

LISLE LIBRARY DISTRICT
BOARD MEETING
September 18, 2013 - 7:30 p.m.

The September 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
Colleen Sehy - Treasurer
John Huff - Secretary
Richard Adrian - Trustee
Thomas Hummel - Trustee
Maureen Rieck - Trustee

Absent: None

Also Present:

Shannon Halikias - Director
Katherine Seelig - Assistant Director
Tatiana Weinstein - Director of Adult Services
Beth McQuillan - Director of Technical Services
Lindsey Dorfman - Director of Youth Services
Ginger Boskelly - Director of Finance
Eileen Soliday - Recording Secretary
Roger Ritzman - Library Attorney
Steve Coffman - Lisle Resident
Peggy Kapala - Aurora Resident/Staff member
Wesley Gosselink - Tate Woods School Principal
Scott Spinazola - Lisle-Woodridge Fire Department

II. Consent Agenda

- A. Approve Minutes of August 14, 2013 Board Meeting
- B. Approve Minutes of August 14, 2013 Executive Session
- C. Approve Minutes of the August 17, 2013 Special Board Meeting
- D. Approve Minutes of the August 21, 2013 Financial Goals Committee Meeting
- E. Approve Minutes of the August 21, 2013 Special Board Meeting
- F. Approve Minutes of the August 21, 2013 Special Board Meeting Executive Session
- G. Approve Minutes of the August 27, 2013 Facilities Steering Committee Meeting
- H. Approve Minutes of the September 11, 2013 Information Stewardship Committee Meeting
- I. Approve Minutes of the September 11, 2013 Physical Plant Committee Meeting
- J. Acknowledge Treasurer's Report, 08/31/13, Investment Activity Report, 08/31/13, Current Assets Report, 08/31/13, Revenue Report, 08/31/13, and Expense Report, 08/31/13
- K. Authorize Payment of Bills, 09/18/13

There were several revisions to the consent agenda; they are in **bold** as follows:

- August 14, 2013 Board Meeting Minutes: Page 3, IV. Public Comments (comment inadvertently left out): **Mary Oliphant came to say thank you to the board. The Summer Reading Program is tremendous. Interlibrary loans are very quick. She thinks the purchase of the property is a good idea.**
- August 14, 2013 Board Meeting Minutes: Page 5, VII. Unfinished Business: **T. Hummel stated he is against the purchase of the property for three reasons. First he thinks the purchase price is too high. Second, he doesn't like the idea of taking the property off the tax rolls. Third, he feels there is a trend in local government (park district and library) of buying property and taking it off the tax rolls. This shifts taxes back to others. He stated a total of 3.93 million has been spent so far for this. The village is pursuing a buyout of homes due to the flooding, however the village may or may not wind up purchasing these homes. It is a trend that has to stop.**
- August 14, 2013 Board Meeting Minutes: Page 5, VII. Unfinished Business: **Colleen Sehy stated there are two ways to look at taxes; due to our ability to improve library services because of the purchase, it could potentially increase property values in this village.**
- August 14, 2013 Board Meeting Minutes: Page 7, MOTION: **M. Rieck moved to confirm the recommendations by the Board to keep closed the executive session minutes and recordings from March 13, 2013, May 8, 2013 #1, May 8, 2013 #2, May 8, 2013 #3, May 14, 2013, May 29, 2013, and June 12, 2013. J. French seconded. Roll Call Vote - All Aye**
- August 17, 2013 Special Board Meeting Minutes: **MOTION: T. Hummel moved to reconsider his vote taken on August 14, 2013 in regards to the semiannual review of executive session minutes. There was no second, there was no vote. This matter was differed for consideration at the September 18, 2013 board meeting.**
- September 11, 2013 Information Stewardship Committee Meeting Minutes: Page 2, IV. Initial List of Topics: **S. Halikias stated we are researching FOIA's and the way they need to be responded to. With recent FOIA requests, it is important to realize that we respond with existing documents. We do not create new documents in response to a FOIA.**

T. Hummel requested trustee candidates' names be listed in the minutes of the August 21, 2013 Special Board Meeting and the August 21, Special Board Meeting Executive Session. R. Flint asked library attorney, R. Ritzman if listing the names is necessary. R. Ritzman responded that it is not required. R. Flint asked for a consensus of the board. The board consensus was to leave the candidate names out of the minutes from these two meetings, as it would distribute personal details of individuals.

J. French noted that on the Current Asset Report for August 31, 2013, **two CD's are listed under Municipal Bonds rather than Certificates of Deposit.**

MOTION: T. Hummel moved to approve the consent agenda, as amended. J. Huff seconded. Roll Call Vote - All Aye

III. Opportunity for Visitors to Speak

Wesley Gosselink, Tate Woods Elementary School Principal, presented the Board the gift of a cookie bouquet as a thank you for a wonderful summer school experience and for the collaboration between the school and Lisle Library District. She especially thanked L. Dorfman and the Youth Services staff for their help. S. Halikias stated we are very proud of our collaboration with the schools.

Scott Spinazola stated he came to the Library Physical Plant Committee meeting and wanted to see if the Board had any questions or concerns about the Lisle-Woodridge Fire Department using the newly acquired property for fireman training. He spoke about the training and how valuable it is for firemen and police officers. R. Flint thanked S. Spinazola for his time. T. Hummel asked if the Fire Department will be training at Raymes in Lisle. S. Spinazola stated that yes, they will be training there also.

R. Flint welcomed new board member, Richard Adrian, to the Lisle Library District Board of Trustees.

IV. Director's Report

A. Assign Trustees for "Review of Bills Next Month"

J. French and T. Hummel reviewed the August billings in September.

R. Flint and R. Adrian are scheduled to review September billings in October.

T. Hummel questioned the \$3,250 bill for author, Lisa Scottoline. S. Halikias stated Lisa Scottoline she is an author on the New York Times Bestseller List. Occasionally we get the chance to have a bestselling author come and speak. T. Weinstein stated this is a collaborative event with Benet Academy, it will be held at Benet's St. Daniel Hall. The Library will also receive 200 free signed books to be handed out to the first 200 attendees. In the past, we have had authors, Studs Terkel, Jonathan Alter. Sara Paretsky and others. These are very well attended events. R. Adrian stated that when looking at author visits, no two are equivalent; some will be more costly than others. T. Weinstein stated that with these types of events we are hoping to bring in more people who may not ever have been here before. S. Halikias stated that bringing authors and cultural events to the community is part of the library mission. However, programs this large are not done frequently. Authors do charge speaking fees.

S. Halikias stated it is important to bring in bestselling authors on occasion. While we do have some local authors, it would be better to offer an "author fair" for these authors. Small local authors, unfortunately do not receive much response unless in a program. They will get a much better turn out that way. We are looking into an "author fair" event for local authors.

The date of the Lisa Scottoline author event will be November 5, 2013. She will talk with people about her new book and how she became an author.

Visitor, Steve Coffman asked if the library had the chance to have more than one author, what would they do? S. Halikias stated that she would have to say no to a second author, the budget would not allow it. J. French stated we could ask the Friends of the Library if they would like to help. We budget for events a year out and cannot sustain much more than planned for.

J. French would like to see employee recognition checks paid through salary. G. Boskelly will look into it.

T. Hummel would like to see board packets put online before meetings.

S. Halikias is on the ILA Public Policy Committee and at their meeting they report FOIA abuses are all over, many libraries are being hit with fishing FOIA's. We are not alone. We just completed an exhaustive FOIA. ILA is pro release of information; however, the impact is being discussed. Halikias supports putting more information online.

S. Halikias reported some committee updates: the new ITAP, Illinois Transparency & Accountability Portal, guidelines will be coming soon. We must comply as libraries are no longer exempt from this. C. Sehy asked if employees will be identified by name. S. Halikias said, yes, they will be; the portal is not updated yet. Water Sprinkler requirements were defeated. Conceal Carry is a topic for discussion; libraries are exempt; signs were discussed.

We issued a stern warning letter, by registered mail to a patron for stalking.

A man appeared to be asleep at the public computers, but could not be awakened. Paramedics were called; it appears to have been an interaction between drugs and alcohol.

We have hired a new IT consultant. A network analysis will be done.

A new copier is on order. It will be networked and will be able to scan documents to be put into emails. We will be able to scan and digitize data, as we work off paper. This will help with our FOIA requests as we do not currently have this type of equipment. M. Rieck asked if it will be a lease. S. Halikias stated yes, it will be leased because new technology is constantly evolving.

Our Community Survey is coming along nicely.

R. Flint, S. Halikias and much of the staff attended a beautiful memorial service for staff member Chris Saulters who passed away. Through teamwork, we were able to keep the library open, yet release people for duty to mourn and celebrate their colleague.

R. Flint and S. Halikias attended and spoke at the Woman's Club dinner event. It was an honor as these are the women who started Lisle Library District. The library is a rich part of their achievements.

We have been honored to be invited to attend the Literacy DuPage 2013 Recognition Luncheon on October 5th and won a Community Partner Award.

R. Flint and S. Halikias will attend the next Intergovernmental Meeting.

S. Halikias was happy to report that the wait time for public computers has been brought down to zero.

V. Assistant Director's Report

K. Seelig stated the web server crashed a week ago with a windows update. Our consultant spent three hours updating the system.

S. Sehy asked what the delay is with the website launch. K. Seelig stated we are close, but the server crash set us back.

K. Seelig stated a new phone system will be installed on October 2nd.

C. Sehy asked about the email changeover. K. Seelig stated no one likes it, but she suggested using two different browsers. The change was difficult as the appearance of email suddenly changed.

S. Halikias stated we have a new Communications Coordinator who will work part time, and replace our outsourcing. She cannot announce who will be coming, but it is an award winning journalist who worked for the March of Dimes and has much web content experience.

VI. Communications

Some of the many communications received this month:

- a thank you for the reference librarians
- a compliment on the wonderful genealogy class
- four thank you notes for the computer programs
- a question as to why we cannot accept barcodes on phones (we will be discussing that with the leadership team)
- a patron had a delightful trip to the library
- a thank you from Giant Steps Preschool to the Youth Services Department
- a thank you from the Lisle Museum
- a thank you for the kind way Josh, a YS staff member, related to an autistic child
- a thank you from Schiesher School for the wonderful school visit
- you have a great staff, very helpful
- loved the Book Writer event
- enjoy the plentiful selection at the library
- liked a class
- seniors like the expanded public computer area
- where is the globe? (the globe is broken)
- where did a certain book go? (the book was old and has been weeded)
- please make your parking spaces wider
- don't let people stop and drop-off at the front entrance
- a thank you to Ann, in Circulation Services
- more signage is needed
- moving out of district, wanted you to know how much I loved being a part of Lisle Library
- a thank you from a teen parent for the teen books
- need more directional signage, would like "positive" signs to welcome people
- R. Flint received a letter from a 38 year resident who loves the interaction at the library
- people depend on the library, thank you for making it a wonderful place
- grateful for the library
- happy the internet speed has increased

VII. Committee Reports

A. Finance

C. Sehy stated that two CD's need to be moved in this report. We have received 51.76% of the Levy as of August 31st.

We are working on a new special reserve funds resolution.

The auditors will be at the November Board Meeting to discuss the audit.

The next Finance Committee Meeting will be Monday, October 7, 2013 at 7:00 p.m. in the YS Activity Room.

B. Personnel/Policy

J. French stated there is a meeting planned for next week, September 25th at 7:00 p.m. Next month there will be a second read on the Social Media Policy and the Sick Leave Policy.

C. Physical Plant

J. Huff stated the LWFD will secure the house before they begin training.

We are having two banks of windows replaced at a total cost of \$13,000.

We will be painting the building exterior.

We are looking at a parking lot reconfiguration.

AED units have been installed in the library.

We are looking at the special reserve resolution in conjunction with the Finance Committee. The one we have is eleven years old and the statute states that if we accumulate money, we need a plan to use the money. R. Ritzman stated the resolution can be amended at any time. The library just has to have a plan and a cost estimate.

We have recommended a full topographical survey and a single boundary survey for the three library properties. R. Flint stated this will be money well spent. C. Sehy stated we need to know the grading of the properties.

S. Halikias stated a reconfiguration of the parking lot is not as easy as coating and striping. Codes need to be adhered to. T. Hummel asked about the price of this. C. Sehy stated just to do the parking lot is cheaper, but we will have to do it all. R. Flint asked for a consensus of the board. All agreed, although T. Hummel would like to use the most economical method.

Removal of the trees and bushes by the AT&T box was discussed and will be done as a partial remedy to the safety hazards at the exit. R. Flint continued to advocate moving the stop sign back the furthest distance that's safe.

The existing acoustic panel in the meeting room will be buried into the wall and the hole will be dry-walled over.

Work will be done on the meeting rooms, the study rooms and lighting.

D. Facilities Steering

R. Flint stated the committee met on August 27th. The survey will be closing on October 12th. R. Flint and T. Weinstein will sift through the results and meet with the committee again on October 22nd at 2:30 p.m. He expects a first read to be brought to the board in November or December.

E. Financial Goals

J. French stated the committee is looking at IMRF funding and IT funding. The committee would like to talk with someone from IMRF. They will be working on a write up on IT. The next meeting will be on October 2nd at 6:30 p.m.

F. Information Stewardship

R. Flint stated the consensus of the committee was to begin with FOIA's. We would like to stay up on these. All committee members, at a minimum, should do a FOIA review.

G. Review of Minutes

R. Flint stated that at this point the minutes have been reviewed and S. Halikias has the questions that were brought up. The ad-hoc committee to review the minutes is now dismissed.

VIII. Unfinished Business

A. Adopt Budget and Appropriations Ordinance 13-12

C. Sehy stated that the board did look at the tentative B&A at last month's board meeting. S. Halikias stated the B&A has not changed since then.

MOTION: C. Sehy moved to adopt Ordinance 13-12: An Ordinance adopting a budget and appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District, Lisle, DuPage County, Illinois for the Fiscal Year beginning July 1, 2013, and ending June 30, 2014, and specifying the objects and purposes for which such appropriations are made and the amount appropriated for each object or purpose. J. Huff 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

B. Motion to reconsider the vote on releasing Executive session minutes.

MOTION: T. Hummel moved to reconsider the vote to release Executive Session minutes from the August 14, 2013 Board Meeting.

T. Hummel stated he voted not to release the Executive session minutes at last month's meeting, but he has since changed his mind. R. Flint stated we should be fair to the process; he doesn't think a reopening of this will be productive. C. Sehy stated these minutes will be reviewed again in February, 2014.

R. Flint asked if there was a second to T. Hummel's motion. There was not. The motion failed.

C. Motion to release Executive Session minutes
This was not necessary.

IX. New Business

A. Approve Certified Estimate of Revenues by Source

C. Sehy asked Finance Director, G. Boskelly to explain the Certified Estimate of Revenues by Source. G. Boskelly stated this is an estimate of what monies we expect to have in the next year. S. Halikias explained that "gifts" are not things we are giving to others, it is what we, the library, are being gifted. Examples include memorial donations to the collection.

MOTION: J. French moved to approve the Chief Fiscal Officer's Certificate of Estimated Revenue for the Lisle Library District, Lisle, Dupage County, Illinois. M. Rieck 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

B. Approval of library property at 4931 Kingston Avenue, Lisle, IL to be used for a training opportunity for Lisle-Woodridge Fire Department.

MOTION: J. Huff moved to approve the library property at 4931 Kingston Avenue, Lisle, IL to be used for a training opportunity for the Lisle-Woodridge Fire Department with the plans to demolish the house before the ground freezes. T. Hummel seconded. Roll Call Vote - All Aye

J. French asked if we need a user agreement. S. Halikias stated we plan to give the Fire Department at least two weeks' notice. They would like to do an intergovernmental training with other communities.

R. Flint stated the board has not yet discussed how we will use the property. Now that the library owns the property, discussions will begin.

X. Executive Session
Not Needed

XI. Adjourn

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

The meeting adjourned at 9:40 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on October 9, 2013
Approved by

John Huff, Secretary of the Board