

LISLE LIBRARY DISTRICT
BOARD MEETING
August 13, 2014

The August 13, 2014 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
Richard Adrian – Trustee
Thomas Hummel – Trustee
Maureen Rieck – Trustee

Absent:

John Huff - Secretary

Also Present:

Shannon Halikias – Director
Kathy Seelig – Assistant Director
Tatiana Weinstein – Director of Adult Services
Beth McQuillan – Director of Technical Services
Will Savage – Director of Youth Services
Ginger Boskelly – Director of Finances
Nicole Mueller – Communications Coordinator
Peggy Kapala – Aurora Resident/Staff member
Eileen Soliday – Recording Secretary

II. Opportunity for visitors to speak

None

III. Consent Agenda

- A. Approve Minutes of the July 16, 2014 Board Meeting
- B. Approve Minutes of the July 29, 2014 Facilities Steering Committee Meeting
- C. Approve Minutes of the July 30, 2014 Information Stewardship Committee Meeting
- D. Acknowledge Treasurer's Report, 7/31/14, Investment Activity Report, 7/31/14,
Current Assets Report, 7/31/14, Revenue Report, 7/31/14, and Expense Report, 7/31/14
- E. Authorize Payment of Bills, 08/13/14

The following change was made to the consent agenda:

C. Approve Minutes of the ~~June~~ **July** 30, 2014 Information Stewardship Committee Meeting

MOTION: Trustee Rieck moved to approve the Consent Agenda as amended. Trustee Sehy seconded. Roll Call Vote – All Aye

IV. Director's Report

Trustee French and Trustee Sehy reviewed the July Billings.

Trustee Huff and Trustee Adrian will review the August Billings in September.

A large item this month is the Polaris renewal. More items will be purchased from Home Depot now that Weldon's Hardware is closed. Reciprocal borrowing agreements were discussed. Database costs and usage were discussed, usage is being monitored by staff.

- The library collected and donated 646 items to ADOPT Animal Shelter through our "Food for Furry Friends" drive.
- Summer Reading Program statistics: 723 adults and teens joined and collectively read 3,888 books. 730 children and 60 infants joined and collectively read for 417,302 minutes. 117 teen volunteers worked a total of 1,344 hours.
- Art gallery exhibit, "Where my Rosemary Goes" oil paintings by Rosemary Sieben, went very well and was well attended. We are looking to partner with the Lisle Woman's Club for future events.
- A small child got his hand stuck in the elevator door. Paramedics were called and the boy was fine, just scared. We called elevator maintenance to come and check our elevators. They are all within codes, this was just an unfortunate incident.
- Next year will be Lisle Library's 50 year anniversary. Planning, to mark the occasion, has begun.
- We are looking into a data digitization grant opportunity.

It was noted that the number of new library cards and homebound patrons has increased. This increase is due to the Summer Reading Program.

There is a leak by the atrium windows. We are looking into window repair. The gutter project is finished.

The President noted that he received a letter from a patron about Representative Sandack holding mobile office hours at Lisle Library. The Director stated that elected officials are allowed to meet with their constituents in public places. She followed up with the intern who came and his supervisor.

V. Assistant Director's Report

- The new self-checks will be arriving soon, cables have been installed for these. We are working with *EnvisionWare* on self-service.
- RFID (Radio Frequency Identification) tags are being installed on media, these will unlock the case automatically.
- We have started tracking the number of wireless users. We had 2,543 wireless users for the month.
- We have had a network assessment done and there were no surprises.

VI. Communications

The Director read some of the communications for the month:

- Patron thinks the building is too cold
- A patron loves the business section
- Six compliments on the computer programs
- A patron would like to see an adult writing club
- Thank you for the new low-mobility parking spaces
- Compliments on the new "Gallery 777" art exhibit
- Compliments on the "Food for Furry Friends" program
- Thank you for the homebound books program

VII. Committee Meetings

- A. Finance –The next meeting will be on August 27, 2014 at 7:00 p.m. Meetings have also been set for September 25, 2014 at 5:00 p.m. and October 22, 2014, at 7:00 p.m. The Committee will look at the Fund Balance Policy and discuss the B&A Ordinance. Two CDs have rolled over at Lisle Savings Bank. The library has received 51% of the levy so far.
- B. Personnel Policy – The Personnel Policy Committee will meet on August 20, 2014 and on September 10, 2014 at 7:00 p.m. They will discuss displays and exhibits, the evaluation rewrite and the homeless bill of rights.
- C. Physical Plant – There was no meeting.
- D. Facilities Steering – This Committee met on July 29, 2014. They went over a power point presentation they plan to show to the Board at a Committee of the Whole meeting on October 15, 2014 at 7:00 p.m. They would like to know which projects the Board would support.
- E. Financial Goals – Trustee French and the Finance Director will meet to discuss the findings of the Committee and its future.
- F. Information Stewardship – There was a meeting on July 30, 2014. This Committee discussed email usage, document digitization and marketing. They also discussed FOIA requests. These will be brought to the Board whenever a PAC letter is received and/or substantial legal ramifications may be involved.

VIII. Unfinished Business

IX. New Business

- A. Trustee review of Chapter 7, “Collection Management and Resource Sharing” of *Serving Our Public 3.0: Standards for Illinois Public Libraries*.
Trustees and staff discussed this topic and the library is meeting all of the benchmarks. Also at their meeting, the Personnel/Policy Committee established that we are meeting the standards.
- B. Budget review for Per Capita Grant
It was the consensus of the Board that each Trustee will answer the required question for the per capita grant and return to Admin. Assistant by Friday, August 22, 2014. Trustee Sehy and Trustee Adrian will comprise a final answer to be used in the per capita grant.
- C. Approve tentative B & A, Budget and Appropriations Ordinance, for FY 2014-2015
The Director stated that the B&A is the legal spending authority needed for the library.

MOTION: Trustee French moved to approve the tentative 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, 2014, and ending June 30, 2015, and specifying the objects and purposes for which such appropriations are made and the amount appropriated for each object or purpose. Trustee Adrian seconded. Roll Call Vote – Trustee Adrian – Aye, Trustee Flint – Aye, Trustee French – Aye, Trustee Huff – Absent, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Sehy – Aye. The motion passed.

- D. Approve Public Notice of Public Hearing on B &A

MOTION: Trustee Rieck moved to approve the Notice of Public Hearing on the Budget and Appropriation Ordinance of the Lisle Library District DuPage County, Illinois. Trustee Adrian seconded. Roll Call Vote – All Aye

There was some discussion about the tentative B&A ordinance wording. This will be a topic on the August 27, 2014 Finance Committee Agenda. The tentative B&A ordinance is prepared with unaudited numbers. The audit will be done at the end of this month.

E. Approve IPLAR: Illinois Public Library Annual Report

This is an annual report that is submitted yearly to the Secretary of State.

MOTION: Trustee Rieck moved to approve the IPLAR: Illinois Public Library Annual Report. Trustee Adrian seconded. Roll Call Vote – All Aye

F. Release of executive session minutes discussed in executive session.

The Board President stated we are waiting on a PAC letter. The minutes are not being released at this time. The Board will bring this item up again at the September 17, 2014 board meeting.

G. Action taken resulting from performance evaluation

MOTION: Trustee Sehy moved to go into executive session for 5ILCS120/2(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. Trustee Rieck seconded. Roll Call Vote – All Aye

The Board went into executive session at 9:21 p.m.

The Board returned to open session at 11:35 p.m.

MOTION: Trustee Sehy moved to declare vacant the position of Library Director which is currently filled by Shannon Halikias. Trustee Rieck seconded. Roll Call Vote – Trustee Flint – Aye, Trustee Sehy – Aye, Trustee Rieck – Aye, Trustee Hummel – Aye, Trustee Adrian – Nay, Trustee French, Nay. Trustee Huff – not present.

The Trustees reached consensus that the President and the Vice-President would meet with Shannon Halikias at the start of business to discuss the transition.

X. Adjourn

MOTION: Trustee Rieck moved to adjourn the meeting. Trustee Adrian seconded. Voice Vote – All Aye

The meeting adjourned at 12:05 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on October 8, 2014

Approved by

John Huff, Secretary of the Board