

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

The July Board Meeting was called to order at 7:32 p.m. at the Lisle Library District, 777 Front Street.

I. Roll Call

Present:

Richard Flint - President
Jay French – Vice-President
Colleen Sehy - Treasurer
Maureen Rieck - Trustee
Thomas Hummel – Trustee

Absent:

John Huff - Secretary

Also Present:

Kathy Seelig – Assistant Director
Ginger Boskelly – Director of Finance
Tatiana Weinstein – Director of Adult Services
Beth McQuillan – Director of Technical Services
Paul Hurt – Director of Circulation Services
Lindsey Dorfman – Director of Youth Services
Eileen Soliday – Recording Secretary
Peggy Kapala – Circulation Staff/Aurora Resident
Steve Coffman – Lisle Resident
Anthony Oliver – Sugar Grove Resident (arrived 7:37 p.m.)
MaryLynn Zajdel – Lisle Resident (Did not sign in) (arrived 7:37 p.m.)
Unknown Visitor – (Did not sign in) (arrived 7:40 p.m.)

II. Opportunity for visitors to speak:

No visitors asked to speak

III. Consent Agenda

T. Hummel stated he would like the minutes of the June 26, 2013 Physical Plant Committee meeting amended to better reflect his comments under III. Discussion of firms: T. Hummel stated he liked both Gilbane and Quinn.

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

Assign Trustees for Review of Bills:

R. Flint and T. Hummel reviewed June's billings in July.
R. Flint and M. Rieck will review July's billings in August.

T. Hummel noted some large billings for data bases. He stated there was a bill for bonding of the Treasurer, M. Durbin. He also noted large property and workers compensation billings. S. Halikias stated that data bases are costly and their billings are done on an annual basis in June. G. Boskelly stated we will receive a credit for the bonding of M. Durbin as she is no longer treasurer. We will then be billed for the bonding of new treasurer, C.

Sehy. S. Halikias stated property and workers compensation insurance billings are also done annually in June.

IV. Directors Report

S. Halikias stated she has been busy with outreach and meetings.

It has come to our attention that we have eight dead trees and many others that need pruning around the facility. These trees need to be removed for safety and pruning will be done to remove dead branches.

Staff evaluations have been completed

We have had a few FOIA requests; our attorney is handling some of these.

S. Halikias has been selected to serve on the Public Policy Committee with the Illinois Library Association. This is a three year term of office. .

Summer Reading Program is going very well. 460 adults have signed up and have read 1600 books. 213 teens have signed up and have read 1096 books. 914 children have signed up and have read 4923 books.

There has been a flurry of work in the Administration Office as we completed the FY 2012-2013.

The library drill team did an excellent job representing the Lisle Library District at the 4th of July Parade this year. We received many compliments on our efforts.

Tablecloths and banners have been printed with our logo to be used at outreach events. L. Dorfman used them at the Lisle Fest on the 4th of July during an outreach program.

S. Halikias will be meeting with Villa St. Benedict, Benedictine University to work on ways we can partner with them.

We received permit money back from the Village of Lisle for the house demolition.

Credit needs to go to G. Boskelly, Finance Manager, for working on the 4th of July to make sure all financials would be completed to end FY 2012-2013.

John Ferrari won the "You Rock" award for July. He has coordinated 70 teen volunteers to help with the Summer Reading Program.

We are happy to note that the final employee budget came in lower than projected. Each employee received a letter explaining the salary adjustment.

Digital Content and ebooks:

R. Flint noted that S. Halikias will spotlight these items and others for trustees in future meetings. Trustees were asked to send an email to S. Halikias for other areas they would like to see spotlighted.

R. Flint noted the Strategic Plan needs to be looked at, possibly in August, to see that we are on track with the plan and moving forward.

V. Assistant Directors Report:

K. Seelig stated she has added four computers to the Adult Reference area. More tables have been added and a total of fifteen computers have been moved around and reconfigured to give patrons more elbow room. Patrons are also using the electrical strip and tables for their own devices.

S. Halikias noted that we are in the final stages of hiring local IT support.

28 pages of content has been sent to the web designer. M. Rieck asked when the "go live" date will be for the web page. T. Weinstein stated it is still in a very slim skeletal version of the final website. S. Halikias stated she is hoping for a fall launch of the new website. The web design and the new phone system are top priority items. T. Weinstein stated we should be able to have the website ready for "Ready, Set, Go" in the fall.

VI. Communications:

The library had a new and more informative advertisement page in the Lisle Womans Club Garden Gait program this year. The Womans Club thanked us for our contribution.

A patron had a security concern about the public computers and how they deal with a patron's history. K. Seelig stated that all public computers have "window washer" on them and this program wipes away any information after a patrons online session has completed.

A patron complained that the lower bookshelves are hard for some people to get to. S. Halikias stated that we understand the concern and are working to remedy the situation as we weed material we are moving things over and up off the bottom shelves.

A patron thanked the library for the many years of reading entertainment her elderly mother enjoyed with Lisle Library District, her mother passed away recently.

A compliment for the customer service given by Virginia in Circulation Services.

A compliment on our modern, up to date library.

A compliment on the computer classes.

A compliment on the wonderful programs the library offers.

A thank you for the computer class, as it was very helpful.

A thank you from a staff member to the Board of Trustees for the salary adjustments for staff.

A parting letter from our former landscaper, Jim Ruhl, thanking the board for his many years landscaping the library.

VII. Committee Reports:

R. Flint noted there will be a new Committee: Information Stewardship Committee.

This committee will discuss posting budget documents, principles, draft policies. The committee will include:

R. Flint and K. Seelig as co-chairs, T. Hummel, T. Weinstein, L. Dorfman, J. Ohzourk and S. Halikias as ex-officio.

A meeting will be scheduled as soon as possible.

C. Sehy would like to see J. French on this committee. J. French offered to help out when he is available.

R. Flint reminded trustees of OMA law. Board business may only be discussed when there is a majority or quorum of trustees present. Committee business may only be discussed when there is a quorum present. This is inclusive of emails and phone conversations.

A. Finance Committee:

C. Sehy stated she has received good information from former treasurer, M. Durbin and is confident about her transition to treasurer.

The library has seven million dollars in liquid assets.

There are two CD's maturing this month, they will be put into new CDs at Lisle Savings and Loan. The interest rate will be .65%, which is good in today's market and she likes that we are keeping the money local.

The library received the first and second tax monies from the county.

Our annual audit is scheduled for August 10th through the 14th.

We will be looking at the Budget and Appropriations ordinance in August.

Policy 720: Investment Policy was discussed. Another meeting will be held soon.

B. Personnel Policy:

C. Sehy stated the committee will meet next on July 17, 2013. We will look at the FMLA policy and the sick time policy.

C. Physical Plant:

J. Huff stated the committee interviewed several candidates to replace the job J. Filliung had been doing for us. S. Halikias stated that it helps to have someone to go to for projects. Four candidates gave presentations, the committee consensus was to go with Frederick Quinn as he is local, has a feel for Lisle and there is no contract required.

C. Sehy stated that, once again, she came up the hill to the library entrance and a car was parked. This is a very dangerous situation and a sign, No Parking - No Standing, is needed.

S. Halikias agreed, this is a big problem that possibly could be fixed by changing the flow of the parking lot. S. Halikias stated that since she has been here, eighteen months, there have been three accidents. We do have parking lot problems. She stated a sign will be ordered.

D. Facilities Steering:

R. Flint stated they are looking at the draft document. They are getting material ready for a public survey. T. Weinstein stated they will be working on the survey wording at the next meeting.

E. Financial Goals:

J. French stated he hopes to have teams looking at specific items at their next meeting on July 11, 2013 at 4:00 p.m.

F. Review of Minutes:

M. Rieck stated she has finished reviewing the minutes; she has a few notes. R. Flint and/or T. Hummel will review the minutes next.

M. Rieck stated that she appreciates the Department Head Quarterly Reports, they are very informative for trustees.

VIII. Unfinished Business:

None

IX. New Business:

A. Recognition of Jim Filliung

The board has a certificate of appreciation and a card for J. Filliung. He could not attend tonight's meeting, but S. Halikias will make certain he receives his award.

B. Approve Ordinance 13-10: Ordinance authorizing annual levy of tax .02% building and maintenance fund for the 2013-2014 fiscal year

S. Halikias stated this ordinance authorizes the annual .02% building and maintenance levy. She explained that first, the Board passes the .02% building and maintenance fund, this is followed by the passing of the Budget and Appropriation ordinance and that is followed by the passing of the final levy. The anticipated amount for the .02% is \$84,168. Our expected expenditures are \$73,500. This money goes into our special reserves and is to be used only for building and maintenance.

T. Hummel asked if we need this .02% levy. S. Halikias explained that this is a standard tax libraries legally receive. If we did not ask for it we would have to expand our budget to pay for these expenditures. K. Seelig

stated that much of the .02% has been spent on networking and network maintenance in the past and that is the plan for the future also. G. Boskelly stated this money is kept in a separate fund to be used only for building and maintenance.

MOTION: J. French moved to approve Ordinance 13-10: an Ordinance authorizing annual levy of tax .02% building and maintenance fund for the 2013-2014 fiscal year. C. Sehy seconded. Roll Call Vote - R. Flint - Aye, J. French - Aye, T. Hummel - Nay, M. Rieck - Aye, and C. Sehy – Aye. The motion passed.

C. Approve Resolution 13-05: Resolution authorizing the preparation and filing of the annual budget and appropriation ordinance

This resolution authorizes the director to begin work on the annual budget and appropriation ordinance.

MOTION: C. Sehy moved to approve Resolution 13-05: Resolution authorizing the preparation and filing of the annual budget and appropriation ordinance. M. Rieck seconded. Roll Call Vote - All Aye

D. Appoint ad hoc committee for Information Stewardship

Members will examine policies and statutory requirements dealing with official communication, records retention and related issues, and make recommendations. Members: R. Flint and K. Seelig as co-chairs, T. Hummel, T. Weinstein, Lindsey Dorfman, J. Ohzourk, and S. Halikias - ex-officio

The Special Board Meeting will be at 7:00 p.m., the Finance Committee will meet at 7:30 p.m. and the Personnel-Policy Committee will meet at 7:45 p.m. on July 17, 2013.

X. Executive Session
Not needed

XI. Adjourn

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

The meeting adjourned at 8:58 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on August 14, 2013

Approved by

John Huff, Secretary of the Board