

LISLE LIBRARY DISTRICT
BOARD MEETING
June 12, 2013 – 7:30 p.m.

The June 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
Mary Ellen Durbin - Treasurer
John Huff - Secretary
Colleen Sehy - Trustee
Thomas Hummel – Trustee

Absent:

Jay French – Vice-President
Maureen Rieck - Trustee

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
Eileen Soliday – Recording Secretary
Peggy Kapala – Circulation Staff/Aurora Resident

II. Election of Officers

MOTION: J. Huff moved to elect Richard Flint President of the Board. C. Sehy seconded. Roll Call Vote – All Aye

MOTION: C. Sehy moved to elect Jay French Vice President of the Board. T. Hummel seconded. Roll Call Vote – All Aye

MOTION: M. Durbin moved to elect John Huff Secretary of the Board. C. Sehy seconded. Roll Call Vote – All Aye

MOTION: J. Huff moved to elect Colleen Sehy Treasurer of the Board. M. Durbin seconded. Roll Call Vote – All Aye

R. Flint asked J. Huff to read aloud Resolution 13-04: commendation for resigning trustee, Mary Ellen Durbin.

MOTION: C. Sehy moved to adopt Resolution 13-04. T. Hummel seconded. Roll Call Vote – All Aye

R. Flint stated that it is M. Durbin’s last official meeting, she will be moving out of the district.

R. Flint thanked her for the valuable insight she brought to the board during her time as trustee and treasurer of the board. He wished her much happiness as she moves into her new home.

The other trustees and S. Halikias also thanked M. Durbin for the significant contributions she has made to the Lisle Library District.

III. Opportunity for visitors to speak:
none

IV. Consent Agenda

MOTION: M. Durbin moved to accept the Consent Agenda. T. Hummel seconded. Roll Call Vote – All Aye

R. Flint and T. Hummel will review June's billings in July.

V. Director's report

S. Halikias stated that the Summer Reading Program is off to a good start. She attended national Library Legislation Day in Washington D.C. LSTA, Library Services and Technology Act, was just reauthorized. The First Sale doctrine is being monitored as it impacts the ability to circulate materials.

A patron had a seizure in our facility and paramedics were called.

Asbestos was found in the rental property. There was an additional cost of \$1,200 to have it removed.

There have been some electrical modifications to allow for more computers in Adult Services.

Our architect, Jim Filliung has retired. We will interview 3-4 contractors as S. Halkias would like to have a go-to person for small jobs as well as larger ones. C. Sehy stated she will give S. Halikias the name of a local firm.

The library is responding to FOIA requests.

Our Summer Reading Program will have a drawing for prizes. No tickets will be purchased, no money will be exchanged. The library is not holding a raffle.

C. Sehy stated that it is standard for most libraries to have a drawing for prizes in their Summer Reading Program. S. Halikias agreed that most libraries have drawings.

T. Hummel asked how long the library has to post minutes after they are approved. K. Seelig stated the library has ten days to post approved minutes on the website. However, these are usually posted within a few days of approval.

R. Flint reminded trustees that minutes from committee meetings are not required to be posted online.

S. Halikias stated that our insurance company is still trying to get a decent settlement for the library over the book theft that happened a while ago.

S. Halikias stated that Patti Ruocco, Reader's Advisor, has had her writings published. A copy of her work is included in the board packet.

T. Hummel asked what happened to the books the police recovered. S. Halikias stated the police recovered books from other libraries as well as Lisle Library. Most of the books stolen were reference books that were sold on Amazon. Many of the books had been replaced with newer versions.

C. Sehy stated the Tribune article: *Moms see libraries as a top-shelf value* was fantastic and thanked S. Halikias for including it in the board packet.

S. Halikias stated the staff development day went very well, staff got a tour of Fountaindale Library in Bolingbrook. We also had three workshops: stress management, new technology and safety.

VI. Assistant Director's Report

K. Seelig stated the new computers are ready to be installed, we are just waiting for the electrician to complete the wiring for this project.

VII. Communications

A thank you for stellar services to Virginia in Circulation

Lisle Woman's club sent a letter thanking us for the use of the library meeting room, but they will be going back to the Lisle Police Department for their meetings as there is not enough handicapped parking at the library

A patron complained about the Lego Robotics program. It was not what she had expected it to be.

L. Dorfman followed up with this patron

A thank you to Vicki, Sarah and Carol in Youth Services

Compliments on the data base class

Compliments on the computer class

A complaint that there are too many children on the Adult Services computers

A patron like the class and the learning packet.

A patron would like more cookbooks

A compliment that the library is doing a great job

Would like to take a class on how to block harmful websites for children

A patron received wonderful service at the circulation desk

A patron questioned whether the library was purchasing property

A compliment on the literacy program at the library

A compliment that our book selection is great

VIII. Committee Reports

Finance Committee –M. Durbin stated that as of now, the library has about 5.8 million in total assets. We received the Per Capita Grant from the state. We have a few CD’s coming due soon. The committee is looking at investment policy 720. The goal is to make the policy be clear, easy to read, comprehensive and transparent. C. Sehy will meet with M. Durbin to discuss financial policies and practices as C. Sehy will be taking over the Treasurer position.

Personnel / Policy – did not meet

Physical Plant – J. Huff stated the committee toured the parking lot of the library at their last meeting. They brainstormed ideas such as switching the entrance and exit points and reversing the traffic flow, to eliminate the visibility hazard created by the AT&T boxes; and moving the bookdrop to the East parking lot. The next meeting will be June 26, 2013 at 7:00 p.m. Agenda will be to interview firms to take over for J. Filliung who has retired. C. Sehy asked when the amphitheater will be completed. S. Halikias stated the work has been done, but we are waiting for the replacement planter to arrive. We still need to install a railing of some sort as there is still a tripping hazard. J. Huff would also like to see the benches stained or painted there.

Facilities Steering Committee – The Committee has been working on wordsmithing the categories and are about half way through. They hope to finish the categories at their next meeting on Wednesday, July 17, 2013 at 2:30 p.m.

C. Sehy would like an update on progress according to the Strategic Plan. R. Flint stated that would be a good idea as we are about 1 ½ years into the Strategic Plan.

Financial Goals Steering Committee met on June 5. Topics were discussed that could impact our prospective financial situation. In the next meeting these topics will be prioritized.

IX. Unfinished business – none

X. New Business

A. Resolution 13-04 - motion passed above, after Consent Agenda

B. Resolution 13-03 - Approving the purchase of property at 4931 Kingston Avenue Lisle, IL

R. Flint stated that the library has a signed contract and R. Ritzman, library attorney, has looked at the contract and everything is in good order. The majority of the board wanted to go ahead with the purchase of the property.

R. Ritzman suggested the public hearing date would be August 14th as that would give 60 days due diligence, the Board agreed.

T. Hummel asked how long the library would hold on to the property if we didn’t use it.

R. Flint thinks we will use the property, but suggested that within 3-5 years we would know and that we have many options.

R. Flint reminded board members that LLD can walk away from this contract at any time before closing.

T. Hummel asked if we will be doing an environmental study on the property. R. Flint stated yes, we will do an environmental study as part of the due diligence. S. Halikias stated that this will be done within the time limit.

MOTION: M. Durbin moved to approve Resolution 13-03: purchase of house and property at 4931 Kingston Avenue, Lisle, IL. C. Sehy seconded. Roll Call Vote - M. Durbin - Aye, R. Flint - Aye, John Huff - Aye, T. Hummel - Nay, C. Sehy - Aye. The motion passed.

C. Ordinance 13-08: Ordinance Authorizing Property Acquisition and Proposing a Finance Plan

S. Halikias stated the property will be purchased with cash. This money was put aside to redesign the parking lot, but that will not be done until the Facilities Steering Committee is finished with their long range plan.

MOTION: C. Sehy moved to approve Ordinance 13-08: authorizing property acquisition and proposing a finance plan for 4931 Kingston Avenue, Lisle, IL. J. Huff seconded. Roll Call Vote - M. Durbin - Aye, R. Flint - Aye, J. Huff - Aye, T. Hummel - Nay, C. Sehy - Aye. The motion passed.

D. Ordinance 13-05: Adopt Prevailing Wage Ordinance

S. Halikias stated this ordinance is annual and it states that the library will pay fair wages for construction projects.

MOTION: T. Hummel moved to adopt Ordinance 13-05: An ordinance ascertaining the prevailing rate of wages for laborers, workers, and mechanics employed by Lisle Library District. J. Huff seconded. Roll Call Vote - All Aye

E. Ordinance 13-06: Meeting Date Ordinance

MOTION: C. Sehy moved to adopt Ordinance 13-06, an ordinance setting regular monthly meetings of the Lisle Library Board of Trustees. T. Hummel seconded. Roll Call Vote - All Aye

F. Resolution 13-02: Lisle Library Board Member List

MOTION: J. Huff moved to approve Resolution 13-02 as a true and correct list of Board Members of the Lisle Library District. T. Hummel seconded. Roll Call Vote - All Aye

G. Ordinance 13-07: Non-Resident Library Card

S. Halikias explained that Lisle Library uses the tax bill method for non-residents as it is fair. Non-residents pay the same rate as residents.

MOTION: C. Sehy moved to adopt Ordinance 13-07, the annual ordinance authorizing Public Library non-resident cards. J. Huff seconded. Roll Call Vote - All Aye

H. Ordinance 13-09: Chronology Ordinance

MOTION: M. Durbin moved to adopt Ordinance 13-09, a financial ordinance calendar to assure compliance with deadlines for publication, public hearings and filings. T. Hummel seconded. Roll Call Vote - All Aye

I. Appoint Committee to examine Secretary's records

R. Flint appointed T. Hummel, M. Rieck and himself to the committee to examine the secretary's records.

J. Revise Working Budget

S. Halikias stated that the working budget needs to be revised because the purchase of property was decided after the working budget for FY 2013-14 was passed. That is the only change to the budget. The change is on page 29 of the working budget: \$290,000 total for property, demolition, and architectural fees.

MOTION: M. Durbin moved to approve the revision of the working budget for FY 2013-14 to reflect \$290,000 from special reserves for the purchase of real estate. J. Huff seconded. Roll Call Vote - M. Durbin - Aye, R. Flint - Aye, J. Huff - Aye, T. Hummel - Nay, C. Sehy - Aye. The motion passed.

The board discussed recognizing J. Filliung for his years as architect for Lisle Library District.

XI. Executive Session

MOTION: C. Sehy moved to go into Executive Session for 5ILCS 120/2(c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. M. Durbin seconded. Roll Call Vote - All Aye

The Board went into Executive Session at 8:59 p.m.

The Board came out of Executive Session at 9:16 p.m.

XII. Adjourn

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

The meeting adjourned at 9:16 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on July 10, 2013

Approved by

John Huff, Secretary of the Board