

LISLE LIBRARY DISTRICT
BOARD MEETING
December 14, 2016 - 7:00 p.m.

1. Roll call

Present:

Richard Flint – President
Maureen Rieck – Vice President
Colleen Sehy – Treasurer
John Huff – Secretary
Jay Fisher – Trustee
Thomas Hummel – Trustee
Longry Wang – Trustee

Also Present:

Katharine Seelig – Director
Tatiana Weinstein – Assistant Director
Beth McQuillan – Director of Technical Services
Will Savage – Director of Youth Services
Ginger Boskelly – Finance Director
Alexa Hansen – Communications Coordinator
Eileen Soliday – Recording Secretary

2. Resolution

The President spoke highly of the Director's 35 years of service to Lisle Library District. Resolution 16-03, expressing appreciation and best wishes on Katharine Seelig's retirement, was read by the Secretary of the Board.

MOTION: Trustee Sehy moved to approve Resolution 16-03. Voice Vote – All Aye

3. Opportunity for visitors to speak

4. Consent Agenda

- a. Approve Minutes of the November 9, 2016 Board Meeting
- b. Approve Minutes of the November 9, 2016 Executive Session #1
- c. Approve Minutes of the November 9, 2016 Executive Session #2
- d. Approve Minutes of the November 17, 2016 Personnel/Policy Meeting
- e. Approve Minutes of the December 7, 2016 Special Board Meeting
- f. Acknowledge Treasurer's Report, 11/30/16, Investment Activity Report, 11/30/16, Current Assets Report, 11/30/16, Revenue Report, 11/30/16, and Expense Report, 11/30/16
- g. Authorize Payment of Bills, 12/14/16

A correction was made in the November 9, 2016 Board Meeting minutes: page 2, number 7, letter a. Finance – Will meet January 25, **2017**, 7:00 p.m.

MOTION: Trustee Sehy moved to approve the consent agenda as amended.

5. Director's Report
Assign Trustees for "Review of Bills Next Month"
Trustee Rieck and Trustee Fisher reviewed the November billings in December.
Trustee Huff and Trustee Hummel will review the December billings in January.
Tatiana Weinstein will be Lisle Library District's representative for the Intergovernmental meetings, Lisle I-Net Consortium, and the Joint Review Board beginning January, 2017.
6. Assistant Director's Report
This is the first time LLD has had a "Winter Read" program. So far, 133 readers have signed up. The December dinosaur paintings will be coming down in Gallery 777. The next artist will display watercolors in January/February.
7. Communications
8. Committee Reports
 - a. Finance – The management letter has been revised by Knutte and Associates as requested by the Board. The letter will be worded this way going forward. There will be a Finance Committee meeting on January 25, 2017 at 7:00 p.m. IMET and other investors filed suit against the United States Department of Agriculture (USDA). Distributions cannot be made until potential priority claims of the USDA and the Internal Revenue Service (IRS) are resolved.
 - b. Personnel/Policy – The revised policies will be voted on tonight.
 - c. Physical Plant – No meeting planned.
 - d. Health Insurance (ad hoc) – First meeting planned for February 6, 2017 at 2:00 p.m. The result of their work will be discussed at a future Committee of the Whole meeting.
9. Unfinished Business
10. New Business
 - a. Approve transfer of surplus funds to Special Reserve
MOTION: Trustee Huff moved to transfer \$175,000 from surplus funds to Special Reserve Fund. Roll Call Vote – Trustee Fisher – Nay, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Sehy – Aye, Trustee Wang – Nay, Trustee Flint – Aye. The motion passed.
 - b. Approve IMRF (Illinois Municipal Retirement Fund) contribution
MOTION: Trustee Huff moved to contribute \$200,000 from the corporate fund to IMRF. Roll Call Vote – Trustee Fisher – Present, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Sehy – Aye, Trustee Wang – Present, Trustee Flint – Aye. The motion passed.
 - c. Approve 2017 holiday closings
MOTION: Trustee Rieck moved to approve the Lisle Library District 2017 Holiday closing list. Roll Call Vote – All Aye
 - d. Approve changes to Policy 315: Loan periods
MOTION: Trustee Fisher moved to approve the revised formatting for Policy 315: Loan periods – Roll Call Vote – All Aye
 - e. Approve changes to Policy 650: Use of meeting space
MOTION: Trustee Huff moved to approve revisions in paragraph one of Policy 650: Use of Meeting Space – Roll Call Vote – All Aye
 - f. Approve changes to Policy 710: Fund balances
MOTION: Trustee Sehy moved to approve annual review to Policy 710: Fund Balances – Roll Call Vote – All Aye
 - g. Approve changes to Policy 850 section X, B: Sick leave

MOTION: Trustee Fisher moved to approve revisions to Policy 850 section X, B: Sick leave. Roll Call Vote – All Aye

h. Approve changes to Policy 810 and Policy 850 section X, M: Reimbursed travel expenses

MOTION: Trustee Hummel moved to approve revisions to Policy 810 and Policy 850 section X, M: Reimbursed travel expenses. Roll Call Vote – All Aye

i. Adopt Ordinance 16-11: Ordinance regulating reimbursement of travel, meal and lodging expenses

MOTION: Trustee Fisher moved to adopt Ordinance 16-11: Ordinance regulating reimbursement of travel, meal and lodging expenses as amended. Roll Call Vote – All Aye

j. Approve Paid Time Off (PTO) payments for retiring staff

MOTION: Trustee Rieck moved to approve Paid Time Off payments for retiring employee Margaret Kapala, amount not to exceed \$1822.89. Roll Call Vote – All Aye

11. Adjourn

MOTION: Trustee Huff moved to adjourn the meeting. Voice Vote – All Aye

The meeting adjourned at 9:11 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on January 11, 2017

Approved by

John Huff, Secretary of the Board