

LISLE LIBRARY DISTRICT
BOARD MEETING
August 8, 2018 - 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

Three members of the public addressed the Board. The first visitor commented on the B&A, Trustee training funds, employees, and his support for the special reserve and the .02 fund. The second visitor asked about personnel, ComPsych, HSA, and if there is a designated Library representative that goes to Chamber of Commerce meetings. The third visitor voiced concerns about the broken elevator for those who require its services.

3. Consent Agenda

a. Approve Minutes of the July 11, 2018 Board Meeting

b. Acknowledge Treasurer's Report, 07/31/18, Investment Activity Report, 07/31/18, Current Assets Report, 07/31/18, Revenue Report, 07/31/18, and Expense Report, 07/31/18

c. Authorize Payment of Bills, 08/08/18

MOTION: Vice President Hummel moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Vice President Hummel and Trustee Swistak reviewed the July billings in August.

Treasurer Wang and Trustee Flint will review the August billings in September.

Director Weinstein addressed a matter that was brought by a member of the public at last month's Board meeting regarding Special Reserve funds. A clerical error was noted. Finance Director Boskelly added clarification. The Library had a Summer Read wrap up party on July 28th. Approximately 428 patrons attended the event. In total, 1426 people registered this year. Director Weinstein announced the most read titles and authors.

Director Weinstein and President Fisher attended the intergovernmental meeting on July 19th along with five other governmental bodies.

The Library received its 2018 Per Capita grant funds. The grant will be used for digital content, programs, marketing and promotions.

The Illinois Art Education Association is allowing the LLD to exhibit 45 framed art pieces by students, from kindergarten through 12th grade. These award winners are displayed in the Youth Services Department through August. Director Weinstein encouraged all to visit YS and see the extraordinary student work.

The Library will be closed on Friday, August 10th for staff training/development.

Trustee Day at ILA will be on Thursday, October 11th at the Peoria Civic Center. Registration is \$175. Director Weinstein asked Trustees to email her if they were interested in attending the conference. Trustees shall fill out the Trustee Reimbursement Form in accordance with the Local Government Travel Expense Control Act. Completed forms will be included in the September Board packet.

Discussion: Trustee Sullivan asked about digital content and how it is defined. Director Weinstein stated that the Library subscribes to two major platforms for digital content; both include eBooks and eAudiobooks. President Fisher asked if the Library would purchase more titles. Director Weinstein confirmed that the LLD would purchase more titles and more duplicate titles to satisfy holds. Trustee Sullivan asked about the cost of digital titles. Director Weinstein stated that prices vary and are different when a public library purchases digital content as opposed to an individual purchasing their own title.

5. Assistant Director's Report

Assistant Director McQuillan mentioned that the Event Planning Team have begun discussing Star Wars Reads Day (October) and Harry Potter Day (March). The Team is working on activities for those events.

Assistant Director McQuillan commented that it was fun to see the Summer Read Wrap-up Party come to fruition. She thanked the staff for the setup, enthusiasm, and for the clean-up.

The Summer Lunch Program concluded on Monday, August 6th. The Library hosted nine lunches for children from June 11th through August 6th. The Library hosted a total of about 85 children.

The Library's landscapers and a tree felling firm serviced the Library several times this month. Assistant Director McQuillan met with elevator maintenance companies to receive information on repairing the elevator. The electrician repaired ceiling emergency lights and made recommendations for surge protectors for the breaker boxes.

There was a hail storm on August 1st that caused a tree to come down on the LLD's Kingston property. Facility Monitors were able to clear debris in the parking lot, on the sidewalks, and around the sewer drain. The tree was removed by tree service professionals on August 2nd.

Discussion: Trustee Sullivan asked about the age and repair cost for the elevator. Assistant Director McQuillan confirmed that the elevator was approximately 31 years old and that \$70,000 was a verbal estimate made by the Library's current maintenance company. Vice President Hummel

inquired about the meeting with the DuPage County Health Inspector. Assistant Director McQuillan said the health department came to inspect the Summer Lunch Program and that we passed without issue.

6. Committee Reports

- a. Finance - The Committee did not meet. No meeting planned.
- b. Personnel/Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - The Committee did not meet. No meeting planned.
- d. LLD Strategic Planning - The next meeting is on August 15th at 7:00 pm. Additional meetings are scheduled for September 18th, October 19th, and if needed, November 1st. Director Weinstein asked for clarification on the start time for October 19th, if 6:00 pm is a good time to start. The consensus was that a 6:00 pm start time was appropriate.

Discussion: Trustee Sullivan reminded everyone that she would not be able to make the August 15th meeting.

- e. Review of the Minutes - President Fisher announced that the Committee has done its work. He thanked Trustee Swistak for her help in reviewing the minutes. President Fisher retired the Committee.

Discussion: Trustee Flint asked about the elevator repair and if it would involve bids. Director Weinstein stated that due to this being a matter of public safety, this repair did not require such a process and that she had conferred with the Library's attorney regarding this matter. Trustee Sullivan said that she would like the Physical Plant Committee come to the Board with a recommendation.

7. Unfinished Business - None

8. New Business

- a. Approve tentative Budget and Appropriation Ordinance (B&A)
MOTION: Trustee Flint moved to approve the tentative Budget and Appropriation Ordinance 18-05. Vice President Hummel seconded.

Discussion: Director Weinstein provided an overview of the tentative B&A, explaining the intention to discontinue levying for the .02 Fund in the 19/20 levy, while incorporating the respective expenses into the Corporate Fund. Footnotes in Draft Ordinance 18-05 provide further clarification. Trustee Sullivan said she would like the B&A to be no higher than the budget. President Fisher mentioned that the purpose of the B&A is to provide some flexibility within the fiscal year. Secretary Bartelli asked for clarification regarding the budget, B&A, and levy. President Fisher provided clarification. Trustee Flint stated that the levy is a tax and the B&A is a plan for spending. Trustee Sullivan commented that next year she would like to eliminate the working budget and just prepare a B&A. Treasurer Wang confirmed that fund balances are in proper order regarding the Miller Analysis.

President Fisher called for a vote on the motion.

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

Trustee Flint asked about the statutory 30 day window before adopting Ordinance 18-05. It was confirmed that the September 12th Board meeting accommodated the 30 day window.

b. Approve Illinois Public Library Annual Report (IPLAR)

MOTION: Trustee Flint moved to approve the Illinois Public Library Annual Report. Trustee Swistak seconded.

Discussion: Director Weinstein provided a brief overview about the IPLAR. Treasurer Wang asked about the expenditures numbers. Director Weinstein stated that the numbers came from last year's audit. Trustee Flint thanked the staff for their efforts in preparing the report. Treasurer Wang said that it would be nice to see annual circulation statistics now that the fiscal year has passed. Trustee Sullivan asked about the number of full-time versus part-time employees. Director Weinstein said that she would provide that information to Trustee Sullivan.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

c. Elevator repair

MOTION: Trustee Flint moved to allocate funds not to exceed \$60,000 to repair the elevator. Vice President Hummel seconded.

Discussion: Director Weinstein discussed the elevator issues and verbal estimates for repair. Trustee Sullivan commented that the issue should be handled in the Physical Plant Committee and that they should come to the Board with a recommendation. Assistant Director McQuillan explained the problems the elevator has been experiencing and the repair suggestions. Director Weinstein mentioned that the repair was a public safety matter and that this item was on the agenda to expedite the repair work. Director Weinstein mentioned that she had spoken with Vice President Hummel, Chair of the Physical Plant Committee, regarding this matter. Secretary Bartelli said that she would like to see the Physical Plant Committee have more meetings and that this issue merited a meeting and asked about elevator parts and the ability to re-use parts. Trustee Flint stated that allocating funds and discussing elevator issues were two separate endeavors and that the Board could approve of the allocation this evening and then hold a future Physical Plant meeting to discuss vendors. Vice President Hummel stated that he would schedule a meeting as soon as possible. Treasurer Wang mentioned she would prefer the Physical Plant Committee to choose the vendor. President Fisher suggested having the Physical Plant Committee meet, review, and come to a consensus. Trustee Sullivan stated that this discussion would be more appropriate in the Physical Plant Committee.

President Fisher called for a vote on the motion.

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

- d. Semi-annual review of executive session minutes
- e. Review of executive session recordings more than 18 months old

9. Executive Session

MOTION: Trustee Flint moved to go into Executive Session for 5 ILCS 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. Vice President Hummel seconded. Voice Vote - All Aye. The motion passed.

Assistant Director McQuillan asked if the Board was addressing Agenda items d. and e., and if so, to possibly amend the motion to include recordings. President Fisher established the Board would address items d. and e.

MOTION: Trustee Flint moved to amend his previous motion to include the review of executive session recordings more than 18 months old, to retain or destroy. Vice President Hummel seconded. Voice Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:32 p.m.

The Board came back into Open Session at 8:44 p.m.

MOTION: Vice President Hummel moved to release the February 14, 2018 minutes and keep closed the January 10, 2018, April 11, 2018, and June 13, 2018 minutes. Trustee Sullivan seconded. Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Flint moved to destroy the recordings from the following dates; November 12, 2014, December 10, 2014, May 11, 2016, September 14, 2016, October 12, 2016, November 9, 2016 #1, and November 6, 2016 #2. Trustee Sullivan seconded. Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Vice President Hummel commented on the flattering letter regarding Youth Services staff. Trustee Sullivan asked about creating a chart that compares employee cost per capita with other DuPage-area libraries. Director Weinstein clarified a conversation she had with Trustee Sullivan regarding Board projects. Treasurer Wang suggested that the Director provide a new trends report. Trustee Swistak praised staff on a successful Summer Read Program and Wrap-up Party. Secretary Bartelli asked the Chair of the Physical Plant Committee to set a date for a meeting as soon as possible. President Fisher echoed Trustee Swistak's comments and also commended the letter regarding Youth Services. Treasurer Wang asked how staff are recognized for doing a good work. Director Weinstein stated that recognition comes via the evaluation process as well as during staff meetings.

11. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Trustee Swistak seconded. Voice Vote - All Aye
The meeting adjourned at 8:55 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 12, 2018.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees