

LISLE LIBRARY DISTRICT  
BOARD MEETING  
May 9, 2012

The May 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 (left at 9:18 p.m.)  
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  
Peggy Kapala – Aurora Resident  
Tom Hummel – Lisle Resident

II. Election of Officers

R. Flint asked for Officer Nominations from Trustees.

**MOTION:** J. Huff moved to nominate R. Flint for Board President. M. Durbin seconded. Voice Vote – All Aye

C. Sehy questioned the method Officers are elected; without any discussion beforehand. R. Flint stated this is the way it has been done in the past; election of Officers is always done at the May meeting. C. Sehy suggested that a slate be involved prior to the next election of Officers and that the procedure should be included in Trustee training. R. Flint stated that we will do better next time.

**MOTION:** J. Huff moved to nominate J. French for Board Vice-President. M. Durbin seconded. Voice Vote – All Aye

**MOTION:** M. Durbin moved to nominate J. Huff for Board Secretary. J. French seconded. Voice Vote – All Aye

**MOTION:** J. Huff moved to nominate M. Durbin for Board Treasurer. C. Melton seconded. Voice Vote – All Aye

### III. Opportunity for Visitors to Speak

T. Hummel stated he doesn't think the library needs a salary range review study done. He reminded Trustees of the incentive package that was recently passed for long term employees. He also feels that next year's budget should be passed later so that newly elected Trustees will have a chance to comment on it.

T. Weinstein invited all Board members and their families to participate in the Summer Read Program that begins June 2, 2012 with a Kick-Off party in the Meeting Room.

The Board received a nice thank you letter from Ann Lin, former Circulation Director, now retired.

### IV. Consent Agenda – Action Required

- A. Approve Minutes of April 11, 2012 Board Meeting
- B. Approve Minutes of the April 18, 2012 Personnel-Policy meeting
- C. Approve Minutes of April 25, 2012 Committee of the Whole Meeting
- D. Acknowledge Treasurer's Report, 04/30/12, Investment Activity Report, 04/30/12, Current Assets Report, 04/30/12, Revenue Report, 04/30/12, and Expense Report, 04/30/12
- E. Authorize Payment of Bills, 05/09/12

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

### V. Director's Report

R. Flint and T. Hock will review May billings in June.

S. Halikias reported on her meetings and outreach for the month. She met with the Lisle Park District about doing a collaborative Author series. She met with Lisle Depot curator, Brian. She has created a Digital Outreach Team (DOT) who will handle social media for the library with one cohesive voice. They will present their ideas to the Leadership Team.

We have pulled SAM off the public computers and will be installing CASSIE very soon.

We have ordered all Ereader devices, iPads and We Read Pads. These will be paid for with per capita grant funds. We are hoping for an additional grant from Target to further expand the program.

The East end air handler motor broke down; there was a burning odor throughout the library; a new motor has been ordered and will be installed soon.

S. Halikias went before the Board of Trustees of the Village of Lisle and asked for a fee waiver for the new entrance doors we will be installing. The village approved the waiver.

She met with insurance agents hoping to decrease the cost of health Insurance. She is also working on "self plus one" information for our dental plan. This could save money for employees as our plan is expensive for the staff.

S. Halikias recommends passing the budget in June due to unforeseen complications that will be explained later in this meeting.

There are five candidates for the Director of Circulation position; interviews will begin tomorrow.

Dan Garvey, from the Park District, reviewed the Rental Property and is enthusiastic about partnering with the library for much needed green space and a possible park. Metra has not responded to S. Halikias request for information about the costs and rewards of having metered spaces. The Lisle Fire Department would like to use the Rental Property as a training house where firemen could practice real life scenarios, this would be a valuable civic service we can provide them. They may also want to do a full burn on the house; at which time we would hire a crew to take the debris away. This would be a cost savings.

S. Halikias spoke briefly about Library Legislative Day and included a full report in each Board members packet.

The library is going to try a small paper recycling bin that will be emptied two times per month and we will be paid by the pound for the paper we recycle; this will include books that are weeded.

S. Haikias is forming a Safety subcommittee who will meet with a safety consultant from our insurance company and develop plans for all types of emergencies.

S. Halikias asked if any of the Trustees would like to walk in the Fourth of July parade with staff members. Please contact E. Soliday so that she can order a

LLD t-shirt for all walkers.

S. Halikias asked what Trustees would like to see in the monthly statistical reports from the Director. M. Durbin requested an in-depth report from a particular area in the library each month, which will rotate. J. French would like to see patron complaints and patron comments. S. Halikias suggested a communications folder that can be passed around at Board meetings. J. French would also like to see media mentions from Public Relations where Trustees would receive emails for every news article the library was mentioned in. He would also like to see web visitor statistics. He would like to be warned of revenue funding issues and likewise for the top ten budget items. Also, monthly full time equivalents, FOIA requests that are posted online, planned expenditures and non-taxed funding and activities. C. Sehy would like to see program participation; M. Durbin would like to know how well programs play out at the library; J. French would like to see a yearly budgetary of typical operating expenses and new things tried; C. Sehy would like statistics on new and weeded materials. C. Sehy would also like to see the interlibrary loan trend; J. French would like to see how efficient our hold process is. S. Halikias stated that technology has brought about an increase in holds. If Trustees think of anything else they would like to see in the statistical report, they should email S. Halikias. Changes will be implemented in FY 2012-13. S. Halikias will meet with the Leadership Team to see what suggestions are viable.

C. Melton asked S. Halikias if CASSIE can be used to see the website a patron is viewing. S. Halikias stated that yes, it can be used that way and most libraries do. Our staff does not want it, therefore we have decided to disable that function at Lisle Library. We will be stepping up on monitoring and strengthening enforcement of acceptable use.

C. Melton stated she hoped that expanding the number of computers in Adult Services would mean no more adults at the computers in Youth Services. S. Halikias stated the que for CASSIE will only cover the Adult Services computers.

J. French stated that Lynn Elam offered Trustees free tickets to opening day for the DuPage County Hounds. The Hounds are giving away tickets all throughout Lisle to promote their opening.

## VI. Assistant Director's Report

K. Seelig stated she has been working hard to get CASSIE, which is Per Capita Grant funded, up and running. She will still need SAM's help to convert the database information.

She is examining cloud based webmail possibilities.

The insurance company for Jani-King contacted K. Seelig; they are close to an offer for a settlement with the library over the theft of library materials.

C. Melton noted that two of the animal sculptures are missing from the retention pond. She would like to have the sculptures moved into the landscaping.

## VII. Communications

West Suburban Living magazine voted Lisle the 19<sup>th</sup> top town in which to live in the Western Suburbs. The average number of books checked out per cardholder is 38.

S. Halikias received a thank you note for the wonderful guitar program given by R. Flint. There was a thank you note from a parent for the teen blog. A note complimented the computer classes.

There was a complaint about the computers being too crowded together for comfort. Someone complained about the cars that sit and wait in the no parking zone by the entrance. A patron asked if we could offer payment by credit cards. S. Halikias stated we are looking into e-commerce to help patrons with that. One patron asked how often he can get updates on the library material he has checked out. Another patron met with S. Halikias; he is extremely concerned about the parking lot traffic flow and safety issues.

The Trib Local featured books recommended by Lisle Library.

S. Halikias asked Trustees to check out our Facebook page, it has been altered to make it more appealing to patrons and web visitors; this is a temporary fix until it gets a full facelift with a web designer.

## VIII. Committee Reports

- A. Finance – M. Durbin stated there will be a Finance Meeting on May 23, 2012 at 7:30 p.m. MB Bank Financial Advisor, Teresa Krafcheck, will present her investment ideas. G. Boskelly will also present information on her investment research and offer a recommendation regarding our Special Reserve Fund.
- B. Personnel/Policy – T. Hock stated the Personnel/Policy Committee reviewed the Code of Conduct Policy. They also reviewed a new Social Media Policy. Both of these Policies are on tonight's agenda as a first read.
- C. Physical Plant – J. Huff stated the Physical Plant Committee will meet again on Wednesday, June 6, 2012 at 7:30 p.m. J. Filliung discussed updates with the Board about the Rental Property. He stated we will need to

increase the size of the retention pond if the library decides to use that property as a parking lot. He stated that Mechanical Engineers will be at the Physical Plant Committee Meeting on June 6<sup>th</sup> to discuss the pneumatic controls and the entire HVAC system.

C. Sehy asked what will be done with the animal sculptures in the retention area. J. Huff stated if we have someone who could take them out they could be temporarily stored in the garage on the Rental Property. S. Halikias stated they are very heavy and we would have to hire someone to remove them. She passed around a picture of children playing on them. They are considered a safety hazard as they are rusted metal, sharp pieces and large metal spikes that could injure somebody.

**MOTION:** M. Durbin moved to approve a general contractor to remove the iron sculptures from the retention area. T. Hock seconded.

R. Flint suggested a dollar amount be added to that motion. C. Melton suggested we call the village and ask if they would like them.

#### IX. Unfinished Business

##### A. Physical Projects

J. Filliung gave an update on the progress of Physical Projects.

##### B. Rental Property

R. Flint opened the table for discussion. S. Halikias asked J. Filliung approximately how much it would cost to have the sculptures removed. J. Filliung stated it would probably cost around \$1,500 to have a general contractor remove them.

**MOTION:** J. Huff moved that we authorize the Director to find a means of removal for the animal sculptures at a cost not to exceed \$1,500. C. Sehy seconded. Roll Call Vote – All Aye

##### C. Budget

S. Halikias stated our Special Reserve fund has been used improperly in prior years. The use of this fund is limited to consulting and renovations for physical building needs. The fund is not to be used for IMRF or salary revues. Some items we have planned under the .02 ordinance should be moved to Special Reserve. We need to refresh our ordinance.

Anyone who works over 1000 hours in a 12 month period is qualified for IMRF. G. Boskelly has discovered five part time employees have been working more than 1000 hours for some years. As a result, these employees qualify for

IMRF. S. Halikias and G. Boskelly will meet with each of these employees to let them know. An IMRF field representative will come out and meet with the employees also to further explain their rights to a pension and the costs involved. There are several other employees who were also over 1000 hours, however only occasionally and for a short period of time. These employees have had their hours pulled back to the 19 hour per week maximum allowed. The Dept. Heads were not over budget in their salary line item. The former Finance Manager and Director did not uncover this error; it may have been a matter of how paperwork was done. A review of personnel policies is needed.

M. Durbin asked if the library will take a big hit because of this mistake. S. Halikias stated that yes, the library will take a big hit, but we owe these employees a pension. It was through the library's miscalculation that this error happened; we must make things right. We must follow legal and ethical guidelines.

R. Flint stated it is obvious that some changes will have to be made to the budget now that the Special Reserve fund and IMRF problems have been discovered. He called for a Special Board Meeting on June 20, 2012 at 7:30 p.m. to discuss and pass a budget for FY 2012-13.

S. Halikias explained the cost difference between a 3% and a 4% employee salary raise for FY 2012-13. The Board consensus was to go with a 3% raise; they would like to be conservative, especially in light of the aforementioned problems.

## IX. New Business

### A. Approve Resolution 12-04

S. Halikias read Resolution 12-04: Ann Lin's Retirement Resolution.

**MOTION:** T. Hock moved to approve Resolution 12-04. J. Huff seconded.

### B. Code of Conduct Policy – First Read

T. Hock stated Draft Policy 610 gives staff something to back them up when a problem occurs. R. Flint stated he felt current Policy 630 Unattended Minors was sufficient and was not sure adding an age limit in Policy 610, item 17 was necessary. The Draft policy 610, item 17 reads: A child must be eight years and above to use the library unattended. A caregiver must be at least 14 years old to supervise other children. C. Sehy stated the Committee looked at other library policies and most of them had age limits. S. Halikias stated the library needs an age limit so that staff can enforce the policy when a situation of concern occurs. L. Dorfman stated having the age limit would be very helpful to Youth Services staff. R. Flint still felt the way current Policy 630 reads is sufficient and needn't be changed.

C. Social Media Policy – First Read

S. Halikias noted the library does not have a Social Media Policy yet. The Draft Policy 342 Part A is about employees utilizing social media, and Part B is about Lisle Library District sponsored social media.

D. Discussion: Reports for next Fiscal Year

It was decided to bring this item back to the June 13, 2012 Board Meeting for further discussion.

X. Executive Session

Not needed.

XI. Adjourn

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

The meeting adjourned at 9:35 p.m.

Recorded by

---

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on June 13, 2012

---

John Huff, Secretary of the Board