

LISLE LIBRARY DISTRICT
BOARD MEETING
February 12, 2014 – 7:30 p.m.

I. Roll call

Present:

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

Also Present:

Roger Ritzman – Attorney
Jack Hayes – Frederick Quinn Corp.
Shannon Halikias – Director
Katharine Seelig – Assistant Director
Ginger Boskelly – Finance Director
Tatiana Weinstein – Director of Adult Services
Beth McQuillan – Director of Technical Services
Eileen Soliday – Recording Secretary

II. Opportunity for Visitors to Speak

None

III. Consent Agenda – Action Required

- A. Approve Minutes of the January 8, 2014 Board Meeting
- B. Approve Minutes of the January 16, 2014 Information Stewardship Committee Meeting
- C. Approve Minutes of the January 22, 2014 Facilities Steering Committee Meeting
- D. Approve Minutes of the January 29, 2014 Facilities Steering Committee Meeting
- E. Approve Minutes of the February 5, 2014 Financial Goals Committee Meeting
- F. Approve Minutes of the February 5, 2014 Physical Plant Committee Meeting
- G. Acknowledge Treasurer’s Report, 1/31/14, Investment Activity Report, 1/31/14, Current Assets Report, 1/31/14, Revenue Report, 1/31/14, and Expense Report, 1/31/14
- H. Authorize Payment of Bills, 02/12/14

MOTION: R. Adrian moved to approve the Consent Agenda. M. Rieck seconded. Roll Call Vote – All Aye

The President asked R. Ritzman to clarify the Attorney General’s Public Access Counselor (PAC) letter. R. Ritzman explained the PAC letter is a non-binding opinion, but the Library has complied with the opinion. However, posting future compensation information within six days of passing the budget may require a change in our procedures. Either staff evaluations need to be done earlier in the year, or the budget needs to be passed later in the year to be able to post

compensation information online within six days. Salary changes are not effective until July 1st, so reposting the old information until changes are made. There are no salary changes at the time of a budget passing. The President stated we will do what is prudent and thanked R. Ritzman for attending the meeting.

The President discussed the Facilities Steering Committee's work they have done in the past year and their list of goals and objectives. J. Hayes presented a tentative, preliminary, draft list of projects and discussed their feasibility. The parking lot redesign was discussed. J. Hayes stated the project could be started as soon as the weather breaks and will be done in pieces in order not to disrupt library users. The President stated there would have to be time to tell patrons that the parking lot orientation will be changed. The Director stated we could publish the complete changes, including a map, in the next newsletter.

IV. Director's Report

J. Huff and R. Adrian reviewed the January billings in February.
C. Sehy and M. Rieck will review the February billings in March.

The per capita grant letter came and the library will be receiving a higher than expected amount: \$35,630. The library received a TIF distribution in the amount of: \$41,778.51. We also received two checks for impact fees in Arbor Trails.

The LLD Annual Report will be posted on our new website.

The new website is going live tomorrow evening. It is already live at www.lislelibrary.net. But it will be migrated over to replace the www.lislelibrary.org website.

The President and the Director went to the Intergovernmental meeting at the Park District. They discussed the new Conceal and Carry law and whether the library would be required to post the no guns allowed sign at the door. The Director will meet with new Police Chief, Dave Anderson, and get his perspective and advice.

The President discussed the library closings due to the bad weather. Weather channel, Emergency Closing Center, RAILS, and discussions with our landscaper were all looked at before the decision was made. He said the weather predictions ended up being worse than reality, but we prefer to err, if at all, on the side of safety of our patrons.

The President gave a "State of the Library" address to the Village Board at the January 13, 2014 Village of Lisle Board Meeting.

V. Assistant Director's Report

The Assistant Director stated the new website will be up tomorrow by the end of the day.

We have installed speakers into all the "dead" areas of the library. We are now working on volume control.

We are installing a separate sub net for wireless throughout the library. We are running out of IP numbers and separating out the wireless will help.

Security camera installation is still waiting on a break in the cold weather.

VI. Communications
None discussed

VII. Committee Reports

A. Finance

The library has received 99.78 percent of the levy. One investment has matured and another is about to mature. We will receive an increased Per Capita Grant this year. We have received a TIF payment from the Village. The next meeting will be on February 26, 2014 at 7:00 p.m.

B. Personnel/Policy

The Personnel/Policy meeting was cancelled.

C. Physical Plant

This Committee discussed Parking Lot revisions at their last meeting, this interim fix should cost \$20,000 or below. The Director stated that she would like to strike the woodwork project from the small project list the Committee discussed. The gutters on the library are in need of repair after the cold winter, they sustained damage due to ice and excessive snow.

D. Facilities Steering

The Chairman discussed the document the Committee has been working on. This will be a foundation for physical projects. There was much discussion; the Committee will bring back a revised document to the Board at a future Board Meeting.

E. Financial Goals

The Director and the Board President are planning a discussion with both the Friends and Foundation members. Members of the Committee attended an ALA Webinar about Friends and Foundations for Libraries. The next meeting will be on February 19, 2014 at 7:00 p.m. to discuss bonds and receive education about library financials.

F. Information Stewardship

The Committee discussed transparency, email policy and trustee application form. The next meeting will be on April 17, 2014 at 6:30 p.m.

VIII. Unfinished Business

A. Parking Lot revision

Approve expenditures for parking lot project.

MOTION: J. Huff moved to approve an interim parking lot fix to include: curb cuts at Kingston Avenue, restriping the lot, signage, repair the asphalt buckling and repair the sinking asphalt by the sewer covers. R. Adrian seconded. Roll Call Vote – All Aye

B. Strategic Plan Discussion

This discussion will be put off to a later date.

IX. New Business

A. Facilities Steering Committee Goals and Objectives

The Chairs will bring back a revised document with just goals listed at a future meeting.

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. R. Adrian seconded. Roll Call Vote – All Aye

The Board left Open Session to go into Executive Session at 10:29 p.m.

The Board returned to Open Session at 10:39 p.m.

MOTION: M. Rieck moved to go into Executive Session for: 5ILCS 120/2(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. J. Huff seconded. Roll Call Vote – All Aye

The Board left Open Session to go into Executive Session at 10:40 p.m.

The Board returned to Open Session at 10:48 p.m.

XI. Adjourn

MOTION: J. Huff moved to adjourn the meeting. M. Rieck seconded. Voice Vote – All Aye

The meeting adjourned at 10 48 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on March 12, 2014

Approved by

John Huff, Secretary of the Board