

LISLE LIBRARY DISTRICT
BOARD MEETING
September 12, 2012 – 7:30 p.m.

The September 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
Lindsey Dorfman – Director of Youth Services
Ginger Boskelly – Finance Manager
Peggy Kapala – Aurora Resident
Tom Hummel – Lisle Resident
Kevin Collins – Monaco Mechanical
Thomas Gritzenbach – Monaco Mechanical

II. Opportunity for Visitors to Speak

III. Consent Agenda

- A. Approve Minutes of August 8, 2012 Board Meeting
- B. Approve Executive Session Minutes of August 8, 2012 Board Meeting
- C. Approve Minutes of August 29, 2012 Finance Committee Meeting
- D. Approve Minutes of September 5, 2012 Physical Plant Committee Meeting
- E. Acknowledge Treasurer's Report, 08/31/12, Investment Activity Report, 08/31/12, Current Assets Report, 08/31/12, Revenue Report, 08/31/12, and Expense Report, 08/31/12
- F. Authorize Payment of Bills, 09/12/12

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

IV. Director's Report

R. Flint noted that R. Flint and C. Sehy are scheduled to review September billings in October. C. Sehy stated she would be unavailable to review bills in October.

S. Halikias stated she met with J. Filiung and ABS Electric for Reader's Hub installation, she interviewed with Neighbors magazine, met with Steve Larson about capitol replacement, Ehlers and Associates and Graystone about investing, Lisle Community Coalithi8on, Paychex Payroll, and made a presentation to the Rotary Club of Lisle. She also had numerous internal meetings.

S. Halikias and the Leadership Team attended training for the new Library Aware software.

The Safety and Operation Security Committee continues to make excellent progress.

S. Halikias finished the chapter she was asked to write for Rowman & Littlefield Publishers, NY. The book, *Customer Service: Best Practices in Libraries* will be published this fall. She worked on it during a camping trip with her boys.

The new Logo is completed.

There was an accident in the south parking lot; a car struck a bicycle at the exit. S. Halikias **will issue a FOIA for** the full police report.

Trustee input for the Per Capita Grant is to look over State grants in *Illinois Library Law & Rules*.

The Board welcomed Tari Marshall who will handle media relations for the library and develop a marketing plan. She has done freelance work for ALA and created the very first READ poster with Bill Cosby. She has met with the Department Directors and Assistant Directors and good ideas are being developed. Flint asked what new projects have been proposed. Marshall mentioned that she has met individually with Dorfman in YS. Flint suggested that all department heads be offered individual meetings.

Home Depot donated a crew of people to landscape the Lisle VFW building. Library staff donated cookies and desserts to the crew. We will help to cross promote the cause on our social media sites.

Forty businesses are participating in the Business Partnership this year.

The Lisle Fire Department has begun their search and rescue training in the rental house. We are hoping to have them help train our staff at our In-service day in October.

Ready-Set-Go went well. T. Weinstein reported that 150 patrons completed the Bingo game. K. Seelig stated she was a greeter and she saw lots of people coming through the doors that day. R. Flint thought the bingo game was very, very clever.

V. Assistant Director's Report

K. Seelig stated Polaris sent a thank you card and gift basket for joining the Polaris customer endorsement program.

She is in the process of installing technology for the Reader's Hub.

C. Sehy asked how the email project is going. K. Seelig stated she has several people testing the cloud email to be sure it works before going out to all staff.

VI, Communications

Naperville Channel 17 featured the Strategies for Job Seekers program given by J. Ohzourk.

Joe Schunable donated flowers to the library in memory of his wife.

Insurance agent Frank Howard and Safety consultant Bob Wasick were very impressed by the work that the Safety and Operation Security committee has been doing.

There was a patron complaint that small children should not be around the computers in Adult Services.

A patron would like the library to upgrade to Office 2010.

Someone would like to see a Junior High Trivia Bowl.

Lisle High School made one of the top ten high schools in DuPage County.

The people on the Steering Committee have all been named. They will meet and form a purpose for this committee. We have so many big projects they might affect something else for the future.

A. Finance

M. Durbin stated the library moved funds to IMET. The FY 2012-13 B&A was looked at by the Finance Committee. The committee looked into hiring a Financial Advisor who might bring us significant savings. The next committee meeting will be September 26, 2012 at 7:30 p.m.

B. Personnel/Policy

C. Sehy stated the Personnel/Policy Committee will have to cancel the October meeting.

C. Physical Plant

J. Huff stated the committee met on September 5, 2012. S. Halikias stated two trees and large branches were removed by the west end HVAC units. This needed to be done to get equipment in there to remove the old HVAC units. J. Huff stated that bid opening went on time. One bidder had a question about controls. The next committee meeting will be October 3, 2012 at 7:30 p.m.

VIII. Unfinished Business

A. Expenses & Compensation of Trustees

MOTION: C. Sehy moved to adopt policy 825 updating policy and procedure for Trustee expense and compensation. J. Huff seconded. Roll Call Vote: M. Durbin – aye, J. Huff – aye, R. Flint – nay, J. French – aye, C. Sehy – aye.

R. Flint is worried about this being a downward cycle. C. Sehy stated this is procedure. S. Halikias stated Trustees serve without compensation. C. Sehy stated Trustees will be treated the same way volunteers are treated.

B. Award of Contract to replace the HVAC system

J. Filliung passed around the tally sheet for the five HVAC bids received. These bids ranged from \$322,390 to \$477,700. Voris and Monaco were the low bidders. Besides the cost, the main difference between these two contractors was the time the project would be finished. Voris had an ending date in April of 2013. Monaco hopes to complete the project by Christmas of 2012. R. Flint asked attorney, R. Ritzman, what is the legal standard for choosing a contractor. R. Ritzman stated the standard is to hire the lowest responsible bidder, but other objective criterion to consider is time. It's a judgment call as to which suits the library's needs. J. Filliung stated there is no penalty clause in the contract and there are things that could happen to delay the project such as late suppliers, union strikes, and library program conflicts. S. Halikias noted that the HVAC system is in terrible shape right now, everything is wrong. We only have one boiler that is working right now. Winter is approaching and time is critical for getting this project done. L. Dorfman stated that it can be very uncomfortable for two to three year olds to spend time in a cold room for storytime. It is also uncomfortable for patrons and staff. P. Hurt and T. Weinstein both stated that if the project goes all the way till April of 2013, it will negatively impact our patrons. Flint suggested the motion contain a provision for completion date, which could be worked out after the meeting, but this was not adopted.

MOTION: M. Durbin moved to award the contract to replace the library's HVAC system to Monaco Mechanical. J. Huff seconded. Roll Call Vote – M. Durbin: aye, R. Flint: nay, J. French: nay, J. Huff: aye, C. Sehy: aye.

J. Filliung will send the contract to S. Halikias for R. Flint to sign.

IX. New Business

A. Approve tentative B & A Ordinance

MOTION: M. Durbin moved to approve Ordinance 13-02: 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 Certified Estimate of Revenues by Source.

G. Boskelly stated this is our best guess as to what we expect to receive for the fiscal year.

MOTION: M. Durbin moved to approve the Certified Estimate of Revenues by Source. J. Huff seconded. Roll Call Vote – All Aye

C. New Logo Presentation

S. Halikias unveiled the new Lisle Library District logo. There was much applause. The logo will first be displayed on our newsletters for the public to see.

R. Flint will be doing four spooky movie programs in October; they will be on Monday evenings.

F. Executive Session

There was none

XII. Adjourn

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

The meeting adjourned at 9:40

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on October 10, 2012

John Huff, Secretary of the Board