

LISLE LIBRARY DISTRICT  
Board Meeting Minutes  
November 13, 2013 – 7:30 p.m.

The November 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
- T. Weinstein – Director of Adult Services
- B. McQuillan – Director of Technical Services
- L. Dorfman – Director of Youth Services
- R. Roxas – Communications Coordinator
- G. Boskelly – Director of Finance
- E. Soliday – Recording Secretary
- P. Kapala – Aurora resident/staff member
- P. Reed - Knutte and Associates
- R. Ritzman - Library Attorney

II. Opportunity for Visitors to Speak

III. Consent Agenda

- A. Approve Minutes of the October 9, 2013 Board Meeting
- B. Approve Minutes of the October 27, 2013 Facilities Steering Committee Meeting
- C. Approve Minutes of the November 6, 2013 Physical Plant Committee Meeting
- D. Acknowledge Treasurer’s Report, 10/31/13, Investment Activity Report, 10/31/13, Current Assets Report, 10/31/13, Revenue Report, 10/31/13, and Expense Report, 10/31/13
- E. Authorize Payment of Bills, 11/13/13

Item C. - Minutes of the November 6, 2013 Physical Plant Committee Meeting were not available for the meeting. Trustees agreed to strike item C. from the consent agenda.

**MOTION:** J. Huff moved to approve the consent agenda as amended. C. Sehy seconded. Roll Call Vote – All Aye

The Board chose to hear the auditor’s report early.

Item A under IX. New Business:

P. Reed, from Knutte and Associates, discussed and explained the library audit to the board. He stated there were no significant difficulties in dealing with management in performing and completing their audit and there were no disagreements with management that occurred during the course of the audit.

**MOTION:** M. Rieck moved to approve the audit for Fiscal Year 2012 – 2013. C. Sehy seconded. Roll Call Vote – All Aye

#### IV. Director's Report

Assign Trustees for "Review of Bills Next Month"

J. French and T. Hummel reviewed the October billings in November.

R. Flint and J. Huff are scheduled to review November billings in December.

An IMRF representative will be coming to the November 18<sup>th</sup> Financial Goals meeting.

The Management Discussion and Analysis shows the library came in under budget for FY2012-13.

Staff development day on November 8<sup>th</sup> went well, many staff members are now AED and CPR certified. Staff attended an active shooter workshop, a diversity workshop and others.

We will be meeting with representatives of Ricoh to begin a data digitization project, we will also check other vendors. We need to revamp the way we store documents. We are overdue for change in this area, but security will be a priority.

The website design is still lacking content and the data base authentication needs to be streamlined. We are hoping for a January launch. R. Roxas will be able to assist in the website design.

Congrats to V. Rakowski, Assistant Director of Youth Services for her part in Make it @ your library, a new website launched by ALA.

J. Ohzourk, Assistant Director of Adult Services was the winner of October's "You Rock" award for her Star Wars program.

The Board President stated he was happy to do the Monster Movies program in October and credit should go to P. Ruocco for her help.

#### V. Assistant Director's Report

K. Seelig is on vacation.

#### VI. Communications

Patron comments:

- The library received a thank you and a plaque from Bridge High School.
- A staff member thanked the board for approving the safety related in-service day for staff.
- A thank you to the reference department for all their help.
- There were three compliments on programs and classes.
- A compliment for the wonderful staff.
- A thank you to a reference staff member.

#### VII. Committee Reports

##### A. Finance

The library has received 97.19% of the levy. The library has a cash balance of \$8,186,402.80 as of 10/31/13. No Finance Committee meeting is being planned.

##### B. Personnel/Policy

There was no meeting of the Personnel/Policy Committee.

##### C. Physical Plant

A meeting was held on Wednesday, November 6, 2013. The committee looked at the newly installed windows, the paint in the meeting room, new panel room divider. They also discussed the chairs and tables for the

meeting room and the parking lot. The Special Reserve resolution was looked at; the Facilities Steering Committee will look at it also and offer suggestions for updating the resolution. No Physical Plant Committee meeting has been planned.

The board discussed the parking lot concerns. The consensus of the board was to re-stripe the parking lot for now as the weather is too cold to asphalt. In the spring, the parking lot project can begin with design changes and notification to our patrons.

#### D. Facilities Steering

The Facilities Steering Committee chairman spoke about the work the committee has been doing. The survey that recently ended was not a scientific survey, but the committee was able to harvest good ideas from it. There is strong support for a teen room and more handicapped parking spaces. One of the biggest complaints was accessing the lower shelves throughout the library. The committee will meet again on December 3, 2013 and report back to the board at the December board meeting.

#### E. Financial Goals

The Financial Goals Committee will meet on November 18, 2013. There will be representatives from IMRF there to answer questions from the committee.

#### F. Information Stewardship

The Information Stewardship Committee will meet on November 20, 2013. All board and committee members should have finished their FOIA and OMA training. The focus of this meeting will be on board packets and voucher lists.

### VIII. Unfinished Business

#### A. Victim's Rights Policy #850-J – Second Read

**MOTION:** C. Sehy moved to adopt the updated version of Victim's Rights Policy #850-J. T. Hummel seconded. Roll Call Vote - All Aye

#### B. FMLA Policy #850 VIII-K – Second Read

**MOTION:** J. French moved to adopt the updated version of FMLA Policy #850 VIII-K. T. Hummel seconded. Roll Call Vote - All Aye

#### C. Sick Leave Policy #850 X-B – Second Read

It was noted that the Draft Sick Leave Policy included a third page with three paragraphs that do not belong with the policy and should be stricken.

**MOTION:** R. Adrian moved to adopt the updated version of the Sick Leave Policy with the third page stricken as indicated. M. Rieck seconded. Roll Call Vote – All Aye

### IX. New Business

#### A. Approve Audit FY2012-13

This item was approved after the consent agenda, above.

#### B. Strategic Plan Discussion

There was not enough time for a full discussion. The Director would like Department Heads to give their feedback to the board. Strategic Plan Discussion will be added to the December 11, 2013 Board Meeting

Agenda under unfinished business.

C. Approve Certificate of Compliance with the Truth in Taxation Act – Action Required

The Director explained that the library does not need to file a TITA because our budget is flat and we do not need to ask for extra tax dollars from the citizens. This required certificate states that the TITA provisions are inapplicable to the Lisle Library in connection with its 2013 Tax Levy Ordinance.

**MOTION:** J. Huff moved to approve the Certificate of Compliance with the Truth in Taxation Act. R. Adrian seconded. Roll Call Vote – R. Adrian – Aye, R. Flint – Aye, J. French – Aye, J. Huff – Aye, T. Hummel – Nay, M. Rieck – Aye, C. Sehy – Aye. The motion passed.

D. Approve Levy Ordinance 13-14 – Action Required

The Director explained that the library has come in under budget for three years in a row. This year we are coming in with a flat levy because we will be using existing balances in our existing funds. The Special Reserves fund is used for large projects, we levy into the reserves each year. We both save and expend our reserves. The library is not taking a tax extension this year. That is not possible every year as there are long term implications.

The Board President did a straw poll of trustees and most agreed with the levy numbers. However, Trustee Hummel stated he felt taxes are too high for taxpayers and although he appreciates the levy is flat, that is not good enough. The President asked how much lower he would want to see the levy. Trustee Hummel stated, in a perfect world the levy would be zero, but that is not realistic. He would like it to be as close to \$0 as possible.

**MOTION:** M. Rieck moved to approve Ordinance 13-14: an ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2013, and ending June 30, 2014, for the Lisle Library District. R. Adrian seconded. Roll Call Vote - R. Adrian – Aye, R. Flint – Aye, J. French – Aye, J. Huff – Aye, T. Hummel – Nay, M. Rieck – Aye, C. Sehy – Aye. The motion passed.

Trustee Hummel asked about the author event at Benet Academy. P. Kapala stated she went and it was really well done. T. Weinstein stated the attendance was down because it was the night of the thunderstorms, but working with Benet Academy was a good experience and we will partner with them again in the future.

X. Executive Session

None needed

XI. Adjourn

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

The meeting adjourned at 9:48 p.m.

Recorded by

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Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on December 11, 2013

Approved by

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John Huff, Secretary of the Board

