

LISLE LIBRARY DISTRICT  
BOARD MEETING  
July 11, 2012 – 7:30 p.m.

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  
Colleen Sehy – Trustee

Absent:

John Huff – Secretary

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  
Lindsey Dorfman – Director of Youth Services  
Paul Hurt – Director of Circulation Services  
Ginger Boskelly – Finance Manager  
Peggy Kapala – Aurora Resident

II. Opportunity for Visitors to Speak

R. Flint introduced P. Hurt to the Board as the new Circulation Services Director. P. Hurt spoke a bit about himself, stating that he has held various positions in both public and school libraries during his career. He stated he received a warm welcome from staff and is very happy to be at the Lisle Library. R. Flint stated that he and the Board welcome P. Hurt to the library and look forward to seeing the contributions he will make.

S. Halikias awarded R. Flint a Certificate for ten years' service as a Library Trustee. He was also presented a gift card from *The Wheatstack* in Lisle. There was much applause.

III. Consent Agenda

- A. Approve Minutes of June 13, 2012 Board Meeting
- B. Acknowledge Treasurer's Report, 06/30/12, Investment Activity Report, 06/30/12, Current Assets Report, 06/30/12, Revenue Report, 06/30/12, and Expense Report, 06/310/12
- C. Authorize Payment of Bills, 07/11/12

**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 J. Huff and C. Sehy will review July billings in August.

S. Halikias stated Inland Mechanical stated they will do the repairs on the boiler the second week of July.

S. Halikias noted the animal sculptures have been removed and are in storage. She has asked around and no one seems to want them. Discussion followed. Possibly we could have a public sale, auction, on-line auction, or sell the items at the next Friends book sale. The deadline for these will be house demolition day. If anyone has any ideas or suggestions, please call S. Halikias.

The Korean Cultural Museum in Wheeling is coming to pick up the Gama box for display in their museum. S. Halikias stated she wanted it to go to a place where it would be appreciated and cared for. C. Sehy asked S. Halikias to have paperwork signed by the museum for this donation.

The library broke the half a million mark for circulation of library materials.

We launched a Twitter account for the library.

S. Halikias stated the library was the "hit" of the Lisle 4<sup>th</sup> of July parade. She attributed this to staff members who were dedicated enough to practice and volunteer their time and talents. Even Mayor Broda told her he received compliments about the library's performance.

S. Halikias stated the library has had 45 compliments on the new electric entrance doors, including one from a former trustee. The hours still need to be painted onto the doors.

R. Flint would like to appoint an ad hoc committee for the parking lot planning.

R. Flint reported he has received letters of interest for the open trustee positions. The deadline is July 31<sup>st</sup>. He will call a Special Board Meeting to discuss the candidates as this is a Trustee decision to make.

R. Flint and S. Halikias went to an Intergovernmental Meeting where the *Neighbors* publication was featured. They felt the library can benefit from this publication. There will be a cost involved, \$400.00 per page, and the library has some patrons in the 60540 zip code, so it would not replace the library newsletter. S. Halikias will talk with Batavia library and others to see how it is working for them.

M. Durbin stated she is very happy with the new entrance doors and the library Facebook page.

V. Assistant Director's Report

K. Seelig stated CASSIE is working well and she is currently setting up a computer for J. Hurt. She is looking at moving email into cloud based email.

VI. Communications

S. Halikias showed the Daily Herald article about our new CASSIE system. There was a complaint about the parking lot. Also a negative comment about the book Drunk Diet from a patron that assumed it was a diet book and it has nothing about healthy eating. S. Halikias clarified that this is a non-fiction adult department memoir about a rock star. There were many thank you's: from the Devonshire for delivering books, from patrons for having the Museum passes again this year, from the staff for much needed staff items bought with leftover funds.

Ready-Set-Go will begin August 18, 2012.

Almost 15,000 books have been read for Summer Read.

VII. Committee Reports

A. Finance

M. Durbin stated total assets have increased significantly to 4.3 million. Finance Committee will meet July 25<sup>th</sup> to review investment strategies. Currently the Committee consists of M. Durbin and J. French.

B. Personnel/Policy

C. Sehy stated the Personnel/Policy Committee currently has only two members, C. Sehy and J. French. They will meet on July 18<sup>th</sup> to discuss the donation policy. C. Sehy stated she would like to see a draft of the new policy in advance.

C. Physical Plant

S. Halikias set a meeting for the Physical Plant Committee for August 1<sup>st</sup> 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 would like to hold off on this until new trustees have been sworn in, but it will not be possible because the IPLAR must be approved at the August 8, 2012 Board Meeting. Therefore he asked E. Soliday to have the minutes available to him to read first and possibly J. Huff will be asked to help with this.

B. Code of Conduct Policy

R. Flint would like a policy, but not this one. C. Sehy stated the Committee went through this policy thoroughly and feels comfortable with it. If it goes back to Committee she feels nothing will be changed.

**MOTION:** C. Sehy moved to approve the Code of Conduct Policy. M. Durbin seconded.

Motion was withdrawn by C. Sehy.

**MOTION:** C. Sehy moved to approve the Code of Conduct Policy with an amendment: Number 18 should read Guardian. M. Durbin seconded. Roll Call Vote – M. Durbin – Aye, J. French – Aye, R. Flint – Nay, C. Sehy – Aye.

### C. Social Media Policy

S. Halikias recommended the policy be bumped down to the Personnel/Policy Committee for further review. C. Sehy asked if there should be an agreement for performers that their media may be used in our publicity. T. Weinstein stated we can amend the contract. The item was put on the agenda for July 18 Personnel/Policy Committee meeting.

### IX. New Business

A. Approve Ordinance 13-01: Ordinance determining to levy an additional tax of .02% for the 2012-2013 fiscal year

S. Halikias explained the .02% tax is designated money for building and maintenance. It is a formality to pass this yearly.

**MOTION:** M. Durbin moved to approve Ordinance 13-01: Ordinance determining to levy an additional tax of .02% for the 2012-2013 fiscal year. J. French seconded. Roll Call Vote: All Aye

B. Approve Resolution 13-01: Resolution authorizing the preparation and filing of the annual budget and appropriation Ordinance

**MOTION:** M. Durbin moved to approve Resolution 13-01: Resolution authorizing the preparation and filing of the annual budget and appropriation ordinance. J. French seconded. Roll Call Vote – All Aye

### C. Discussion of library marketing collaborative/usage of Legacy impact fee

S. Halikias stated our PR staffer will be retiring in October. S. Halikias has been checking with other libraries as to what they do with this important position. She would like to see a Programming Coordinator, separate from Children s Programming. A high level of technology is required for this job. Other libraries have joined together to collaborate job sharing for senior level marketing. S. Halikias would like to jump in with them. They would take over writing and editing the newsletter, promotion writing and coverage. Promotional videos would be edited by them and they would supply a marketing plan. S. Halikias would like to use the Legacy impact fee of \$17,000 to cover the cost of this. She has tasked our current PR staffer to write down everything she does so that small jobs can be covered by other staffers here in the library.

M. Durbin asked how many libraries this Programming Coordinator works for. S. Halikias said there are several in the collaborative such as Crete, Thomas Ford,

LaGrange Park and more, but there are three people on her team. R. Flint liked a lot of this, but asked about a job description. S. Halikias stated it would need to be revised. She stated that currently we have no marketing plan. C. Sehy stated that if this didn't work out we would need a plan B. J. French was concerned that if it is not written down, it might not get done. He asked if videos and a new logo are extra. S. Halikias said yes, but we budgeted for this, the web page is in the budget. C. Sehy stated sometimes consultants can have many extra charges. S. Halikias stated that currently we are working backwards, the flow is wrong. J. French asked if they would be looking for Lisle specific programming, he was concerned we would lose our local connections. C. Sehy was concerned about budgeting for this in the following years. R. Flint stated the job description must be clear so there are no problems.

The consensus of the Board was yes, to go ahead with the marketing collaborative.

#### D. Maturing CD Rollover

S. Halikias stated two Certificates of Deposit are maturing at Lisle Savings Bank and will be rolling over at the 18 month rate for 12 months.

The Board signed a card for C. Melton thanking her for her service on the Board concurring that she brought value to the patrons while she served.

#### X. Executive Session

None needed.

#### XI. Adjourn

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

The meeting adjourned at 9:24 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on July 11, 2012

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John Huff, Secretary of the Board