

LISLE LIBRARY DISTRICT  
BOARD MEETING  
October 8, 2014

The October 8, 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:

Tatiana Weinstein – Interim Assistant Director  
Beth McQuillan – Director of Technical Services  
Ginger Boskelly – Director of Finances  
Nicole Mueller – Communications Coordinator  
Dana Folkerts – Lisle Resident  
Peggy Kapala – Aurora Resident/Staff member  
Eileen Soliday – Recording Secretary

Absent:

Kathy Seelig – Interim Director

II. Opportunity for visitors to speak

None

III. Consent Agenda

- A. Approve Minutes of the August 13, 2014 Board Meeting
- B. Approve Minutes of the August 13, 2014 Executive Session
- C. Approve Minutes of the August 20, 2014 Special Board Meeting
- D. Approve Minutes of the August 20, 2014 Executive Session
- E. Approve Minutes of the September 17, 2014 Public Hearing
- F. Approve Minutes of the September 17, 2014 Board Meeting
- G. Approve Minutes of the September 17, 2014 Executive Session #1
- H. Approve Minutes of the September 17, 2014 Executive Session #2
- I. Acknowledge Treasurer's Report, 9/30/14, Investment Activity Report, 9/30/14, Current Assets Report, 9/30/14, Revenue Report, 9/30/14, and Expense Report, 9/30/14
- J. Authorize Payment of Bills, 10/08/14

The following changes were made to the consent agenda:

August 13, 2014 Board Meeting:

Pg. 4, Item F. - The Board President stated we are waiting on a PAC letter. **The minutes are not being released at this time.**

Pg. 4, second 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.

August 20, 2014 special meeting:

Pg. 1, first 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.**

Pg. 1, fourth MOTION: Trustee Rieck moved **to adjourn the meeting.** Trustee Sehy seconded. Voice Vote – All Aye

September 17, 2014 Board Meeting:

Pg. 3, IX., B., MOTION: Trustee Huff moved to approve the Chief Fiscal Officer's Certificate of Estimated Revenue for the Lisle Library District, Lisle, DuPage County, Illinois. Trustee French 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.**

#### IV. Director's Report

- The Interim Director has been attending Drupal classes. Drupal is an open source content management platform powering websites and applications.
- The Interim Director, the Interim Assistant Director and the Board President attended a FOIA (Freedom of Information Act) workshop held by PACs (Public Access Counselors) from the Attorney General's office.
- Jean Demas, Literacy Outreach Librarian is working with Literacy DuPage to start a pilot family literacy program.
- The Interim Director and the Interim Assistant Director attended a program presented by PADS (Public Action to Deliver Shelter) at Helen Plum Memorial Library in Lombard.
- Snow guards have been ordered, they will target specific areas around the building that may be hazardous in the winter.

#### V. Assistant Director's Report

- The Leadership Team has been working to finish the performance evaluations project. The new evaluations will reflect the job descriptions of employees.
- The Director of Circulation and the Interim Assistant Director launched the Navigator program September 1st. New cardholders are offered the chance to tour the library with a staff member. There were 240 new library cards distributed in September, National Library Card Sign-up Month.
- Youth Services will be getting some furniture reupholstering and new paint colors on the walls.

- There will be some changes in the Literacy area, mainly new citizenship materials, and new call numbers.
- The Lisle Library District's 50<sup>th</sup> anniversary is next year, we are looking into a logo change to use throughout 2015.
- A new artist will be featured at Gallery 777 for the months of October/November.

The President stated he, the Interim Director and the Assistant Interim Director attended an intergovernmental meeting last week.

The Lisle Library will receive an award from the Lisle-Woodridge Fire Department on Friday, October 10<sup>th</sup>.

#### VI. Communications

- A thank you for the Lyric Opera programs
- A suggestion to subscribe to a Mystery magazine
- Thank you for the Senior classes

Trustee Sehy asked about the book donations to the township. The Director of Technical Services stated these were monetary donations from businesses who participated in the Business Partnership program. The money collected was used to purchase children's books which were given to the Lisle Township to be used by children while their parents are going through the interview process. Each book has a bookplate naming the donor business. These books will remain at the Township office.

#### VII. Committee Reports

##### A. Finance

The next Finance Committee meeting will be held on October 22, 2014 at 7:00 p.m. Ken Herdeman from Ehlers will be there to speak about investments. There will also be a discussion about the audit and the levy.

##### B. Personnel/Policy

The next Personnel-Policy meeting will be held on October 22, 2014 at 6:30 p.m. They will review a draft of the public comment policy.

##### C. Physical Plant

Snow guards will be installed soon. Waiting to set the next Physical Plant meeting.

##### D. Facilities Steering

There will be a Committee of the Whole meeting on October 15, 2014 at 7:00 p.m. to show a revised power point presentation per new leadership and committee discussion.

##### E. Financial Goals

The co-chairs will get together to discuss the final results of this committee.

##### F. Information Stewardship

No meeting has been scheduled.

#### VIII. Unfinished Business

- A. Policy 850, Chapter V. Personal Conduct, Section H. Staff Use of Library Computing Resources – second read

**MOTION:** Trustee Rieck moved to adopt Policy 850, Chapter V. Personal Conduct, Section H. Staff Use of Library Computing Resources. Trustee Adrian seconded. Roll Call Vote - All Aye

B. Policy 510 Request for Reconsideration of Materials - Second Read

**MOTION:** Trustee French moved to adopt Policy 510 Request for Reconsideration of Materials. Trustee Adrian seconded. Roll Call Vote - All Aye

C. Policy 645 Displays and Exhibits - Second Read

**MOTION:** Trustee Adrian moved to adopt Policy 645 Displays and Exhibits. Trustee Rieck seconded. Roll Call Vote - All Aye

D. Policy 710 Fund Balances - Second Read

Trustee Sehy pointed out some of the changes made to the policy after the first read.

**MOTION:** Trustee Sehy moved to adopt Policy 710 Fund Balances. Trustee Huff 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.

#### IX. New Business

A. Approve Per Capita Grant application

**MOTION:** Trustee Rieck moved to approve the Per Capita Grant application for fiscal year 2014-15. Trustee Huff seconded. Roll Call Vote - All Aye

B. Resolution R 14-03: Resolution to Determine Estimate of Funds needed for 2014-15 Fiscal Year

There was some discussion about the resolution and the amount estimated. The Finance Director stated that the county gives the library the figure that is used.

**MOTION:** Trustee Sehy moved to approve Resolution R 14-03: Resolution to Determine Estimate of Funds for 2014-15 Fiscal Year. Trustee Huff 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.

#### X. Executive Session

**MOTION:** Trustee French moved to go into Executive Session for: 5ILCS120/2(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. Trustee Huff seconded. Roll Call Vote - All Aye

The Board went into Executive Session at 9:21 p.m.

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

**MOTION:** Trustee Sehy moved to dispose of *executive session recordings* from November 20, 2011 through April 12, 2013. Trustee Huff seconded. Roll Call Vote - Trustee Adrian - Aye, Trustee Flint - Aye, Trustee French - Aye, Trustee Huff - Aye, Trustee Hummel - Nay, Trustee Rieck - Nay, Trustee Sehy - Aye. The motion passed.

**MOTION:** Trustee French 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. Also, for 5ILCS120/2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the

basis for the finding shall be recorded and entered into the minutes of the closed meeting. Trustee Adrian seconded. Roll Call Vote - All Aye

The Board went into Executive Session at 9:40 p.m.

The Board returned to Open Session at 10:21 p.m.

The Secretary of the Board read the Employment Separation Agreement with Shannon Halikias, the former Library Director. The pertinent terms of the Employment Separation Agreement are as follows:

- a. The Library will pay Shannon a lump sum of \$35,000 less applicable payroll deductions;
- b. The Library and Shannon release each other from any claims relating to the employment relationship;
- c. The Board President will provide a letter of recommendation for Shannon in the form attached to the Agreement;
- d. The Agreement attaches a Joint Statement which states:

The Library Trustees appreciate Shannon's contributions to improvements to the Library made during Shannon's time as Library Director. The Library Trustees and Shannon amicably part ways with reciprocal best wishes to improve library services in their respective endeavors.

- e. Neither the Library nor Shannon shall comment on any aspect of the employment relationship and shall simply state that the matter as been resolved.

**MOTION:** Trustee Sehy moved to approve the Employment Separation Agreement as read by the Secretary of the Board. Trustee Adrian seconded. Roll Call Vote - All Aye

XI. Adjourn

**MOTION:** Trustee Rieck moved to adjourn the meeting. Trustee Huff seconded. Voice Vote - All Aye

The meeting adjourned at 10:25 p.m.

Recorded by

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Eileen Soliday, Recording Secretary  
Approved by the Board of Trustees on November 12, 2014  
Approved by

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John Huff, Secretary of the Board