

LISLE LIBRARY DISTRICT
BOARD MEETING
September 17, 2014 – 7:30 p.m.

The September 17, 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:

Kathy Seelig – Interim Director
Tatiana Weinstein – Interim Assistant Director
Beth McQuillan – Director of Technical Services
Paul Hurt – Director of Circulation Services
Nicole Mueller – Communications Coordinator
Peggy Kapala – Aurora resident/staff member
Eileen Soliday – Recording Secretary

II. Opportunity for Visitors to Speak

There were none

III. Consent Agenda – Action Required

- A. Approve Minutes of the August 27, 2014 Finance Committee Meeting
- B. Approve Minutes of the September 10, 2014 Personnel/Policy Committee Meeting
- C. Approve Minutes of the September 10, 2014 Finance Committee Meeting
- D. Acknowledge Treasurer’s Report, 8/31/14, Investment Activity Report, 8/31/14,
Current Assets Report, 8/31/14, Revenue Report, 8/31/14, and Expense Report, 8/31/14
- E. Authorize Payment of Bills, 09/17/14

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

IV. Director’s Report

Assign Trustees for “Review of Bills Next Month”

Trustee Huff and Trustee Adrian reviewed the August billings in September.
Trustee Sehy and Trustee Rieck will review the September billings in October.

The Interim Director spoke about the survey results from the staff in-service day.

The pests in the Group Study Room were due to a student doing genetic experiments. He has been informed that these experiments are not allowed in the library.

An artwork donation from INSUR Book Club, in memory of William J. Hellwig, has been hung by the Circulation Desk.

The leaking atrium window has been repaired.

V. Assistant Director's Report

The Interim Assistant Director attended the Rails Illinois State Library Teleconference with the Interim Director. The topic was State Standard's for Libraries.

She also attended a GIS, Global Information System, RAILS program, for taxing bodies.

The Library has received many compliments on the "new materials" shelving units.

The Leadership Team has continued working on the employee evaluation project.

VI. Communications

- Six compliments on the genealogy program
- Two patrons are very happy with the Tech Tutor sessions
- A patron would like to see the visiting author pictures rehung (they will be rehung in the main lobby as soon as possible)
- A copy of a nice thank you letter for the ESL, English as a Second Language classes, was passed out to Trustees (much credit goes to Jean Demas, Literacy Outreach Librarian). Trustee Sehy noted there was an increase in ESL statistics, this is because there are more classes per month now. Jean Demas is also beginning a pilot program, Family Literacy Class, for parents and children.

The President stated that the library received two large FOIA's this week. The FOIA Officer, with assistance from Roger Ritzman will answer them.

The President spoke at the Lisle Woman's Club September meeting.

VII. Committee Reports

A. Finance

The Finance Committee met on August 27, 2014 and September 10, 2014. They discussed the B & A Ordinance, the Fund Balance Policy and the Levy. The next meeting will be October 22, 2014, Ehlers will also be there.

One investment has matured.

B. Personnel/Policy

The Personnel/Policy Committee met on September 10, 2014 to discuss Policy 850 section H, Policy 510, and Policy 645. These Policies are up for First Read at tonight's Board Meeting.

C. Physical Plant

The Physical Plant Committee will meet again on October 1, 2014 at 7:00 p.m.

D. Facilities Steering

The Facilities Steering Committee will not meet as scheduled with the Committee of the Whole on October 15, 2014. They would like to reschedule this meeting for November.

E. Financial Goals

The Financial Goals Steering Committee is not planning any more meetings. The President thanked the Committee for the work they did. The Chair stated he appreciated the staff input to these meetings.

F. Information Stewardship

The Information Stewardship Committee has not met. At their next meeting, they will discuss posting Committee Meeting Minutes online. Trustee Hummel would like meeting packets to remain online even though those minutes are in draft form.

The Secretary of the Board stated that September 23, 2014 is the first day for Trustee Candidates to circulate petitions for the April Consolidated Election. There are four Trustee positions up for election this year, each is a four year term. Information will be uploaded to the library website.

VIII. Unfinished Business

A. Trustee review of Chapter 7, "Collection Management and Resource Sharing," of *Serving Our Public 3.0: Standards for Illinois Public Libraries*

The Interim Director read her notes on this subject to the Trustees.

B. Budget review for Per Capita Grant

The Treasurer read her notes on this subject to the Trustees. Trustees will be asked to review this and offer suggestions before the per capita grant is completed.

C. Release of executive session minutes discussed in executive session

Will be discussed in executive session.

IX. New Business

A. Adopt Ordinance 14-06: Budget and Appropriation

MOTION: Trustee Sehy moved to adopt Ordinance 14-06 – An 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 Rieck 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 Certified Estimate of Revenues by Source – Action Required

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.

- C. Policy 850, Chapter V. Personal Conduct, Section H. Staff Use of Library Computing Resources
This policy will be brought back for a second read in October.
- D. Policy 510 Request for Reconsideration of Materials
This policy will be brought back for a second read in October.
- E. Policy 645 Displays and Exhibits
The Interim Director explained the changes made to this policy. Bring back for second read in October.
- F. Policy 710 Fund Balances
Trustee Sehy noted the Lisle Library never had a Fund Balance Policy before. This new policy looks to keep 6 – 12 months in reserves to help cover catastrophic events. The language needs to be tightened and should say audited balances. Trustee Hummel would like reserve balances to be changed to 3 – 6 months. This policy will be brought back for a second read in October.
- G. Approve destroying executive session recordings older than 18 months.
This will be discussed in executive session.

X. Executive Session

MOTION: Trustee Huff 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 Adrian seconded. Roll Call Vote – All Aye

The Board went into executive session at 9:14 p.m.

The Board returned to open session at 9:41 p.m.

MOTION: Trustee Adrian 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 Rieck seconded. Roll Call Vote – All Aye

The Board went into executive session at 9:41 p.m.

The Board returned to open session at 9:57 p.m.

MOTION: Trustee Huff moved to keep closed the executive session minutes from the past six months. Trustee French seconded. Roll Call Vote – Trustee Adrian – Aye, Trustee Flint – Aye, Trustee French – Aye, Trustee Huff – Aye, Trustee Hummel – Present, Trustee Rieck – Aye, Trustee Sehy – Aye. The motion passed.

XI. Adjourn

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

The meeting adjourned at 9:58 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on October 8, 2014

John Huff, Secretary of the Board