

LISLE LIBRARY DISTRICT
BOARD MEETING
December 9, 2015 – 7:00 p.m.

The December Board Meeting of the Lisle Library District was called to order at 7:00 p.m. at 777 Front Street, Lisle, IL.

I. Roll call

Present:

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

Absent:

Colleen Sehy – Treasurer

Also Present:

Katharine Seelig – Director
Tatiana Weinstein – Assistant Director
Ginger Boskelly – Finance Director
Beth McQuillan – Director of Technical Services
Will Savage – Director of Youth Services
Dave Knutte – Knutte & Associates
Kevin Musial – Knutte & Associates
Eileen Soliday – Recording Secretary

II. Opportunity for Visitors to Speak

None

III. Consent Agenda

- A. Approve Minutes of the November 11, 2015 Board Meeting
- B. Approve Minutes of the November 18, 2015 Personnel/Policy Committee Meeting
- C. Acknowledge Treasurer's Report, 11/30/15, Investment Activity Report, 11/30/15, Current Assets Report, 11/30/15, Revenue Report, 11/30/15, and Expense Report, 11/30/15
- D. Authorize Payment of Bills, 12/09/15

The Consent Agenda was amended as follows:

November 11, 2015 Board Meeting, V. Assistant Director's Report: The Assistant Director stated we **are** busy planning our 50th Anniversary party.

MOTION: Trustee Huff moved to approve the amended Consent Agenda. Trustee Wang seconded.

Roll Call Vote – All Aye

At this time David Knutte presented the audit report to the Board of Trustees. General audit processes were followed, Library records were in order and staff were helpful. Tests of systems and testing of account balances were “good.” The auditor’s unqualified opinion of Lisle Library District accounting practices for fiscal year 2014-2015 was that they are “good.”

There was discussion by Trustees. Trustee Wang would like the Director to write a response to the management letter. The Director stated she would do that, and Knutte & Associates will include that information in future audits.

MOTION: Trustee Huff moved to accept the Annual Audit. Trustee Fisher seconded. Roll Call Vote – All Aye

IV. Director’s Report

Trustee Flint and Trustee Fisher reviewed the November billings in December.

Trustee Huff and Trustee Hummel will review the December billings in January.

- Saturday, December 12th will be the Library’s 50th anniversary party. Fines (under \$10.00) will be waived that day only, for patrons who come into the Library.
- The parking lot light that was damaged in an accident has been repaired and paid for by the patron’s car insurance company.
- The per capita grant application is due in January. The Trustee requirements are to read and discuss chapter 5 of Serving Our Public 3.0: Standards for Illinois Public Libraries.
- We had a leak in the foyer ceiling that is being repaired.
- The cooperative effort with Benedictine University’s marketing class and the Lisle Library District has been completed. This was a very successful and rewarding experience for all.

V. Assistant Director’s Report

- The Library has a new volunteer, Shannon, who will help to deliver materials to our home delivery patrons.
- In honor of our 50th anniversary, each of our past artists featured in Gallery 777 will display one of their pieces in the month of December.

VI. Communications

These can be found in the Director’s report.

VII. Committee Reports

- A. Finance – No meeting.
- B. Personnel/Policy – Met on November 18, 2015 to make modifications to three policies.
- C. Physical Plant – No meeting planned.
- D. Facilities Steering – No meeting planned.
- E. Information Stewardship – No meeting planned.

There will be a Special Board Meeting on January 20, 2015 at 7:00 p.m.

VIII. Unfinished Business

IX. New Business

- A. Accept Annual Audit – This was completed following the Consent Agenda and before the Director’s Report.

B. Transfer surplus funds to Special Reserve

MOTION: Trustee Huff moved to transfer \$250,000 from the general fund to the special reserve fund. Trustee Rieck seconded. Roll Call Vote - Trustee Fisher – Aye, Trustee Flint – Aye, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Wang – Aye. Motion passed.

C. IMRF (Illinois Municipal Retirement Fund) Contribution

MOTION: Trustee Rieck moved to pay \$200,000 from the general fund to IMRF. Trustee Huff seconded. Roll Call Vote - Trustee Fisher – Aye, Trustee Flint – Aye, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Wang – Aye. Motion passed.

D. Approval of Policy #325: Schedule of Fines and Fees

MOTION: Trustee Huff moved to approve the changes made to Policy #325: Schedule of Fines, Fees and Financial Transactions. Trustee Rieck seconded. Roll Call Vote - Trustee Fisher – Nay, Trustee Flint – Aye, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Wang – Aye. Motion passed.

E. Approval of Policy #620: Smoke Free Environment

MOTION: Trustee Huff moved to approve the changes made to Policy #620: Tobacco, Smoke, Vape – Free Environment. Trustee Rieck seconded. Roll Call Vote - Trustee Fisher – Aye, Trustee Flint – Aye, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Wang – Aye. Motion passed.

F. Approval of Policy #650: Use of Meeting Rooms

MOTION: Trustee Huff moved to approve the changes made to Policy #650: Use of Meeting Space. Trustee Rieck seconded. Roll Call Vote – All Aye

X. Adjourn

MOTION: Trustee Wang moved to adjourn the meeting. Trustee Fisher seconded. Voice Vote – All Aye
The meeting adjourned at 8:28 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on January 14, 2016
Approved by

John Huff, Secretary of the Board