

LISLE LIBRARY DISTRICT  
BOARD MEETING MINUTES  
December 11, 2013 – 7:30 p.m.

The December Board Meeting was called to order at 7:30 p.m. at the Lisle Library District, 777 Front Street.

I. Roll Call

Present:

- R. Flint – President
- J. French – Vice President
- C. Sehy – Treasurer
- J. Huff – Secretary
- R. Adrian – Trustee
- T. Hummel – Trustee
- M. Rieck – Trustee

Also Present

- S. Halikias – Director
- K. Seelig – Assistant Director
- T. Weinstein – Director of Adult Services
- B. McQujillan – Director of Technical Services
- L. Dorfman – Director of Youth Services
- P. Hurt – Director of Circulation Services
- R. Roxas – Communications Coordinator
- P. Kapala – Aurora resident/staff member
- E. Soliday – Recording Secretary

II. Opportunity for Visitors to Speak

III. Consent Agenda

- A. Approve Minutes of November 6, 2013, Physical Plant Meeting
- B. Approve Minutes of the November 12, 2013 Facilities Steering Committee
- C. Approve Minutes of the November 13, 2013 Board Meeting
- D. Approve Minutes of the November 18, 2013 Financial Goals Committee
- E. Approve Minutes of the December 3, 2013 Facilities Steering Committee
- F. Acknowledge Treasurer's Report, 11/31/13, Investment Activity Report, 10/31/13, Current Assets Report, 10/30/13, Revenue Report, 11/30/13, and Expense Report, 11/30/13
- G. Authorize Payment of Bills, 12/11/13

There were a few revisions of minutes:

- In the November 13, 2013 Board Meeting Minutes, page 2, IV. Director's Report: **The Management Discussion and Analysis shows the library came in under budget for FY2012 – 13.**

- In the November 13, 2013 Board Meeting Minutes, page 4, D. Approve Levy Ordinance: **This year we are coming in with a flat levy because we will be using existing reserves in our regular fund.**
- In the November 13, 2013 Board Meeting Minutes, page 4, D. Approve Levy Ordinance: **The library is not taking a tax extension this year.**
- In the November 13, 2013 Board Meeting Minutes, page 4, D. Approve Levy Ordinance: **Trustee Hummel stated he appreciates that the levy is flat, but in a perfect world the levy would be 0%. He would like it to be as close to 0% as possible.**
- In the November 18, 2013 Financial Goals Committee Meeting Minutes, page 1, II. IMRF: **There was much discussion on the funding and the consensus was that the library should try to put \$200,000 per year in addition to our normal contribution into IMRF to bring down our liability.**

**MOTION:** J. Huff moved to approve the consent agenda with revisions to the November 13, 2013 Board Meeting Minutes. M. Rieck seconded. Roll Call Vote – All Aye

#### IV. Director’s Report

Assign Trustees for “Review of Bills Next Month”

R. Flint and J. Huff reviewed the November billings in December

J. French and C. Sehy will review the December billings in January.

There was another accident in the parking lot. A patron hit the gas instead of the brakes and went up onto the hardscape, breaking a bench. The insurance company has been contacted.

The Director spoke about staff development day, where staff were trained in CPR, AED units, fire extinguishers active shooter plans, safety drills, frontline advocacy, goal setting for performance evaluations and cultural diversity.

The data digitization for billings, board packets, etc. may be expanded in the future to digitize historical documents.

We have accomplished a significant amount of work in documenting accomplishments with regards to our Strategic Plan.

There was a discussion about tax assessment appeals, different ways they could be handled and suggestions about the best way to handle them. Per our attorney, questions concerning assessments are handled through the Assessor’s office and do not require nor is it advisable to have involvement from the library.

The Board President went to an economic development workshop at the Village of Lisle.

#### V. Assistant Director’s Report

The new phone system is in but we are still working on the paging system, some of the speakers will need to be replaced.

Wiring for the new camera system is being pulled. The next step is installation of the cameras themselves.

The projection screen in meeting room A will need to be replaced. They do not make replacement parts for the motor anymore.

CASSIE software has been upgraded to erase history for patrons. The Assistant Director thanked L. Dorfman and T. Weinstein for their help with this on a Sunday morning.

#### VI. Communications

- A compliment and a thank you to staff for their help
- Interlibrary loan thank you
- A thank you from the Lisle Food Pantry for the many boxes of food donated through "Food for Fines" in November
- A compliment – Personnel does a wonderful job
- A thank you for helping seniors with their computer needs
- A thank you to Rachael in Circulation for her help
- A thank you for the Home Bound books
- A patron complained about slow download time
- Thank you to the helpful staff
- Thank you for the friendly staff
- Two compliments on different programs
- Thank you to the staff for their help
- Thank you from a former Trustee for P. Ruocco's programming
- Thank you from a Home Bound patron
- Five compliments on programming
- Like the classes and the resources

#### VII. Committee Reports

##### A. Finance

Trustee Sehy stated that some of our investments have matured and that Ehlers is coming up with reasonable recommendations for investments. 98.4% of the levy has been received. The audit notice has been published in the Daily Herald. No meeting has been scheduled.

##### B. Personnel/Policy

A meeting has been scheduled for January 15, 2014 at 7:30 p.m.

##### C. Physical Plant

No meeting has been scheduled.

##### D. Facilities Steering

The Committee looked at two different grants that might be available to the library. A project list developed through the work of the Committee will be given to the Board soon. Our current Special Reserve Ordinance may be amended to include items from the project list. The Committee will meet again on January 29, 2013 at 2:30 p.m.

E. Financial Goals

The past meeting we met with representatives of IMRF and discussed our funding. The next meeting will be December 18, 2013 at 6:30 p.m. and will be about the Friends of the Library and the Foundation.

F. Information Stewardship

The Committee discussed scanning Board Packets and putting them online before meetings. The Board was asked if they had any objections. The consensus of the Board was no objections. The Committee also discussed placing a FOIA log on the website. The next meeting will be January 16, 2013 at 6:30 p.m.

VIII. Unfinished Business

A. Strategic Plan Discussion

The Board President asked the Director to present a slideshow that gives an overview of the Strategic Plan Update that is being prepared by the administration. Contents of the overview include the goals that have already been met, those that are being met currently and those that will be met soon. The President suggested Trustees and staff begin to think about our next Strategic Plan and future goals for the library.

B. Audit of the minutes

The Board President, Trustee Hummel and Trustee Rieck reviewed and audited the minutes for FY 2012-13. They each submitted questions they had about the minutes to the Director. The Director acknowledged receipt of the questions and responded verbally to these questions.

IX. New Business

A. Transfer \$200,000 to IMRF

Trustee French stated trustees met with IMRF representatives at the Financial Goals Committee meeting. The library IMRF fund is currently 60% - 65% funded. The extra \$200,000 contribution to the fund was planned and budgeted for. Our plan is to budget extra contributions for the next three years to bring our funding to 80% or higher.

X. Adjourn

**MOTION:** R. Adrian moved to adjourn the meeting. M. Rieck seconded. Voice Vote – All Aye  
The meeting adjourned at 9:10 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on January 8, 2014

Approved by

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John Huff, Secretary of the Board