

LISLE LIBRARY DISTRICT  
BOARD MEETING  
June 13, 2012 - 7:30 p.m.

The June 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 (arrived at 7:39 p.m.)  
John Huff – Secretary  
Teri Hock – Trustee  
Cathy Melton – Trustee  
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  
Lindsey Dorfman – Director of Youth Services  
Ginger Boskelly – Finance Manager  
Jim Filliung – Architect  
Scott Spinazola – Lisle-Woodridge Fire Department Training/Safety Bureau Chief

R. Flint asked J. Huff to read Resolution R12-05, commending T. Hock on her service to the library.

**MOTION:** C. Sehy moved to approve Resolution R12-05 commending T. Hock on her service. J. Huff seconded. Roll Call Vote – All Aye

II. Opportunity for Visitors to Speak

None

III. Consent Agenda – Action Required

- A. Approve Minutes of May 9, 2012 Board Meeting
- B. Approve Minutes of May 23, 2012 Special Board Meeting
- C. Approve Minutes of the June 6, 2012 Physical Plant Meeting
- D. Acknowledge Treasurer's Report, 05/31/12, Investment Activity Report, 05/31/12, Current Assets Report, 05/31/12, Revenue Report, 05/31/12, and Expense Report, 05/31/12
- E. Authorize Payment of Bills, 06/13/12

T. Hock stated that in the May 9, 2012 Board Meeting minutes, T. Hummel stated an incentive package was recently passed for long term employees. T. Hock noted that no incentive package was passed, but service awards for long term employees were approved by the Board.

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

#### IV. Director's Report

J. French and M. Durbin will review June billings in July.

S. Halikias stated the newly formed Safety and Security Subcommittee met today to prioritize safety and security issues throughout the library.

There was a bicycle accident this past weekend where a young girl was hurt. Staff handled the situation well, but procedures need to be established.

S. Halikias announced that Paul Hurt has been chosen, with the help of the Leadership Team, to be the new Director of Circulation Services. He comes with 12 years' experience with public libraries and 10 years' experience in school libraries.

The library received checks for impact fees from the Arboretum Landmark development and the Villas of Versailles.

The book cart drill team has been practicing for the 4<sup>th</sup> of July parade and they are looking good.

Due to an electric brown-out, the library HVAC, Internet and Telephones were down.

S. Halikias reported on an incident involving an arrest that happened in the parking lot. The offender will be banned.

#### V. Assistant Director's Report

K. Seelig stated a brown-out occurred over the weekend causing internet and phone problems. The accounting server needed to be backed up and updated.

CASSIE has now gone live and data has been imported from SAM to CASSIE, the support staff has been very helpful.

C. Sehy asked if the migration to new email has happened. S. Halikias stated email is critical and is high on our priority list.

#### VI. Communications

S. Halikias responded to a prior public comment from a resident about staff benefits that have increased ten-fold. She stated she considers the service awards that were approved by the Board before she was hired, just and good awards for hard working people. Democracy spoke - the Board approved the awards. There was no dramatic rise in benefits or salary. One example of a service award is a \$350 award after fifteen long years of service.

Due to patron feedback, head phones are no longer available for the public computers. Patrons can purchase ear buds from staff for \$1.00. R. Flint noted, and Halikias confirmed, that the library is not selling the ear buds with an intention to make a profit.

There were two complimentary comments about J. Ohzourk's computer class.

The suggestion was made that the library email receipts rather than print them out. This is a great idea.

A patron complimented N. Castellanos for her excellent work at the Reference desk.

There was a note of complaint about the fines the library charges for overdue material. Fines can be avoided by renewing or returning items. If a patron loses a book they must pay what the Library paid for it.

A thank you letter from ILA for helping to defeat the House Bill that would have hurt libraries.

S. Halikias stated a Communications Folder is available to the Board of Trustees to review.

## VII. Committee Reports

R. Flint announced the Lisle Library District Committees for 2012-2013:

### Finance Committee

Mary Ellen Durbin, Chair  
Jay French  
Cathy Melton

### Physical Plant Committee

John Huff, Chair  
Jay French  
Mary Ellen Durbin

### Personnel and Policy Committee

Colleen Sehy, Chair  
John Huff  
(new trustee)

The Board President, Director and Assistant Director are ex-officio, nonvoting members of Board Committees.

R. Flint reminded trustees that there are restrictions from talking about Board business without a quorum present. The restriction includes email, twitter, facebook, etc.

A. Finance – M. Durbin stated the library's total assets are 5.5 million. She reviewed all investments and payables for the month. Staff has been working hard on a budget which hopefully will be passed tonight. The Finance Committee will meet again when alternative financial planners have been selected to review.

- B. Personnel/Policy – T. Hock stated the Personnel/Policy Committee will have a second read for the Board in July. The Committee will meet July 18, 2012 at 7:30 p.m.
- C. Physical Plant – J. Huff stated the Committee had a lengthy meeting in which they recommend to the Board to:
- go ahead with the building of a Reader's Hub
  - allow the Lisle – Woodridge Fire Department the opportunity to use the rental property as a training facility
  - have HVAC repairs be done all at once to save money.

## VIII. Unfinished Business

### A. Approve the FY 2012-2013 Budget

S. Halikias noted items that had been adjusted since the last budget meeting: 3% salary increase, added insurance on rental property, new web based payroll provider, new database – Library Aware, money for retooling computer area moved from .02 Building Maintenance Fund to Special Reserves, Adding contingency money to the Corporate Fund as recommended by our lawyer in order to budget for emergencies or unforeseen costs, HVAC and Pneumonic controls project all done together in FY2012-2013.

There was discussion by Board members about the adjustments that were made. S. Halikias reminded the Board that the Budget is not a legal document; the Budget and Appropriation Ordinance is a legal document and that won't happen until September.

R. Flint asked if Board members were ready to vote on the budget. M. Durbin stated she would prefer to have a week to look over. J. French stated he was ready to vote. C. Melton wished to wait. J. Huff stated he would like to vote tonight. T. Hock stated she would like to vote tonight. R. Flint stated he could call for the vote tonight but understood the desire for more time, and was willing to call a separate meeting if the trustees so desired.

**MOTION:** J. Huff moved to adopt the Budget for FY2012-2013. T. Hock seconded. Roll Call Vote – All Aye

### B. Reader's Hub Drawings

S. Halikias discussed the Readers Hub drawings, cabinets, reduced footprint of the project, restraining device for e-readers, etc. She received a quote for \$10,900 for the desk. We will still have electrical costs, but the Per Capita Grant will pay for the technology items. We will be able to offer patrons on demand teaching of emerging technology at this desk. C. Melton stated she still feels the desk looks big. S. Halikias stated it has to be big enough to bend over behind the desk and retrieve things from the cabinets. She did downsize the desk to seat three patrons instead of five. C. Melton asked where the copiers would go. S. Halikias stated they would be moved to the other side of the wall they are on now. C. Melton asked where the new books would go. S. Halikias stated she didn't have an answer yet, she would like more user friendly bookcases for these popular books. She also stated three kindles have been donated to the library for the Readers Hub.

### C. HVAC

J. Filliung discussed the aging infrastructure of the HVAC system. He explained that he showed the Physical Plant Committee a possible four year plan to replace the HVAC

system and pneumatic controls. He said the project could be done all at once in a one year plan making the project less costly in the long run. He estimates the costs to be about \$360,000. Architect fee would be 10% of the cost. He would go out for public bids looking for pre-qualifying contractors.

**MOTION:** J. Huff moved to approve the proposed HVAC modifications proposed by J. Filliung, including the architect fee and bidding process fees. J. French seconded. Roll Call Vote – All Aye

J. Filliung stated the new entrance doors will be installed on Monday and Tuesday, June 25<sup>th</sup> and 26<sup>th</sup>,

J. Filliung stated there are lots of options for the rental property; he would like to make a proposal to come up with several different options for the property. The cost for architect fees would be \$10,200. R. Flint asked for Board consensus – all yes.

## IX. New Business

### A. Rental House – Approve Lisle/Woodridge Fire Dept. training house

S. Spinazola explained to the Board how valuable it would be to use the rental property for Lisle – Woodridge Fire Department actual hands on training exercises. The Illinois EPA and Illinois Historical Society will need to give a permit but the Fire Department will cover the permitting costs. He explained that the Lisle Police Department will also use the house for their training exercises. C. Sehy asked about the process for discussing it with the neighbors. S. Spinazola stated the Fire Department will go door to door to communicate everything with the neighbors.

**MOTION:** M. Durbin moved to enter into a user agreement with the Lisle-Woodridge Fire Department to use the rental property as a training facility. The Library Board will give them a 30 day notice to end the agreement. T. Hock seconded. Roll Call Vote – All Aye

### B. Adopt Prevailing Wage Ordinance

**MOTION:** M. Durbin moved to approve the Notice of Prevailing Wage Ordinance. J. Huff seconded. Roll Call Vote – All Aye

**MOTION:** M. Durbin moved to adopt Ordinance 12-07: an Ordinance of the Lisle Library District, DuPage County, Illinois, ascertaining the prevailing rate of wages for laborers, workers, and mechanics employed on public works of said district. C. Sehy seconded. Roll Call Vote – All Aye

### C. Enact Meeting Date Ordinance 12-08 and List of Board Members

**MOTION:** J. Huff moved to enact the Meeting Date Ordinance 12-08: an Ordinance setting the regular meetings of the Lisle Library District Board of Trustees for the Fiscal Year 2012-2013. C. Melton seconded. Roll Call Vote – All Aye

**MOTION:** J. Huff moved to approve Resolution R12-04: List of Board Members. M. Durbin seconded. Roll Call Vote – All Aye

### D. Adopt Out-of-District Library Card Ordinance

S. Halikias stated we are re-authorizing the Tax Bill Method for non-resident cards.

**MOTION:** C. Sehy moved to authorize Ordinance 12-10: Annual Ordinance authorizing public library non-resident cards. M. Durbin seconded.

E. Approve Chronology Ordinance

**MOTION:** M. Durbin moved to approve Ordinance 12-09: an Ordinance adopting a Chronology for annual financial Ordinances FY2012-2013. C. Melton seconded. Roll Call Vote – All Aye

F. Appoint Committee to examine Secretary's records

R. Flint stated it would be best to suspend this until next month when a new Trustee has been appointed, as it is a good idea for new Trustees to read the minutes to familiarize themselves with the job.

G. Approve Resolution R12-05 commending T. Hock on her service.

(approved earlier this meeting)

X. Executive Session

**MOTION:** J. Huff moved to go into Executive Session for 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. J. French seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 9:41 p.m.

The Board resumed Open Session at 10:32 p.m.

XI. Adjourn

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

The Meeting adjourned at 10: 33 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