

LISLE LIBRARY DISTRICT
BOARD MEETING
April 10, 2013 – 7:30 p.m.

The April Board Meeting was called to order at 7:33 p.m. at the Lisle Library District, 777 Front Street.

I. Roll Call

Present:

R. Flint - President
M. Durbin - Treasurer
J. Huff - Secretary
M. Rieck - Trustee
C. Sehy - Trustee
J. Yu – Trustee

Absent:

J. French – Vice-President

Also Present:

Shannon Halikias - Director
Beth McQuillan – Director of Technical Services/Recording Secretary
Ginger Boskelly – Director of Finance
Tatiana Weinstein – Director of Adult Services
Lindsey Dorfman – Director of Youth Services
Paul Hurt – Director of Circulation Services
Peggy Kapala – Aurora Resident
Thomas Hummel – Lisle Resident
Mary Lynn Zajdel – Lisle Resident
Dan and Pat Jones – Lisle Resident
Barbara Erckman
L. Anderson
K. Moran
Jim Filling – Architect

II. Opportunity for visitors to speak:

T. Hummel stated he opposed the draft budget. He is asking for more transparency in the budget process, to post more documents. He disagreed with staff names being redacted from the Management Association salary study. He requested that Budget Committee minutes be posted online. He called for the creation of a transparency committee to study the budget process.

M. Zajdel introduced herself as a member of Citizens Advocacy Center Council. She thanked the library board for their work. She had three requests: 1) Delay budget approval 2) 30 day public notice to review budget 3) Prepare 3 budgets – no levy increase, no tax rate increase, and budget with 2.1% CPI; transparency needed for public budget review.

Pat Jones asked about materials budget reductions. She also questioned staff expenses for meetings and development.

L. Anderson (spelling - did not sign in) asked about the budget being available for public review, also inquired about the budget process and the need to pass a budget regarding to the Budget and Appropriations Ordinance.

K. Moran (spelling - did not sign in) was concerned over the budget when reviewing money for facilities and building and staff. She expressed apprehension about staff salary increases during time of economic recovery. She does not see the need for staff incentives or support.

J. Filliung, architect, reported on the bid process for the demolition of the 725 Front Street house received April 2, 2013. Eight different contractors received the information and four delivered bids. J. Filliung recommend the bid from Molenhouse Environmental at \$14,800. He reviewed a current work site demolition of Molenhouse Environmental and liked the work they do.

III. Consent Agenda

C. Sehy recommended changing the March 13th Board Meeting minutes, page 4, 3rd paragraph, to reflect positions “evaluated” not “reduced.”

MOTION: M. Rieck moved to accept the Consent Agenda as amended. M. Durbin seconded. Roll Call Vote – All Aye

C. Sehy and J. Yu reviewed bills this month.

J. Huff and R. Flint will review April’s billings in May.

IV. Director’s report

- PLA report
- Demolition of Front St house
- Budget meetings, pricing from vendors for materials and repairs
- Security specialist training
- Abusive patron incident
- Two accidents in the parking lot
- Sidewalk fall by patron
- Looking at FOIA model from village with re-design of web site, PDF format for FOIA documents
- Documents available after an open meeting
- May 17th closed for staff in-service with visit to Fountaindale PL to view technology and design. First aid and conflict resolution training.
- Library week. April 20th event Meet Your Community
- Amnesty day for current fines Wednesday, April 17th
- Staff lounge vending machine with no cost to library

V. Assistant Director’s Report

- Technology consultants interviews
- Phone system failure

VI. Communications

- A suggestion box note asking for more computers
- One patron sent a note thanking home delivery service
- Steeple Run teachers and students sent a thank you for LLD assistance and guidance.

VII Committee Reports

- A. Finance Committee – The committee discussed Ehlers Investment strategy with long, intermediate and short term goals. The committee accepts and likes the strategy. They delegated authority to LLD Director and LLD Finance Director for investments up to \$150,000. Would like to work towards funding goal for IMRF. A Finance policy re-write is in the works. The next meeting will be May 14th at 7:30 p.m.
- B. Personnel / Policy – Two meetings were held. The committee reviewed Management Association study. Staff job descriptions were re-written as part of the process.
- C. Physical Plant – There has been no meeting since the March 13th Board meeting. The committee will meet again on May 22nd at 7:30 p.m.
- D. Facilities Steering Committee – will meet on April 17th. Members are working on writing goals.
- E. Finance steering – no meeting held.

VIII. Unfinished business – none

IX. New Business

- A. Budget Approval

Updates:

Director, S. Halikias pointed out some components of the FY 2013-14 budget:

- Increase in computer bandwidth needed
- Planning for increase in public computers
- Meeting Room furniture and seating in Adult Services
- Energy efficient windows to replace aging windows
- Parking lot resurfacing, striping and increase handicapped spaces
- The copier is 13 years old and does not have scanning or networking capabilities. A new copier will be leased to provide this functionality.

Discussion:

- All discussions about budget have happened in Open Meetings in which the public may attend. The Library posts budgets and audits on the website dating back to 2006. Preliminary budgets are not required to be posted and have not been done before, but in response to public interest it was posted with the Agenda for this meeting. Preliminary budgets (discussed and crafted

through several weeks) are subject to change up until approval. The 30 day notice for budget related information is for the Budget and Appropriates ordinance which is posted later in the year.

- The Library is already tax capped.
- S. Halikias stated the salary increase is not 17% as mentioned by visitors. Overall, the budget is less than the previous year's budget. It has been fifteen years since staff salaries have been objectively benchmarked. The salary survey includes position changes, such as PR and IT Associate. Management Association highlighted that LLD salaries were 11% under the industry norm. Salaries will be 49% of the budget in FY 2013-2014; this is a standard percentage for public libraries.
- Building costs are coming down. The roof and HVAC projects have been completed. Insurance has seen a slight increase. We are seeing savings from taking work out to get new quotes thereby reducing costs.
- The overall FY2013-2014 budget is 1.64% less than the previous year.
- The levy that was commented upon is from one that has already occurred, not the upcoming one that ties into the FY 13-14 budget. The Library does not control the EAV, and as the Library had a failing HVAC system as well as a roof that was just replaced they needed to replenish the reserves. The next budget is lower than the last, and we hope to hold our requirement for a levy flat for the next year.
- The gap between the expected revenues and expenditures is about \$112,000 and is planned. The Library came in \$440,000 under budget last year per our audit. We would like to close the gap between what we levy for and budget as to keep our levy as flat as possible.

Public response to director's budget presentation:

Pat Jones stated there is no evidence of high staff turnover.

- The Library reiterated that fair wages, especially for staff members with multiple degree and high technology expectations is imperative.

M. Zajdel asked for three items, 1) Delay budget approval 2) 30 day public notice to review budget 3) Prepare three budgets – no levy increase, no tax rate increase, and budget with 2.1% CPI. She said transparency is needed for public budget review.

- The Library stated that all budgets and audits are available online. Next year we will consider the feedback for posting in advance and that we welcome strengthening transparency.

Eckman – Questioned the library's revenue projections and their relation to the levy and B&A.

- The Library restated that the gap is planned in order to better match levy to budget, and to reduce any excesses in funds.

T. Hummel asked the Board to delay the vote on the budget. He sees no need to pass it today.

The Director discussed the role of the Library as it relates to technology, culture, community and literacy.

Board comments:

Colleen Sehy stated LLD needs a working budget on July 1 for maintenance projects, salary projections and material budgets. She also stated that the board has been good stewards of the library.

M. Rieck was concerned that one board member was missing. She stated that she “understands the change in the draft budget.”

J. Yu stated “The library is not a self-service operation. This is my library and I like the services of staff. “

M. Durbin stated she is comfortable voting on the budget since the board has had multiple open budget meetings. “I like the personal contact and help from the staff. Literacy is a mission of the library. This does not come from automation. I support transparency.”

Huff – “LLD is a cultural and educational institution for the community. The board is very aware of the public trust and holds many public meetings on the budget formation. “

MOTION: M. Durbin moved to approve the draft budget for FY 2013-2014. C. Sehy seconded. Roll Call Vote – All Aye

B. Motion to transfer \$150,000 into IMRF fund

The Board discussed the transfer amount as it cannot exceed the B&A (Budget & Appropriation Ordinance) amount of \$100,000.

MOTION: M. Durbin moved to transfer \$100,000 from the general fund to IMRF. J. Huff seconded. Roll Call Vote – All Aye

C. Possible change of date for the May Board Meeting due to the Election

The Board discussed the fact that the newly elected trustees cannot be sworn in before May 20, 2013, the third Monday of the month following the election. They may be sworn in by a notary or at the June Board Meeting on June 12, 2013.

D. Discussion of Election of Officers

The Board discussed the nomination process for election of officers.

MOTION: M. Durbin 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. M. Rieck seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 9:52 p.m.

The Board came out of Executive Session and back to Open Session at 11:20 p.m.

XI. Adjourn

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

The meeting was adjourned at 11:20 p.m.

Recorded by

Beth McQuillan, Recording Secretary

Approved by the Board of Trustees on May 8, 2013

Approved by

Richard Flint, Board President