

LISLE LIBRARY DISTRICT
BOARD MEETING
July 16, 2014

The July 16, 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
John Huff – Secretary
Richard Adrian – Trustee
Thomas Hummel – Trustee
Maureen Rieck – Trustee

Also Present:

Shannon Halikias – Director
Kathy Seelig – Assistant Director
Ginger Boskelly – Director of Finances
Nicole Mueller – Communications Coordinator
Paul Hurt – Director of Circulation Services
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 June 11, 2014 Board Meeting
- B. Approve Minutes of the June 18, 2014 Information Stewardship Committee Meeting
- C. Approve Minutes of the June 18, 2014 Financial Goals Committee Meeting
- D. Approve Minutes of the June 25, 2014 Finance Committee Meeting
- E. Approve Minutes of the July 1, 2014 Facilities Steering Committee Meeting
- F. Acknowledge Treasurer's Report, 6/30/14, Investment Activity Report, 6/30/14,
Current Assets Report, 6/30/14, Revenue Report, 6/30/14, and Expense Report, 6/30/14
- G. Authorize Payment of Bills, 07/16/14

The following change was made to the consent agenda:

Facilities Steering Committee Meeting, July 1, 2014: Also Present: Jim Filiung – Architect

Change to: Also Present: Jim Filiung

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

IV. Director's Report

Trustee Flint reviewed the June Billings.

Trustee French and Trustee Sehy will review the July Billings in August.

- New lighting has been installed by the atrium study tables.
- The new digital microfilm reader is working and being used by patrons.
- A low-vision reader has been installed.
- The new benches and railings have been installed in the hardscape area.
- Two new stop signs have been installed at the crosswalk by the hardscape area.
- Three new parking for patrons with low mobility signs have been installed across from the entrance.
- Additional lighting has been installed in *The Thomas A. Sanchez Reading Area*.
- The original list of Lisle Library District founders has been re-framed and hung by the entrance.
- Other historic pictures have also been updated and re-hung in or by the Meeting Rooms.
- Evaluations for staff have been completed.
- Patrons can now access *Hoopla*. Up to ten items per month can be downloaded.
- *Ready, Set, Go* will begin August 15, 2014.
- A *Lisle Lit Fest* is being planned for November 15, 2014 where local authors can come and talk about their books.
- At least one trustee must attend the Rails event: Assessment tools for technology in libraries, as a per capita grant requirement. Trustee Flint stated he will go. Other trustees were encouraged to attend also.
- The Communications Coordinator spoke about two new programs the library is working with: *Constant Contact* for email updates and *VIP Text Services* for text announcements.
- Lisle Library District news in *Neighbors Magazine* will be reduced to one page per issue.
- Safety Operations Security has had to deal with a few more incidents than normal this month.
- The library has received a request for reconsideration for the film *1900*. The request is currently being evaluated.

Trustee Sehy would like to thank the staff for monitoring the parking lot during the parking lot reconfiguration. President Flint asked if the 2013-14 annual report has been published on the library website.

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 audio-visual materials.
- The new SAN (Storage Area Network) has arrived. This is a multi-stage project for disaster recovery.

Trustee Adrian noted that statistics show the library ended its fiscal year with a slight decline. The President would like to see a major campaign to grow all statistical categories. There was discussion about growing statistics, pro and con, by trustees. Trustee Adrian stated it all depends on having good data; we are getting close, but we are not there yet. A suggestion was made to change the statistical heading *Internal Outreach* to *Visiting Groups*.

The Communications Coordinator expanded on the press releases for the past month, many of them about the new Chess Club that has been formed.

VI. Communications

The Director read some of the communications for the month, including a thank you letter for the Beatles program, a patron loves the library and Hoopla, and nice compliments about the book clubs.

VII. Committee Meetings

- A. Finance – In June, we received \$2,256,425.31. This will show up as revenues in the July Revenue Report. The Finance Director reported that she has closed the fiscal year and is running the report to give to the auditors. Trustee Sehy stated that on June 25th David Knutte came to talk with trustees about fund balances and the reasoning behind them. Historically, these funds were established before financial software allowed easy transfer electronically among accounts. The next meeting will be on August 27, 2014 at 7:00 p.m. Meetings have also been set for September 24, 2014 and October 22, 2014, at 7:00 p.m.
- B. Personnel Policy – The Personnel Policy Committee will meet on August 20, 2014 and on September 10, 2014 at 7:00 p.m.
- C. Physical Plant – There will not be a Physical Plant meeting in August, 2014.
- D. Facilities Steering – This Committee met on July 1, 2014 to work on prioritizing an essential project list. They will meet again on July 29, 2014 at 2:30 p.m.
- E. Financial Goals – There was a meeting on June 18, 2014 with a Village representative to help explain how TIF's (Tax Increment Financing) work. The library's role is strictly advisory.
- F. Information Stewardship – There was a meeting on June 18, 2014 at 2:30 p.m. They went over the policy for staff email use and it will now go to Personnel/Policy. They also went over some FOIA (Freedom of Information Act) issues and wanted input from the Board on what items they would like to be updated on. It was the general consensus of the Board that the Director should update the Board whenever a FOIA request goes to the PAC (Public Access Counselor). They would also like to be updated when a large amount of legal help is needed to answer a FOIA. This will be on the agenda for the next meeting on July 30, 2014 at 2: 30 p.m.
- G. Review FY 2013-14 Board Minutes – Three Trustees have reviewed the minutes and have submitted any questions to the Director to clarify. The Director will respond to these questions later in the fall.

VIII. Unfinished Business

IX. New Business

- A. Approve Ordinance 14-05: Ordinance authorizing the levy of .02% Building and Maintenance Fund for the 2014-2015 fiscal year

The Director explained that this is an annual ordinance for the Building and Maintenance Fund.

MOTION: Trustee French moved to approve Ordinance 14-05, an Ordinance authorizing the levy of .02% Building and Maintenance Fund for the 2014-2015 Fiscal Year. Trustee Sehy seconded. Roll Call Vote – Trustee

Adrian – Aye, Trustee Flint – Aye, Trustee French – Aye, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Sehy – Aye. The Motion Passed.

B. Approve Public Notice for Ordinance 14-05

MOTION: Trustee Rieck moved to approve the Public Notice for Ordinance 14-05. Trustee Adrian seconded. Roll Call Vote – All Aye

C. Approve Resolution 14-02: Resolution authorizing the preparation and filing of the annual Budget and Appropriation Ordinance.

MOTION: Trustee Sehy moved to approve Resolution 14-02, a resolution authorizing the preparation and filing of the annual Budget and Appropriation Ordinance. Roll Call Vote – All Aye

X. Adjourn

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

The meeting adjourned at 9:12 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on August 13, 2014

Approved by

John Huff, Secretary of the Board