12, and Expense Report, 07/31/12
- F. Authorize Payment of Bills, 08/08/12

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

IV. Director's Report

R. Flint noted that M. Durbin and C. Sehy will review August billings in September.

S. Halikias stated she visited Batavia Public Library and discussed media and the Neighbors magazine.

There was a car accident in the Southeast parking lot. A bollard light was hit leaving exposed wiring. The electrician is looking for a replacement bollard. A railing around the outdoor seating area needs to be installed because it is a tripping hazard.

Congratulations to Youth Services Assistant Director, Vicki Rakowski, on winning the *Golden Ticket* award from the Illinois Library Association.

LLD is now part of a Community Coalition. This coalition will present a program on substance abuse issues as well as how parents can help promote positive choices for their children on September 18, 2012 at the Lisle Village Hall.

The Safety and Operational Security Committee (SOS) are planning a staff development day focusing on safety procedures and operational security on October 26, 2012. The library will be closed on that day.

We have a two page commitment to Neighbors magazine. The first issue will come out in September.

Teri Marshall is working on an article about the GAMA box donation LLD made to the Korean Cultural Center.

S. Halikias is working on an Annual Report; it should be ready by the November Board Meeting, depending upon when the audit report is completed.

S. Halikias is accepting work proposals from several graphic designers for a Logo redesign.

She has cleaned up the statistical report, and beginning July 2012 this report will be given every month instead of quarterly. Outreach and Volunteer statistics are up for the summer.

C. Sehy would like to see an Annual Report done in the same way.

The beaded bookmarks that were handmade by accounting clerk, Mary Fischer, were the hit of the French Market.

Ready, Set, Go, Saturday, August 18, 2012 is being featured in the Trib Local. There will be a BINGO game and there will be an autumn theme. September is Library Card Month and our Lisle Business Partnership is well under way. The Chamber of Commerce sent out a news blast to its members.

On Saturday, August 4th there was a power outage; the library closed one half hour early. R. Flint would like the person in charge to call the President or Vice President of the Board before making the decision to close the library next time.

V. Assistant Director's Report

K. Seelig came in on Sunday to deal with the after effects of the power outage; she reported no equipment was damaged and she got everything up and running again. This has been the third emergency closing in 18 months; she is going to come up with a checklist for the person in charge in the event of another power outage.

S. Halikias stated we are working on cloud based email that will be easier and better for everyone. K. Seelig stated she needs to know what the Trustees have on their home computers so that she can program cloud email for them.

VI, Communications

S. Halikias showed the new green suggestion cards with kaptiva font.

Author, Janice Earlbaum, talked to the Non-Fiction Book Group by Facebook video about her book, "Have You Found Her."

There was a thank you for the wonderful electronic sliding doors from the mother of a handicapped child.

A thank you for the selection of Latino books, picture books and folktales in the library.

A request to keep opening the foyer at 9:00 a.m. followed by a thank you for opening the foyer at 9:00 a.m.

There was a request for a café in the library.

A thank you from a homebound book user.

Literacy of DuPage sent a thank you to the library for its literacy program.

There was a thank you from a patron for our interlibrary loan service.

There was a complaint about cell phone usage in the library.

There was a question on whether we could increase our band width.

VII. Committee Reports

A. Finance

M. Durbin stated that at the last Finance Committee meeting, there were two investment presentations. The Committee is not yet ready to make a recommendation to the Board. The Finance Committee will meet again on August 29th to review investment strategies. Currently the Committee consists of two members, M. Durbin and J. French.

B. Personnel/Policy

C. Sehy stated the Personnel/Policy Committee met on July 18th to discuss the social media policy and the donation policy. The social media policy is a second read tonight, but the donation policy will be discussed again at the September 19, 2012 Personnel/Policy Committee meeting. Currently the Personnel/Policy Committee consists of two members, C. Sehy and J. French.

C. Physical Plant

J. Huff stated the outdoor metal benches need bolts cut off, replaced and tightened. The reader's hub will be delivered on August 22nd and installed on the 23rd. The carpet has been repaired a peephole has been installed at the back delivery door for security reasons and quotes have come in on the sidewalk repair. A railing is needed on the outdoor seating area. Landscaping needs to be cut back and screening installed over the east end outdoor mechanical area.

The HVAC plans are done and bidding will start soon. The Rental Property will need a zoning variance if we decide to build a parking lot.

S. Halikias stated she thinks we should slow down and think about what to do with the Rental property. She is interested in centralizing circulation in the future. She would like to think about 10-15 years down the road and what the library may need then. She would like to work with Steve Ehlers about what needs to be done; he worked with Jane Shaw in 1994. An ad-hoc steering committee would look 10-20 years out.

R. Flint stated he would like to slow down the pace on the Rental Property. S. Halikias stated she would like a thoughtful discussion. C. Sehy stated that maybe there would be a better use for the property. Looking at the plans the library is not gaining a significant number of parking spaces.

R. Flint will appoint an ad-hoc committee and will announce it at the September Board Meeting.

S. Halikias stated we now have a site license to use Kaptiva font throughout the library. This is the font used on the entrance canopy.

Two people expressed interest in the animal sculptures. They may be sold by silent auction at the next Friends Booksale.

J. Huff stated there will be another Physical Plant Committee Meeting on September 5, 2012 at 7:30 p.m.

VIII. Unfinished Business

A. Appoint Committee to examine Secretary's records and to choose which Executive Session tapes to be destroyed.

R. Flint stated he and J. Huff have read and examined the Secretary's records.

B. Social Media Policy

MOTION: C. Sehy moved to approve policy 342: Social Media Policy. J. Huff seconded. Roll Call Vote – All Aye

IX. New Business

A. Approve tentative B & A Ordinance

MOTION: M. Durbin moved to approve Ordinance 342: An Ordinance adopting a budget and appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District, Lisle, DuPage County, Illinois for the fiscal year beginning July 1, 2012, and ending June 30, 2013. J. French seconded. Roll Call Vote – All Aye

B. Approve Notice of Public Hearing on B&A Ordinance.

MOTION: M. Durbin moved to approve the Notice of Public Hearing on Budget and Appropriation ordinance of the Lisle Library District, DuPage County, Illinois. Roll Call Vote – All Aye

C. Approve IPLAR

MOTION: C. Sehy moved to approve the IPLAR: 2011 – 2012 Illinois Public Library Annual Report. J. French seconded. Roll Call Vote – All Aye'

D. Policy 825: Compensation and Expenses of Trustees

S. Halikias stated waiving overdue fines for trustees should not be a policy as it could be perceived as compensation when it is not. Any waives will be handled by procedure. She recommends removing the entire third paragraph from policy 825. She will bring this to the September Board Meeting for a vote.

E. Logo redesign

S. Halikias stated the logo is a significant part of the library's image. She and T. Weinstein have examined five graphic artist proposals and have selected a designer. S. Halikias asked Board members to pass along any ideas they may have for the logo redesign.

F. Executive Session

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. M. Durbin seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 9:02 p.m.

The Board came out of Executive Session 9:10 p.m.

MOTION: M. Durbin moved to release executive session minutes from August 10, 2011, October 12, 2011 and November 17, 2011. J. Huff seconded. Roll Call Vote – All Aye

MOTION: M. Durbin moved to destroy all Executive Session Tapes that are 18 months or older. J. Huff seconded. Roll Call Vote – All Aye

MOTION: C. Sehy moved to go into Executive Session for 5ILCS 120/2 (c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

The Board went into Executive Session at 9:13 p.m.

The Board came out of Executive Session at 9:21 p.m.

XII. Adjourn

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

The meeting adjourned at 9:22

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on September 12, 2012

John Huff, Secretary of the Board