

LISLE LIBRARY DISTRICT  
BOARD MEETING  
April 9, 2014 – 7:30 p.m.

The April 9, 2014 Board Meeting was called to order at 7:32 p.m. at the Lisle Library District, 777 Front Street.

I. Roll Call

Present:

Richard Flint – President  
Colleen Sehy – Treasurer  
John Huff – Secretary  
Richard Adrian – Trustee  
Thomas Hummel – Trustee  
Maureen Rieck – Trustee

Absent:

Jay French – Vice-President

Also Present:

Shannon Halikias – Director  
Ginger Boskelly – Finance Director  
John Ferarri – Acting Director of Youth Services  
Paul Hurt – Director of Circulation Services  
Beth McQuillan – Director of Technical Services  
Nicole Mueller – Communications Coordinator  
Tatiana Weinstein – Director of Adult Services

II. Opportunity for Visitors to speak – none

III. Consent Agenda

- A. Approve Minutes of the March 12, 2014 Board Meeting
- B. Approve Minutes of the March 19, 2014 Committee of the Whole Meeting - Budget Discussion
- C. Approve Minutes of the March 26, 2014 Financial Goals Committee Meeting
- D. Acknowledge Treasurer's Report, 3/31/14, Investment Activity Report, 3/31/14,  
Current Assets Report, 3/31/14, Revenue Report, 3/31/14, and Expense Report, 3/31/14
- E. Authorize Payment of Bills, 4/9/14

The following changes were made to the Consent Agenda:

March 12, 2014 Board Meeting minutes, page 3, IX. Communications, 9<sup>th</sup> point: would like story time **on the weekends**.

March 12, 2014 Board Meeting minutes, page 4, Physical Plant last sentence. Change to: The parking lot project **is projected to be under \$20,000 or will be put to bid**.

March 12, 2014 Board Meeting minutes, page 5, Unfinished Business, 4<sup>th</sup> paragraph. Change to: No one will vote on this **until** the Finance Committee gets to look at this.

March 12, 2014 Board Meeting minutes, page 5, Unfinished Business – Strike the last sentence of last paragraph under unfinished business. Add in its place: **The Finance Committee, in coming months, will be looking at the issue of funds and fund balances.**

March 19, 2014 Committee of the Whole start time: **7:00 p.m.**

March 19, 2014 Committee of the Whole, II. Budget Discussion, Employee costs change to: **One** 30 hour position was changed to two 19 hour positions.

March 19, 2014 Committee of the Whole minutes, page 2, 7<sup>th</sup> paragraph. Change Reiko to **Ricoh**.

March 19, 2014 Committee of the Whole minutes, page 2, last paragraph change to: **asked about** closing the library on **Sundays during the summer, as some other libraries do, to save on expenses.**

Trustees discussed minutes from the budget meetings and agreed the minutes were too detailed. They suggested adding headers to each page denoting title and possible use of footnotes as reference to discussion points.

**MOTION:** J. Huff moved to accept the Consent Agenda as amended. R. Adrian seconded. Roll Call Vote – All Aye

The Board of Trustees congratulated John Huff on his fifth anniversary as a trustee in May.

T. Hummel and R. Adrian reviewed bills. T. Hummel noted higher expenses on databases and elevator and humidifiers.

M. Rieck and R. Flint will review the bills in May.

#### IV. Directors Report

A new scanning device has been added for patrons. A low-vision reader and new microfiche reader will be coming soon.

Much of March was filled with budget planning.

The Director attended the PLA conference.

Staff in-service will be planned for later this summer. The Director is planning a variety of training for that day including: active shooter with Lisle Police Department, navigator concept for patron customer service, phone skills and autism education.

Trustee Rieck asked about an assessment of the last in-service. The Director responded that Administration staff did a review along with the Leadership Team and Safety and Security roundtable group. The President asked about a written survey to avoid group think. Trustee Rieck and Trustee Sehy felt the last in-service day was over-scheduled with programs. Trustee consensus is for a written report and evaluation. Trustees would like feedback from staff on the speakers, structure of the day and lessons learned. The Director will include an outline of the day and why the library closes to accomplish training. The President requested cultural diversity to be an on-going part of training.

Our self-check evaluation and recommendation will be completed next week.

The Director discussed the IMRF handout with latest funding ratio.

The Director discussed the Gallery 777 article published April 2, 2014 in *Lisle Suburban Life*.

The Director taped a Comcast interview where she outlined tools for patrons, Gallery 777, National Library week and Skype reference. It is available on Comcast Newsmakers:

<http://www.comcastnewsmakers.com/video/national-library-week-resources-available-at-the-lisle-public-library/>

The parking lot will be worked on Memorial Day weekend while we are closed. Curb cuts will happen the week before. No book drops will be available that weekend and fines will be waived or adjusted. Notification of parking lot project will include various types of patron notification.

Trustees suggested using the receipts at check-out for information on the parking lot. Directional signs planned.

The Lisle Intergovernmental meeting was attended by the Director and the President.

The old Granny's restaurant site, on Rte. 53 south of Maple, is being planned as a Hardees.

Lisle School District 202 notes 30% of the students are below the poverty rate in the school. This is measured by the free school lunch sign-up increase.

The new Deputy Fire Chief is Keith Krestan.

The Village is interested in archiving village history.

The next Intergovernmental meeting will be held on July 9, 2014 at Lisle Library District.

Benedictine University graduate students are working on marketing plans for non-profits. LLD will check on the possibility for help.

#### V. Assistant Director's Report

The Assistant Director is at Computers in Libraries Conference. She is working on and reviewing the technology assessment and budget recommendations. MS Office 2013 is on order for installation. Our new technology assistant is working to complete small projects and communicate progress to staff and Administration.

#### VI. Communications

- Peggy is a quick acting staff member
- Leigh is friendly and helpful
- Teri in Circulation received a compliment
- Patron is asking for current magazines to be checked out
- Patron had a missing book question
- Patron questioned the on-line registration for programs. Shannon explained that at times LLD has space limits and presenters sometimes must limit the number of attendees.
- John Ferrari is the acting director of Youth Services

Trustee Rieck liked the Leadership Team quarterly reports.

#### VII. Committee Reports

A. Finance - \$327,832.59 cash disbursed this month with low cash receipts. No investments matured. The next meeting will be April 23, 2014 at 7:00 p.m. with LIRA speaker. Fund consolidation will also be under consideration.

B. Personnel / Policy – Collection Development policy re-work in progress. Leadership team is working to prioritize what needs to be edited or added to the policy manual. The next meeting will be Wednesday, April 16, 2014 at 7:00 p.m.

C. Physical Plant – no report. This Committee will meet again after completion of the parking lot project.

D. Facilities Steering – will meet again after budget work is completed. The Committee would like to make a presentation on its recommendations to the Board in a Committee of the Whole meeting.

E. Financial Goals – update on Friends and Foundation research. The next meeting will discuss TIF's in late May.

F. Information Stewardship – the next meeting will be April 17, 2014 at 6:30 p.m.

#### VIII. Unfinished Business

##### A. Parking Lot Project

The parking lot project has already been reviewed. The Board will be notified if the project is not under \$20,000 and a bid is needed.

#### IX. New Business

##### A. Budget Approval

There was a discussion on budget approval with six of seven Trustees present. It was decided that voting should proceed.

**MOTION:** C. Sehy moved to approve the FY 2014-15 working budget as presented. M. Rieck seconded.

The President asked about the Goldstein lecture line being zero. The Director stated the Goldstein lecture will be planned from the Adult Programing line.

Trustee Adrian would like to see a one page budget summary with major categories. Trustees agreed, this summary should be planned for next year.

Roll Call Vote – R. Adrian – aye, R. Flint – aye, J. Huff – aye, T. Hummel – nay, M. Rieck – aye, C. Sehy – aye. Absent – J. French. The Motion passed.

##### B. Discussion of Election of Officers

The annual election of officers will be in May.

##### C. Executive Session minutes

The Board will discuss these in the Executive Session

##### D. Move July Board meeting to July 16, 2014.

The Board discussed the reasons for moving the July Board meeting to July 16, 2014: the 4<sup>th</sup> of July closing and the closing of the fiscal year for financial reporting.

**MOTION:** R. Adrian moved to move the July Board meeting to July 16, 2014. T. Hummel seconded. Roll Call Vote – All Aye

Trustee Adrian directed staff to review statistics of February versus March.

The President stated the process of the Director's Evaluation usually takes around two hours. He suggested the Board hold a Special Board Meeting on April 30, 2014 at 7:00 p.m. to accomplish this task.

#### X. Executive Session

**MOTION:** M. Rieck moved to go into Executive Session for: 5ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. J. Huff seconded. Roll Call Vote – All Aye

The Board went into Executive Session at 8:55 p.m.

The Board returned to Open Session at 9:29 p.m.

**MOTION:** R. Adrian moved to withhold release of the Executive Session minutes: June 5, 2013, May 29, 2013, May 14, 2013, May 8, 2013, all dealing with the purchase of property at 4931 Kingston Ave., Lisle, IL. C. Sehy seconded. Roll Call Vote - R. Adrian – aye, R. Flint – aye, J. Huff – aye, T. Hummel – nay, M. Rieck – aye, C. Sehy – aye. Absent – J. French. The Motion passed.

**MOTION:** M. Rieck moved to withhold release of the Executive Session minutes: May 8, 2013 – Director Evaluation, July 17, 2013 – Candidate discussion, August 21, 2013 – Trustee candidate interviews. J. Huff seconded. Roll Call Vote – All Aye

**MOTION:** T. Hummel moved to release the Executive Session minutes from May 8, 2013, Trustee planning to resign. June 12, 2013, vacant trustee seat, August 14, 2013, discussion of executive session minutes for release. M. Rieck seconded. Roll Call Vote: R. Adrian – aye, R. Flint – nay, J. Huff – nay, T. Hummel – aye, M. Rieck – aye, C. Sehy – aye. Absent – J. French. The Motion passed.

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

The meeting adjourned at 9:57 p.m.

Recorded by

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Beth McQuillan, Director of Technical Services

Approved by the Board of Trustees on May 14, 2014

Approved by

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John Huff, Secretary of the Board