

LISLE LIBRARY DISTRICT
BOARD MEETING
April 10, 2019 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President
Thomas Hummel - Vice President
Longry Wang - Treasurer
Marjorie Bartelli - Secretary
Richard Flint - Trustee
Liz Sullivan - Trustee
Emily Swistak - Trustee

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services

2. Opportunity for visitors to speak

Two members of the public addressed the Board. The first visitor thanked Trustee Flint for his years of service on the Board and hopes that the new Board would follow in his footsteps. The second visitor announced that she had been a candidate for Library Trustee and that she wants to see the Board go in a more inclusive direction. She also thanked Trustee Flint for his service on the Board.

3. Consent Agenda

- a. Approve Minutes of the March 13, 2019 Board Meeting
- b. Acknowledge Treasurer's Report, 03/31/19, Investment Activity Report, 03/31/19, Current Assets Report, 03/31/19, Revenue Report, 03/31/19, and Expense Report, 03/31/19
- c. Authorize Payment of Bills, 04/10/19

MOTION: Vice President Hummel moved to approve the Consent Agenda items 3a through 3c. Treasurer Wang seconded.

Discussion: Secretary Bartelli asked a question about the working cash line item. Director Weinstein explained that line item.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Secretary Bartelli and Trustee Sullivan reviewed the March billings in April.
President Fisher and Trustee Flint will review the April billings in May.

Director Weinstein discussed National Library Week and an upcoming program in partnership with the Lisle Woman's Club dedicated to the women who founded the LLD. The Library received donations in memory of former LLD Trustee, Barbara Roake.

The Director and Assistant Director met with Jack Hayes of FQC on March 22nd. Topics included the facility life-cycle assessment and storm water projects. There are two RFPs out for LLD audit and cleaning services. The LLD anticipates decisions about both services in May. The Director met with Mr. Ed Bedford, Naperville Township Supervisor, who has teaching expertise regarding the American Negro League. The LLD may partner with other local libraries for a reading/baseball program next spring.

The Library is moving forward with another vendor for a library app. We expect to launch the new app in late summer. The Library was mentioned at the April 1st Village Board meeting regarding Marq on Main impact fees. The Library received a partial payment of \$4,896.52. Payments occur as units are occupied. The Director apprised the Board and public about Village code books within the LLD collection.

Discussion: Trustee Flint asked about the Library's location and whether there was more discussion about moving downtown or staying in the current footprint. The Director stated that no other comprehensive discussion has followed the Board's October 2018 discussion. Trustee Flint asked if moving downtown was still on the table. Director Weinstein stated that everything was on the table and reiterated that the Board agreed to explore all options. The upcoming facility assessment should spark broader discussion. Trustee Flint asked about an impending \$20 million dollar facility plan. Director Weinstein replied that she has not heard of such a plan.

5. Assistant Director's Report

Assistant Director McQuillan discussed National Library Week, the *Dragons Love Tacos* program, and Family Craft Night. The Event Team is getting ready for Summer Read. The Kickoff is on Saturday, June 1st. The theme is *Showtime at the Library*.

The facility is undergoing HVAC repairs for the air handler liner. The LLD is replacing fluorescent lightbulbs with LEDs. Landscaping work includes mulching and an overall spring cleanup on campus. The Summer Lunch program will occur on Mondays with more details to come.

The Assistant Director met with Jack Hayes on March 22nd to begin the process of the facility assessment. She met him again on April 3rd to look at recent repair documents and architectural maps. There is an RFP for cleaning services on the website. There will be a walkthrough on Monday, April 8th. April 30th is the deadline for proposals. Recommendation for the cleaning service agreement will be in the May packet.

Discussion: Vice President Hummel asked if the police would be involved with the summer lunches. Assistant Director McQuillan stated that the Lisle Police would help get the word out and may attend a lunch or two with the kids. President Fisher asked if it would be useful to talk to the school district regarding marketing. Assistant Director McQuillan stated that the food pantry works with the schools to inform teachers and social workers.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang commented there was nothing to report.
- b. Personnel/Policy - Trustee Flint stated he would like to have a meeting before the May 8th Board meeting and asked that Committee members contact the Director regarding their availability.

- c. Physical Plant - Vice President Hummel announced there will be a meeting on April 17th at 7pm.
- d. Committee of the Whole/Budget - the Committee met before the regular Board meeting on April 10th. President Fisher commented that there could be another meeting depending on the vote for the working budget later tonight.

7. Unfinished Business - None

8. New Business

- a. Approve LLD pay grade adjustment - Action Required
Annual industry standard review and adjustment to LLD pay scale.
MOTION: Trustee Flint moved to approve the LLD pay grade adjustment. Trustee Swistak seconded.

Discussion: Director Weinstein provided an overview of the pay scale. The CPI rate is 1.9% and Director Weinstein mentioned that adjusting the pay scale is important to attract quality candidates and allow the LLD to remain competitive. The only pay grade anomaly is that there is an increase of 12% for the Page position, from \$8.89/hour starting pay to \$10/hour to accommodate the forthcoming phasing to a \$15.00 Illinois minimum wage. Trustee Flint stated he would support the pay scale adjustment, but wished it could have been more generous because the scales are just limits. Secretary Bartelli asked about the 1.9% shift. Director Weinstein replied that the scales shift up 1.9% to provide equitable starting salaries. Treasurer Wang asked about performance reviews and guidelines. Director Weinstein discussed performance reviews and recommended a salary study be conducted since the LLD had not had one done since 2013/14. Trustee Flint asked about number of LLD employees and the number of FTEs. Director Weinstein noted that there were currently 57 employees, 45 FTEs. President Fisher asked how many employees are bumping up against the max and how many are clustered around the midpoint. Finance Director Boskelly said approximately 5 employees are close to the max.

Roll Call Vote - Trustee Sullivan - Present, Trustee Swistak - Aye, Trustee Wang - Aye, Trustee Bartelli - Aye, Trustee Flint - Aye, Trustee Hummel - Aye. The motion passed.

Discussion: Secretary Bartelli recommended implementing a salary study.

- b. Approve FY2019-20 LLD Working Budget - Action Required
Annual approval of the LLD Working Budget for fiscal year 2019-2020.

Discussion: Trustee Flint asked that before a motion was made that he'd like to hear from Director Weinstein to get a sense whether it should be voted on tonight or delayed until next month. Director Weinstein stated that the budget is based on the work that the standing committees have accomplished during the year, as well as the Strategic Planning Committee. She mentioned that the budget reflects those achievements and provides a blueprint for discussions that will carry the new Board to the B&A.

MOTION: Trustee Sullivan moved to table the vote on the FY2019-20 LLD Working Budget until the May Board meeting. Vice President Hummel seconded.

Discussion: Trustee Flint stated that it would only make sense to delay the budget if the Board thought something would change between now and May. President Fisher commented that the current Board would be the voting body in the May meeting. Vice President Hummel stated that in the Committee of the Whole meeting a Trustee-elect asked to postpone the vote so that he could have more time to review it and come back with more public comment. Treasurer Wang said she would support delaying the vote because there are three new Board members who may have input. President Fisher called for a vote on the motion.

Trustee Sullivan amended her motion to table the vote until June instead of the May Board meeting. President Fisher reviewed Robert's Rules for the proper procedure of tabling an agenda item. He read and understood that the agenda item must be addressed at the next regular Board meeting under Unfinished Business. Trustee Sullivan withdrew the amendment to her motion.

President Fisher called for a vote on the motion.

Roll Call Vote - Trustee Wang - Aye, Trustee Bartelli - Aye, Trustee Flint - Nay, Trustee Hummel - Aye, Trustee Sullivan - Aye, Trustee Swistak - Nay, Trustee Fisher - Aye.
The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Fisher commented that he had talked with Director Weinstein about the terms of the new Trustees elect. Under state law their terms begin May 20th. The Director will arrange for the new Trustees to take the Oath of Office on May 20th or soon thereafter. A Special Board meeting shall be scheduled for May 22nd at 7pm so that the new Board members can elect officers. The new President and Director can then work to draft June's Board meeting agenda. Trustee Flint discussed a shuttle service for the LLD. He proposed the new Board collect data on what services are available and costs. Trustee Flint brought up the topic of fundraising. He also said that the Library needs an architect and a new Special Reserve Resolution. Vice President Hummel wished Ellen Purcell a happy retirement. Trustee Sullivan mentioned she had sent an email to staff regarding transportation options available to people that are low income or seniors. Trustee Swistak thanked staff for their hard work in preparing the draft budget. Treasurer Wang also thanked staff for preparing a thorough budget proposal. She appreciated the budget discussion regarding the value of the Library and wanted the three new Board members to have input as well. Secretary Bartelli stated it was important that all Trustees attend the meeting for the election of officers. Trustee Sullivan asked if the new Trustees are aware of the May 22nd meeting date. President Fisher stated that tonight was the first announcement for the Special Meeting date.

10. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Treasurer Wang seconded.

Voice Vote - All Aye

The meeting adjourned at 7:45 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on May 8, 2019.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees