

LISLE LIBRARY DISTRICT  
BOARD MEETING  
February 20, 2013

The February 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  
John Huff – Secretary (Arrived 7:35 p.m.)  
Colleen Sehy – Trustee  
Maureen Rieck – Trustee  
Jun Yu – Trustee

Absent:

Mary Ellen Durbin – Treasurer

Also Present:

Shannon Halikias – Director  
Kathy Seelig – Assistant Director  
Eileen Soliday – Recording Secretary  
Ginger Boskelly – Finance Manager  
Tatiana Weinstein – Director of Adult Services  
Beth McQuillan – Director of Technical Services  
Peggy Kapala – Aurora Resident  
Thomas Hummel – Lisle Resident

II. Opportunity for Visitors to speak  
None

III. Consent Agenda

- A. Approve Minutes of January 9, 2013 Board Meeting
- B. Approve Minutes of January 10, 2013 Physical Plant Committee Meeting
- C. Approve Minutes of January 16, 2013 Facilities Steering Committee Meeting
- D. Approve Minutes of January 16, 2013 Personnel-Policy Committee Meeting
- E. Approve Minutes of January 23, 2013 Finance Committee Meeting
- F. Acknowledge Treasurer's Report, 1/31/13, Investment Activity Report, 1/31/13, Current Assets Report, 1/31/13, Revenue Report, 1/31/13, and Expense Report, 1/31/13
- G. Authorize Payment of Bills, 02/13/13

**MOTION:** C. Sehy moved to approve the Consent Agenda. M. Rieck seconded. Roll Call Vote – All Aye

IV. Director's Report

M. Durbin and M. Rieck will review February billings in March.

S. Halikias and the Leadership Team have had many lengthy meetings working on rewriting job descriptions. Will discuss this at the Personnel/Policy meeting.

The new payroll software has been installed and is working; there is more security and stability with this.

Firecrackers were set off in the book drop causing damage to some materials. A police report has been filed.

A patron has been noticed berating other patrons in the Group Study Room; while we don't yet know his name, we are watching this as a safety and security problem.

The new web page development is going well. The drop down menu is expansive and we are working on content.

The new projector in the Meeting Room has been paid for with Per Capita Grant money.

The budget for the 2013-14 Fiscal Year is being put together.

The staff wishes to thank the Board for the first annual staff holiday party.

S. Halikias wrote another article for the Lisle Reporter and was interviewed for Comcast Newsmakers.

R. Flint and S. Halikias attended the Chamber of Commerce event and enjoyed meeting with other members.

C. Sehy noticed a large payment made to Naperville Public Library for an interlibrary loan. She asked if LLD makes attempts to get these items back from the borrower. S. Halikias stated that yes, we make multiple attempts to contact patrons before paying for the material. She also stated the patrons account is sent to the collection agency when this happens and the patron loses his/her borrowing privileges until the matter is cleared up.

J. Huff asked if we should have an attorney on a retainer to help defray attorney fees. S. Halikias stated that we are under budget on attorney fees, but she will check to see if a retainer would be cost effective. R. Flint stated that Bob Kay has left the firm that the library uses.

R. Flint stated that he and S. Halikias attended the hearing at the Board of Elections for a contested candidacy. He noted that public comment had been made about their attendance. Neither he nor S. Halikias were asked to say anything or give any testimony. They were there just to represent the library if it was necessary. J. Yu stated that he did not attend the hearing due to work requirements but he made it clear that he did not ask anyone to attend the hearing on his behalf. S. Halikias stated that she will not respond to statements made anonymously on a blog but would be happy to speak with people face to face if they have an issue. Attending a meeting is part of her job as Library Director, for

the legal, financial or political workings of the library. She will work with all the opinions in the community, but suggested she focus on the almost 15,000 people that use the library instead of anonymous and false comments.

#### V. Assistant Director's Report

S. Halikias demonstrated to the Board how to use the new cloud email. She asked that Board members not forward their library mail to their personal email. The library is moving to Microsoft Office 2013 for staff and patrons alike.

#### VI. Communications

- A patron included a link to an interesting Pew Research study for staff and patrons to review. <http://libraries.pewinternet.org/2013/01/22/library-services>
- A suggestion for more handicapped parking spaces.
- A compliment to the library staff for their courteous help.
- A complaint about the Television over the stairwell. S. Halikias agrees with the patron that it is a safety hazard and communicated to him that we have plans to move it into the foyer.
- There were many compliments about the computer classes the library offers.
- A recommendation for books to purchase. Another for TV shows to purchase.
- A request for the Accelerating Reading List.
- A complaint that video games and play views check out period is too short. S. Halikias spoke with the patron and told them that will be changing soon.
- A compliment on the new newsletter design and content.
- A compliment on the new blogging class the library offers.
- A thank you from the library social committee for the holiday party.

C. Sehy noticed the library has many Pinterest followers and she wanted to know why. S. Halikias stated that many of them are following the library for craft and program ideas, also there are book suggestions.

ILA called and asked S. Halikias to author information on marketing for them.

PLA featured the Lisle Library on their webpage.

#### VII. Committee Reports

##### A. Finance

M. Rieck, in M. Durbin's absence, stated she is concerned we are missing good investment opportunities because of the current practice of chain of command. She would like G. Boskelly to be able to make decisions on financial investments up to \$100,000. M. Reick and J. Yu stated that clear wording needs to be included about this in our finance policy.

J. Yu would like to see clear strategies from K. Herdeman, financial adviser, for near term, middle term and long term investments. S. Halikias stated the financial advisor has fiduciary responsibilities. M. Reick stated the current policy details strategies for investments.

R. Flint asked if trustees should suggest G. Boskelly be allowed to make decisions on investments up to \$100,000. C. Sehy stated she is comfortable with that. J. Huff asked if G. Boskelly is bonded. G. Boskelly stated that yes, she is bonded through the library. Trustees indicated that G. Boskelly should be allowed to make decisions on investments of up to \$100,000. The trustees suggested that, after consultation with K. Herdeman, an upper limit be established.

#### B. Personnel/Policy

C. Sehy stated the committee met on February 16, 2013 and had a substantial discussion on the Friends policy, discussed changes to insurance benefits effective January 2014. They are looking at job descriptions now for the salary study which will be discussed at the February 27, 2013 meeting with a member of the Management Association.

#### C. Physical Plant

S. Halikias stated the HVAC project has ended. Testing and balancing has been done.

J. Huff stated that most of the five year plan is finished. We are now looking at exterior painting, some new windows, a new main sign on the corner of Kingston and Front Street, parking lot reconfiguring, resurfacing and restriping. S. Halikias stated we have an estimate for sealcoating and striping the parking lot, including two new handicapped spaces.

J. Huff stated he dislikes the layout of the building and is unhappy with the east entrance. S. Halikias agreed that parking and the entrance need to be updated.

The next meeting will be March 6, 2013 at 7:30 p.m.

#### D. Steering Committee for Facilities Management

R. Flint stated the Committee is firming up the "buckets" and each has been assigned to two members to work on. He would like to see J. Filliung come to a meeting for an overview of the Committee's work. They hope to be finished by July, 2013.

#### E. Steering Committee for Financial Goals

J. French stated the Committee hasn't met yet but he and G. Boskelly are looking at items that have a major impact on the library and/or minor impacts. J. French and G. Boskelly are co-chairing and the members of this Committee are: C. Sehy, B. McQuillan, L. Dorfman, K. Kloepper and K. Seelig; S. Halikias and R. Flint are Ex-Officio members.

#### F. Posting Committee Minutes

R. Flint would like Committee minutes posted online as they are approved by the Board, but for the time being he suggested Committee chairs think about it and decide, and the library eventually adopt a uniform standard for all committees. C. Sehy stated she and J. Huff attended an ILA Trustee workshop. An attorney talked about posting of meeting

notices and agendas 48 hours before meetings. She suggested a notice board outside for legal notices. The library is closed during the evenings and the server could go down unexpectedly; a notice board outside would guarantee agendas and meeting notices would be posted for the full 48 hours. S. Halikias noted that the Village of Lisle has a nice one outside the village hall. R. Flint stated that it would have to be large to accommodate all meeting notices and agendas. S. Halikias will look into getting one to place by the library entrance.

## VIII. Unfinished Business

### A. Library Card Eligibility Policy #300

### B. Deletion of Non-Resident Policy #305 and Lost or Stolen Library Cards Policy #310

C. Sehy stated the newly written Policy #300 is a combination of policies #300, #305 and #310.

**MOTION:** C. Sehy moved to adopt Library Card Eligibility Policy #300 and delete Non-Resident Policy #305 and Lost or Stolen Library Cards Policy #310. M. Rieck seconded. Roll Call Vote - All Aye

### C. Schedule of Loan Periods Policy #315

**MOTION:** J. Yu moved to approve Schedule of Loan Periods Policy #315 as revised. J. Huff seconded. Roll Call Vote - All Aye

### D. Schedule of Fines Fees Policy #325

**MOTION:** C. Sehy moved to approve Schedule of Fines and Fees Policy #325 as revised. J. French seconded. Roll Call Vote - All Aye

### E. MLS Fines and Fees Policy #330

**MOTION:** J. Yu moved to approve the MLS Fines and Fees Policy as revised to the RAILS Fines and Fees Policy. M. Rieck seconded. Roll Call Vote - All Aye

### F. Friends Policy #405

C. Sehy stated the Personnel-Policy Committee made many changes to the policy through lengthy discussions. She hopes M. Durbin likes the final results. M. Rieck likes the policy but questioned the storage space that the Friends use. S. Halikias stated that the storage problem can be dealt with procedurally. J. Huff suggested that in Policy #405, B. 2. It should read: All activities, projects, sales, donations, and programs on Library grounds shall be coordinated by the Friends of the Library subject to Library Director approval.

**MOTION:** J. French moved to approve Friends Policy #405 as amended. M. Rieck seconded. Roll Call Vote - All Aye

### G. Donations and Gifts Policy #735

C. Sehy stated there have been no changes since the first read.

**MOTION:** M. Rieck moved to approve Donations and Gifts Policy #735. J. Huff seconded. Roll Call Vote - All Aye

## IX. New Business

A. Authorize Finance Manager to make investment decisions for up to and including \$100,000 without Treasurer's approval.

R. Flint stated that this item seems procedural. C. Sehy agreed. S. Halikias stated she would like to have a Board vote. C. Sehy stated that maybe we need to come up with a realistic number. That will be talked about at the next meeting.

R. Flint set the dates for the Budget Meetings: March 20, 2013 and April 3, 2013.

**MOTION:** J. French 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. J. Huff seconded. Voice Vote - All Aye

The Board went into Executive Session at 9:11 p.m.

The Board went into Open Session at 9:15 p.m.

**MOTION:** J. French moved to go into Executive Session for: 5ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. J. Huff seconded. Voice Vote - All Aye

The Board went into Executive Session at 9:15 p.m.

The Board went into Open Session at 9:35 p.m.

**MOTION:** J. Yu moved to release Executive Session minutes from August 8, 2012, October 10, 2012 and keep private the Executive Session minutes from November 6, 2012 and November 7, 2012. C. Sehy seconded. Roll Call Vote - All Aye

## XI. Adjourn

**MOTION:** J. Huff moved to adjourn the meeting. C. Sehy seconded. Voice Vote - All Aye

The meeting was adjourned at 9:36 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on March 13, 2013

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John Huff, Secretary of the Board