

LISLE LIBRARY DISTRICT
BOARD MEETING
March 13, 2013

The March 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
Mary Ellen Durbin – Treasurer
John Huff – Secretary (Arrived 7:32 p.m.)
Colleen Sehy – Trustee
Maureen Rieck – Trustee
Jun Yu – Trustee

Absent:

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
Lindsey Dorfman – Director of Circulation Services
Peggy Kapala – Aurora Resident
Thomas Hummel – Lisle Resident

II. Opportunity for Visitors to speak
None

III. Consent Agenda

- A. Approve Minutes of February 20, 2013 Board Meeting
- B. Approve First Executive Session Minutes of February 20, 2013
- C. Approve Second Executive Session Minutes of February 20, 2013
- D. Approve Minutes of February 27, 2013 Facilities Steering Committee Meeting
- D. Approve Minutes of February 27, 2013 Personnel-Policy Committee Meeting
- E. Approve Minutes of March 6, 2013 Physical Plant Committee Meeting
- F. Acknowledge Treasurer's Report, 2/28/13, Investment Activity Report, 2/28/13, Current Assets Report, 1/28/13, Revenue Report, 2/28/13, and Expense Report, 2/28/13
- G. Authorize Payment of Bills, 03/13/13

C. Sehy requested a modification be made to the minutes of the February 20, 2013 Board Meeting: Under IX. New Business, it should read “C. Sehy stated that maybe we need to come up with a realistic number.”

MOTION: J. Huff moved to approve the Consent Agenda with the amended verbiage in the minutes of the February 20, 2013 Board Meeting minutes. M. Rieck seconded. Roll Call Vote – All Aye

IV. Director’s Report

C. Sehy and J. Yu will review March billings in April.

S. Halikias is busy reviewing contracts and getting quotes for the FY2013-14 budget.

A patron using the computer in YS was heard swearing at some children. He was asked to leave and a follow up letter will be sent. C. Sehy noted there have been other incidents of adults behaving badly in the YS department. S. Halikias said we are monitoring the situation closely.

A patron slipped and fell in the parking lot. An ambulance and fire truck arrived to treat the patron, however the vehicles blocked the library exit for some time. We were alerted to the problem by patrons entering the library. Police and fire personnel were asked to contact the library if something like this happens again so that we are aware of the situation and an incident report can be made.

The results of the salary study are in and were placed in each Trustee mailbox. This will be reviewed and discussed at the March 20, 2013 Personnel-Policy meeting. G. Boskelly and S. Halikias reviewed the information with C. Sehy.

At the multi-Chamber of Commerce meeting on the economic overview of our surrounding region, the data shows growth is slow, but there is growth and that is good news.

S. Halikias attended the Presidents Day legislative breakfast with Illinois Senators and Representatives. There is much support for libraries across Illinois. The focus in Illinois is on pension reform, though IMRF library pensions are not part of the state issue. It does impact libraries because if the state has less money, it would cut other areas such as Per Capita Grants.

Chris Knight was the recipient of the “You Rock” award for February. He worked extensively on getting the Kindles and Nooks ready for check out.

S. Halikias wrote an article in the Lisle Reporter titled “*Public libraries becoming vital tool for businesses.*”

There was also a picture in the Lisle Reporter about the “Baby Expo” that was held at the library. L. Dorfman said there was a good response to the Expo and that the library made many connections. C. Sehy asked if this was the first time this was done. L. Dorfman stated this was the first time we did one for babies.

S. Halikias stated the circulation statistics don’t seem right. She is going to check with CASSIE to see if it is capturing the numbers correctly. However, she did check with other

libraries and their circulation was down also, perhaps because there were only 28 days in February. Last year was a leap year and we were closed this year on snow days.

The Digital Outreach Team is keeping track of the numbers following us on Pinterest.

V. Assistant Director's Report

All Trustees now have cloud email. K. Seelig asked that if anyone experiences any problems that they should contact her as soon as possible.

New wireless access points have been installed for better wireless reception.

S. Halikias stated the library is adding four new computers, and electrical outlets for patrons to plug in their devices.

VI. Communications

- Received a letter from Tammy Duckworth's office about Legislation Day.
- Thank you to L. Dorfman from a patron.
- A compliment about the computer classes the library offers.
- A patron wrote to say she was concerned about the older children's behavior after school while little children are around. S. Halikias stated it does get noisy and there are a lot of school children here after school, but they are not cursing or swearing at or around the smaller children. Mixing Youth Services with Teens is always a problem but teens need their space also. Their behavior is not inappropriate, we are just overcrowded.
- A compliment about the DVD selections in the Junior High area.
- A few suggestions for new materials.
- A compliment on having a state of the art library, with helpful, courteous staff.

VII. Committee Reports

A. Finance

M. Durbin stated the library has total assets of \$6.9 million. We received \$38,000 from the Navistar TIF. The committee will be reviewing financial investment policies and the percent of assets to be invested. The payables were a bit high this month due to the final payment to Monaco Mechanical for the HVAC project. The next meeting will be on Tuesday, April 2nd at 7:30 p.m.

B. Personnel/Policy

C. Sehy stated the Personnel/Policy Committee will recommend that we budget for health insurance for anyone working 30 hours or more as of January 1, 2014. The Committee does not recommend cutting the hours of these employees.

R. Flint asked for a consensus from the Board and they all agreed.

S. Halikias stated that as these 30 hour per week jobs are vacated, the positions will be evaluated for these jobs. Youth Services is losing a 30 hour per week position at the end of the month and will be replacing this job with two 19 hour per week positions. This saves on benefits and IMRF costs.

C. Sehy said Management Association's Joy Hyer gave a salary analysis presentation. S. Halikias and the Leadership Team have done a significant analysis of the job descriptions. Every position was analyzed for an accurate salary survey. There will be another meeting on Wednesday, March 20th at 6:30 p.m. where the Committee will go further into the structure. She asked that Trustees read and digest the information before the Board Meeting.

J. French stated he has many questions. C. Sehy stated she had a long discussion with S. Halikias and G. Boskelly and now understands more. She asked G. Boskelly to run some more numbers and starting at the bottom of the scale, phasing in the increases over a two year period. S. Halikias stated she will follow up on Monday with charts. C. Sehy would like a more individualized approach. R. Flint asked when the Budget packets will be ready, S. Halikias stated she may be able to do them on Monday. R. Flint stated the Board members should start looking for email from S. Halikias on Monday evening. C. Sehy reminded Trustees that this is highly sensitive information.

C. Physical Plant

J. Huff asked about the electrical system in the library. S. Halikias stated that the electrical system is kind of chaotic because the building has been added onto and each time new features were added, more wiring was needed. We will be needing new electrical outlets for the computer stations and patron devices. J. Huff stated that everything in the current building has been done in stages and he feels we really need a new building or an addition to the current building. C. Sehy asked if we might need a survey of the current electrical system in the building.

S. Halikias stated the Fire Department cannot do a burn of the rental property because the neighboring houses are too close. The Board voted to demolish so J. Filliung is taking the project out to bid. C. Sehy asked about asbestos in the house, S. Halikias said the Fire Department did not give her information about asbestos, the problem was the close proximity of the other homes. R. Flint asked if there is a timeline for the project. S. Halikias said not yet.

D. Steering Committee for Facilities Management

R. Flint stated the Committee had a productive meeting. The outline looks very rough, but after one or two more meetings the end will be in sight. The Committee will look at service standards, for example the number of computers, seating for patrons, etc. The next meeting will be on April 17, 2013 at 2:30 p.m. Committee members should email their updated draft goals to Tatiana by April 10.

E. Steering Committee for Financial Goals

J. French stated the Committee will focus on four to eight items, but for now, they are waiting till the budget planning is over. He will contact the Committee members to describe the procedures, but probably the first meeting will convene after the budget is approved.

J. Huff noted the election ballot has been printed in today's newspaper.

M. Durbin asked if the Board would be in agreement to allow G. Boskelly handle investments of up to \$150,000 with K. Herdeman, investment advisor. R. Flint asked for the sense of the Board. J. Yu would rather see a framework with this approach; we should have a target. S. Halikias because we are a library, we are more restricted in what we can and cannot invest in. J. Yu would like to see a clear guideline, like if the profit will be 3% then invest. This will be discussed at the next Finance meeting.

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. Voice Vote - All Aye

The Board went into Executive Session at 8:58 p.m.

The Board went into Open Session at 9:13 p.m.

XI. Adjourn

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

The meeting was adjourned at 9:14 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on April 10, 2013

John Huff, Secretary of the Board