

LISLE LIBRARY DISTRICT
BOARD MEETING
November 14, 2012

The November 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

Absent:

Colleen Sehy – Trustee

Also Present:

Maureen Rieck – Trustee Appointee
Jun Yu – Trustee Appointee
Shannon Halikias – Director
Kathy Seelig – Assistant Director
Eileen Soliday – Recording Secretary
Ginger Boskelly – Finance Manager
Tatiana Weinstein – Director of Adult Services
Lindsey Dorfman – Director of Youth Services
Beth McQuillan – Director of Technical Services
Paul Hurt – Director of Circulation Services
Peggy Kapala – Aurora Resident
Sarah Hezlep – Auditor

II. Oath of Office for newly appointed Trustees

R. Flint read the Oath of Office to Maureen Rieck and Jun Yu thereby swearing them in as Trustees of the Lisle Library District. Their oaths were signed and there was much applause.

Opportunity for Visitors to Speak

There were none.

III. Consent Agenda – Action Required

- A. Approve Minutes of October 10, 2012 Board Meeting
- B. Approve Minutes of October 10, 2012 Executive Session
- C. Approve Minutes of November 6, 2012 Facilities Steering Committee
- D. Approve Minutes of November 6, 2012 Special Board Meeting

- E. Approve Minutes of November 6, 2012 Executive Session
- F. Approve Minutes of November 7, 2012 Special Board Meeting
- G. Approve Minutes of November 7, 2012 Executive Session
- H. Acknowledge Treasurer's Report, 10/31/12, Investment Activity Report, 10/31/12, Current Assets Report, 10/31/12, Revenue Report, 10/31/12, and Expense Report, 10/31/12
- I. Authorize Payment of Bills, 11/14/12

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

IV. Director's Report

Jun Yu and Maureen Rieck will review November billings in December.

S. Halikias stated she attended many meetings this past month, the Lisle Community Coalition meeting, the Chamber of Commerce Non-Profit Organizational meeting and the ILA Conference in Peoria were a few of them.

The *Tribune Suburban Life* reported on the Golden Ticket award received by Vicki Rakowski at the ILA Conference.

Staff Development Day went extremely well thanks to the hard work of the Safety and Operational Security Committee.

The wobbly bench at the entrance has been repaired.

The newsletter overhaul will be complete in our Jan/Feb issue and will feature our new logo and a four color design for everyone.

S. Halikias has been in touch with R. Ritzman, attorney, who suggests the library go through our insurance broker to receive proper compensation from Jani-King's insurance company for the theft of library materials.

Our financial relationship with MB Bank has been cancelled; there were no cancellation fees.

The Fire Department continues training exercises in the library's rental house. No deadline has been set for the demolition of the house yet.

The library has received its Per Capita funding check from the state. Technology for the Connection Desk will be a priority use of this money.

The Social Committee planned a Thanksgiving pot-luck for the staff. The library bought the turkeys and staff provided other dishes that made for a wonderful luncheon.

The Social Committee awarded Alex Skinner the very first “You Rock” recognition. She also received a \$10.00 gift card from Jewel.

S. Halikias showed slides from the staff in-service day. Training involved fire drills, tornado drills, Code Adam, robbery, blood borne pathogens and more. M. Durbin stated she was impressed with the safety training given to staff. S. Halikias stated she would like to write a “white paper” for other libraries to follow.

J. French noted the newsletter will cost approximately \$5,000 more per year for the four color contemporary look. S. Halikias noted that now all library patrons will receive the same newsletter at the same time.

V. Assistant Director’s Report

K. Seelig stated she went to the Polaris Users Group meeting in Syracuse with P. Hurt. The new Polaris upgrade is more interactive and user friendly.

K. Seelig is in the final stages of implementing cloud email.

The new Connection Desk now has a dual monitor and flat screen tv. They will be circulating nooks and kindles within ten to twelve days.

M. Durbin suggested that we get feedback from patrons on the new Polaris upgrade to see how they like it. S. Halikias stated we will have more patron surveys when we when our new website is up and running. A web designer has been selected: Mikah Boon from www.designmjb.com

VI. Communications

The Library received a plaque of appreciation from Bridge High School.

We received a complaint about fines.

A patron was upset because teens in the Youth Services Department were texting.

We received a thank you from Heartland Blood Center.

There was a request for more audio books.

A patron requested the library to update our system to allow patrons to use debit cards to pay fines and fees.

There was a request for more toys in the Youth Services Department.

VII. Committee Reports

A. Finance

M. Durbin stated the library has received 97% of expected tax revenues. It has also received the Per Capita Grant. The Board needs to adopt the Tax Levy for FY 2012-2013 at tonight's meeting. There is no meeting planned for December, 2012.

B. Personnel/Policy

The next meeting is scheduled for Wednesday, Nov. 28, 2012. They will discuss the donation policy and the friends of the library policy. They will also discuss the salary study survey.

C. Physical Plant

There is no meeting planned.

D. Steering Committee for Facilities Management

T. Weinstein stated the Committee had its first meeting. They discussed where they would like to see the library in five to ten years from now in space and technology. They are using the current strategic plan as a guide. R. Flint stated the current building may not be adequate for the future. French noted that the 2011-2016 Strategic Plan calls for remote and virtual space, and Flint said the committee will be looking into these options.

VIII. Unfinished Business

A. Audit of Board minutes

S. Halikias responded to the questions of the annual audit of Board minutes clearing up any loose ends. The open minutes are to be audited every 12 months, the closed minutes every six months. Flint said this will get done after the holidays.

IX. New Business

A. Adopt Ordinance 13-04: Tax Levy

The total levy is \$4,585,755; the library will receive 4.5% over last year.

MOTION: M. Durbin moved to adopt Ordinance 13-04: An Ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2012 and ending June 30, 2013, for the Lisle Library District. J. Huff seconded. Roll Call Vote – All Aye

B. Approve FY2012 Annual Audit

Auditor, Sarah Hezlep, from Knutte & Associates discussed the annual audit giving the library high marks for its financial management and she stated the library's funds statement is healthy.

MOTION: M. Durbin moved to approve the FY2012 Audit. J. French seconded. Roll Call Vote – All Aye

C. **2011-2016** Strategic Plan Update

S. Halikias reviewed some of the main points that have been implemented and some that she and the Leadership Team are working on to fulfill the 2011-2016 Strategic Plans. J. French stated the library has been making great progress. B. McQuillan noted that many of the plan's points are ongoing, and need to be re-implemented annually.

XI. Executive Session

None needed.

XII. Adjourn

MOTION: M. Durbin moved to adjourn the meeting. Maureen Rieck seconded.
Voice Vote – All Aye

The meeting adjourned at 9:10 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on December 12, 2012

John Huff Secretary of the Board