

LISLE LIBRARY DISTRICT
Board Meeting Minutes
October 9, 2013 – 7:30 p.m.

The October 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

II. Opportunity for Visitors to Speak

S. Halikias introduced Rowena Roxas as the new Communications Coordinator. The Board welcomed her. R. Roxas thanked the Board and stated she is excited to be working with Lisle Library District.

III. Consent Agenda

Approve Minutes of the September 18, 2013 Public Hearing
Approve Minutes of September 18, 2013 Board Meeting
Approve Minutes of the September 25, 2013 Personnel-Policy Committee Meeting
Approve Minutes of the October 2, 2013 Financial Goals Meeting
Approve Minutes of the October 7, 2013 Finance Committee Meeting
Acknowledge Treasurer's Report, 09/30/13, Investment Activity Report, 09/30/13, Current Assets Report, 09/30/13, Revenue Report, 09/30/13, and Expense Report, 09/30/13
Authorize Payment of Bills, 10/31/13

There were a number of revisions to the Consent Agenda. They are in bold as follows:

- September 18, 2013 page 1: II. Consent Agenda: spelling error - **differed**
- September 18, 2013 Board Meeting Minutes Page 3: IV. Director's Report: **R. Adrian stated that when looking at author visits, no two are equivalent; some will be more costly than others.**
- September 18, 2013 Page 4: V. Director's Report: **T. Hummel would like to see board packets put online before meetings.**

T. Hummel suggested that names be given to comments in Communications. The consensus was that the posting of names should not be done. Privacy of patrons is important.

MOTION: J. Huff moved to approve the Consent agenda with revisions. R. Adrian seconded. Roll Call Vote – All Aye

IV. Director's Report

Assign Trustees for "Review of Bills Next Month"

R. Flint and R. Adrian reviewed the September billings in October.

J. French and T. Hummel are scheduled to review October billings in November.

Shannon Halikias talked about the planned library staff development day on November 8, 2013. Some things that will be covered are: safety drills, CPR/AED training, goal setting and planning, and cultural diversity. This is a required day for employees.

The library has teamed with other nonprofits: Traveling with Road Scholar program for Wednesday, November 13, 2013.

S. Halikias upheld the ban for a patron who had been previously banned for life.

Trees and shrubbery have been removed from the exit making the sidewalk more visible. Colorful, low growing mums have been planted there. The stop sign will be moved back a few feet in the interest of the safety of people on the sidewalk.

The statistics show a dip in hard materials while the electronic media showed a rise in use.

The new phone system is in place. The cost for the system was under budget. Staff are going through training sessions. We will be able to change phone messages remotely.

The web page will be stored on an offsite web server. Unfortunately, we lost a lot of material when our web server went down which has to be redone.

S. Halikias will be part of a panel discussion on budgets and the budget process of Libraries for the League of Women's Voters.

S. Halikias will send a letter of demand to the insurance company handling the materials theft from a few years back.

The staff conducted outreach at Depot Days and their visit was well received.

R. Flint performed at Depot Days this year.

M. Rieck stated volunteer hours seem to be low on the statistical report. S. Halikias stated that now that the school year has begun, volunteer hours are down. Volunteer hours explode during the Summer Reading Program every year. Youth Services department has an "adopt a shelf" volunteer program, also students from Benet tutor children regularly in the department. During the school year, children are unable to spend much time volunteering as in the summer. Senior citizens volunteer to deliver for the homebound year round. S. Halikias spoke about the new "ask an expert" program the library is initiating. The first one will be a Chinese cultural expert.

We are currently helping the Lisle Park District promote their author program along with the Historical Society.

V. Assistant Director's Report

K. Seelig is currently attending the PUG, Polaris Users Group, conference along with the Circulation Director.

VI. Communications

Patron comments:

- patron would like longer checkout period for Video Games
- patron "loves the libraries selection of books"
- the Chicago Tribune came down on their subscription prices after T. Weinstein contacted them about the spike in cost
- Good Samaritan Hospital showed interest in donating a flat screen television to the library for posting not for profit events.
- a thank you for collaborating with the Lisle Woman's Club
- a patron loves the computer area
- a patron commented on the "horrible gold paint"
- a patron commented that she loves the new paint job
- a thank you to staff for being helpful
- a thank you for expanding the computer area
- a thank you from the Lisle Depot Museum
- a few patrons commented that they like the fall decorations at the entrance
- four different patrons are happy with the computer classes

VII. Committee Reports

A. Finance

In the Treasurer's Report it was stated that the library has received two payments in September. 99.9% of the levy has been received. The library has about 8.4 million dollars. There were two large payments made, one for the environmental study and the other for the removal of shrubs at the exit.

There was a Finance Committee Meeting on Monday, October 7th. Ken Herdeman from Ehlers suggested we keep the strategy the same.

We have many funds that are separate. It was suggested that many of these should be merged. The Working Cash Fund is particularly high. We are looking back at the origin of this fund and its purpose.

We will be changing banks because our current corporate bank does not take coins and hasn't maintained our records satisfactorily. This does not require board action. We plan to move our checking account to Lisle Savings Bank. It was asked why Lisle Savings Bank was chosen. The response was that they have been working with us. They have been counting our coins for us as a courtesy and it is a local bank. The library has CDs at Lisle Savings Bank, and the committee requested confirmation that all LLD funds on deposit with the bank will be insured before the change is made.

The Finance Committee is not planning to meet in November, 2013.

B. Personnel/Policy

The committee met on September 25th to discuss the Investment Policy, the Social Media Policy, the Victim's Rights Policy, the FMLA policy and the Sick Leave Policy. All these policies are on tonight's agenda as either a First Read or a Second Read.

There will be no Personnel/Policy meeting in October or November, 2013.

C. Physical Plant

The Physical Plant Committee did not meet in September. A meeting was set for Wednesday, November 6, 2013 at 7:00 p.m. J. Huff would like to have a representative from Quinn at the meeting.

D. Facilities Steering

The Facilities Steering Committee did not meet. The surveys will be processed. So far, 125 online surveys have been taken. There are more paper copies that will have to be factored in. It is hoped that the survey results will be presented to the Board at the November 13, 2013 Board Meeting.

E. Financial Goals

The Financial Goals Committee met on October 2, 2013. They discussed changing technology and IMRF. Planning for changing technology has to be long range. The committee will meet with T. Anderson from IMRF on Monday, November 18th at 6:30 p.m. The next topic this committee will cover is: Gifts, Foundations, Friends and Grants.

F. Information Stewardship

This committee has not met this month, but they will schedule a meeting after K. Seelig returns from the PUG Conference. The committee will talk about FOIA's and OMA.

VIII. Unfinished Business

A. Investment Policy #720 – Second Read

It was stated that this policy has been updated line by line and cross referenced with state statutes. This has been through multiple reads. There was some discussion about the minimum cash on hand in the policy, but that is only a state minimum, the library has much more in liquid assets.

MOTION: C. Sehy moved to adopt the updated version of Investment Policy #720. R. Adrian seconded. Roll Call Vote - All Aye

B. Social Media Policy #342 – Second Read

The changes in this policy allow the removal of anonymous comments. It was stated that with Social Media changing so fast, this policy may have to be looked at on a regular basis.

MOTION: R. Adrian moved to adopt the updated version of Social Media Policy #342. J. Huff seconded. Roll Call Vote - All Aye

C. Victim's Rights Policy #850-J – First Read

There have been some small changes to this policy about paid time off and the revised FMLA policy.

D. FMLA Policy #850 VIII-K – First Read

There have been a few more changes. Definitions have been added. Changes to military FMLA refer employees to FMLA Military Act Policy. The previous policy was unclear, this change may seem strict, but it is more fair.

E. Sick Leave Policy #850 X-B – First Read

S. Halikias stated employees should not come back to work if they are still sick. The verbiage has been made good for full time as well as part time employees. Sick time may be used by an employee with a sick child or other family member.

It was asked how these policy changes will be communicated to the employees. S. Halikias stated this will be communicated at staff meetings.

F. Patron email to trustees - discussion

This was discussed later on in the meeting.

G. Resolution R13-07: Resolution allowing the president of the board authority to release checks under special circumstances

It was explained that this would just be for those checks that would incur late fees, such as credit cards. It would also allow the release of checks for performers.

It was stated the wording needs to be changed to be: Resolution allowing the President of the Board authority to release checks between regular Board Meetings as necessary for timely payment of bills.

MOTION: C. Sehy moved to adopt Resolution R13-07: Resolution allowing the President of the Board authority to release checks between regular Board Meetings as necessary for timely payment of bills. R. Adrian seconded. Roll Call Vote - All Aye

H. Ordinance 13-13: Ordinance authorizing the levy of .02% Building and Maintenance Fund for the 2013-2014 fiscal year.

Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy this special building and maintenance tax. S. Halikias explained the ordinance and the fact that the Public Notice for this ordinance must be published within 15 days of passing.

MOTION: J. Huff moved to approve Ordinance 13-13: Ordinance authorizing the levy of .02% Building and Maintenance Fund for the 2013-2014 fiscal year. M. Rieck seconded. Roll Call Vote - R. Adrian - Aye, R. Flint - Aye, J. Huff - Aye, T. Hummel - Nay, M. Rieck - Aye, C. Sehy - Aye. The motion passed.

I. Approve Public notice for Ordinance 13-13

MOTION: J. Huff moved to approve the Public Notice for Ordinance 13-13: Public notice is hereby given that, by Ordinance adopted on the 9th day of October, 2013, the Board of Trustees of the Lisle Library District determined to levy an additional tax of .02% of the value of all the taxable prooperty in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to effective for the 2013-2014 fiscal year. M. Rieck seconded. Roll Call Vote - All Aye

J. Approve closing the library for In-service Day, Friday, November 8, 2013

C. Sehy asked how the public would be informed of this closing. S. Halikias stated there will be signs on the doors, it will be posted on our website, Facebook, etc.

MOTION: M. Rieck moved to approved closing the library for In-service Day, Friday, November 8, 2013. R. Adrian seconded. Roll Call Vote - All Aye

K. Approve Per Capita Grant Application

S. Halikias stated that these funds are to be used for designated purposes, for things we may not be able to get otherwise.

MOTION: R. Adrian moved to approve the Per Capita Grant Application. C. Sehy seconded. Roll Call Vote - All Aye

F. Patron email to trustee's discussion

The amount and nature of FOIA requests, and LLD's response, was discussed. S. Halikias stated the Board does

see the budget during multiple meetings before the budget is passed, and all meetings are open. S. Halikias once again stated that she has an open door policy. If anyone has any questions they can come in and talk with her.

There was trustee discussion; R. Flint stated the Board finds the administration's response as appropriate.

L. Web posting of committee minutes discussion

There was a discussion of web-posting of committee minutes. There was not strong support at this time for posting committee minutes.

IX. New Business

A. Resolution R13-06: Resolution to Determine Estimate of Funds

A resolution needed to determine the amount of money estimated to be necessary to be raised by taxation for the 2013-2014 fiscal year. G. Boskelly stated the Resolution to Determine Estimate of Funds is a legal document that must be passed 20 days prior to passing the levy. She stated that the Estimate of Funds is exactly the same as it was on last year's Estimate of Funds. S. Halikias stated that we are coming in with a flat levy this year. The library is not asking for any more funds. However, we do not control the EAV.

MOTION: M. Rieck moved to approve Resolution R13-06: Resolution to determine estimate of funds needed for 2013-2014 Fiscal Year. J. Huff seconded. Roll Call Vote - R. Adrian - Aye, R. Flint - Aye, J. Huff - Aye, T. Hummel - Nay, M. Rieck - Aye, C. Sehy - Aye. The motion passed.

X. Executive Session

None needed

XI. Adjourn

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

The meeting adjourned at 9:48 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on November 13, 2013

Approved by

John Huff, Secretary of the Board