

LISLE LIBRARY DISTRICT  
BOARD MEETING  
June 12, 2019 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President  
Marjorie Bartelli - Vice President  
Jenny Norton - Treasurer  
Thomas Duffy - Trustee  
Karen Larson - Trustee  
Liz Sullivan - Trustee

Absent:

Emily Swistak - Secretary

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 - None

3. Presidential appointment of LLD standing committees

President Hummel appointed the LLD standing committees as follows:

Finance Committee:

Jenny Norton, Chair  
Liz Sullivan  
Thomas Duffy

Physical Plant Committee:

Marjorie Bartelli, Chair  
Emily Swistak  
Karen Larson

Personnel and Policy Committee:

Emily Swistak, Chair  
Marjorie Bartelli  
Thomas Duffy

The Board President is an ex-officio voting member of all committees.

President Hummel mentioned that the larger facility/capital project discussions will occur in Committee of the Whole meetings.

4. Presidential confirmation of new order of business

President Hummel provided an overview of changes made to the order of business.

5. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Sullivan reviewed the May billings in June
- b. Treasurer Norton and Trustee Larson will review the June billings in July

6. Consent Agenda

- a. Approve Minutes of the May 8, 2019 Board Meeting
- b. Approve Minutes of the May 8, 2019 Executive Session
- c. Approve Minutes of the May 22, 2019 Special Board Meeting
- d. Acknowledge Treasurer's Report, 05/31/19, Investment Activity Report, 05/31/19, Current Assets Report, 05/31/19, Revenue Report, 05/31/19, and Expense Report, 05/31/19
- e. Authorize Payment of Bills, 06/12/19

**MOTION:** Vice President Bartelli moved to approve the Consent Agenda. Trustee Larson seconded.

Discussion: Vice President Bartelli asked a question regarding the .02 total on prior month's expenses and treasurer's report. Finance Director Boskelly responded.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

7. 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.

Discussion: Vice President Bartelli asked if a Committee of the Whole or the Physical Plant Committee would address the storm-water project. President Hummel stated that the topic would be addressed when discussing long-range planning later in the meeting. Trustee Duffy asked if there was a regular schedule regarding committee meetings. President Hummel responded that meetings are generally dependent on necessity. Trustee Sullivan recommended a five year spending plan. Director Weinstein mentioned she anticipates a Personnel/Policy Committee meeting in July. President Hummel commented that the Physical Plant Committee would probably meet more often as relevant projects arise.

8. Unfinished Business - None

9. New Business

- a. Adopt Resolution 19-04: Lisle Library District Board Members - Action Required

**MOTION:** Vice President Bartelli moved to adopt Resolution 19-04: Lisle Library District Board Members. Trustee Norton seconded.

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 19-01: Ordinance authorizing non-resident cards - Action Required  
**MOTION:** Vice President Bartelli moved to adopt Ordinance 19-01: Ordinance authorizing non-resident cards. Trustee Larson seconded.

Discussion: Director Weinstein provided an overview of non-resident cards.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- c. Adopt Ordinance 19-02: Meeting Date Ordinance - Action Required  
**MOTION:** Trustee Duffy moved to adopt Ordinance 19-02: Meeting Date Ordinance. Vice President Bartelli seconded.

Discussion: Director Weinstein referenced the September and January dates. Trustee Norton asked if the LLD newsletter alerts patrons to date changes. Director Weinstein stated that each newsletter has a notice regarding regular Board meeting dates.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- d. Discussion: Long range planning for facility

Director Weinstein provided an overview of the discussion topic.

Discussion: Treasurer Norton stated that she would be open to all facility location propositions as long as all the pros and cons were weighed. Trustee Duffy commented that the data from the building assessment would be very important. He also stated that he is open to all ideas and encouraged transparency. President Hummel agreed with Trustee Duffy's comments and stated he is open to a downtown option. Trustee Duffy asked about a topography report. Director Weinstein stated she and Assistant Director McQuillan are reaching out to prior vendors to establish if a comprehensive report was conducted. Board members discussed a meeting date for the presentation by Jack Hayes/FQC. The consensus was to have a meeting at 6:00 pm on July 10th before the regular Board meeting. Vice President Bartelli asked if Jack Hayes was involved with the Visu-Sewer report. Trustee Sullivan commented that FQC should include past studies in the report. Director Weinstein and Assistant Director McQuillan stated that they've provided FQC with facility documents from the last three to five years and that Mr. Hayes would present his findings, project out ten years, share replacement schedules, and comment on the storm-water issue. Vice President Bartelli asked if Mr. Hayes was familiar with the reversal of traffic project concerning the LLD parking lot. Trustee Sullivan asked if the Board could be sent a copy of scope of work for the facility assessment. Director Weinstein mentioned that the Physical Plant Committee agreed to the scope of work for FQC and that she would send the document to the entire Board.

e. Discussion: Working Cash Fund options

Director Weinstein provided an overview of the Working Cash Fund, how to dissolve it, and a timeline of how to proceed. Director Weinstein recommended the Fund be transferred to the Special Reserve Fund.

Discussion: Vice President Bartelli asked for clarification regarding Corporate Fund balances regarding a Miller Analysis should monies be transferred to Corporate. Director Weinstein responded that the Library would not be in jeopardy of a tax objection, however it would be out of step with Board policy regarding operational reserves. Trustee Sullivan asked if monies could be moved from Special Reserves back into Corporate. Director Weinstein commented that it may be possible but would be unusual and unnecessary. Treasurer Norton and President Hummel provided more clarification. Trustee Sullivan asked if Working Cash monies could be utilized. Director Weinstein stated that they can be utilized but then must be replenished according to statute.

f. Discussion: Statistics/Data

President Hummel stated that he instructed Director Weinstein to email Board members for their suggestions regarding statistics. Director Weinstein recapped the types of statistics that have been presented in the past.

Discussion: President Hummel suggested pulling Library card statistics, by neighborhood, to see if there are underserved areas. Marjorie Bartelli asked about adult versus youth tracking. Director Weinstein stated that some families use one card for all check-outs and some families have multiple cards. Trustee Duffy commented that the current statistical report is excessively detailed and that he'd prefer four of five statistical points. He also agreed with President Hummel's suggestion regarding underserved areas. Treasurer Norton agreed with Trustee Duffy's comments. Trustee Duffy suggested pulling patron-count statistics regarding the per day versus per weekend visits, excluding special events. President Hummel asked if the Director could accommodate the statistical requests. Director Weinstein said that it would be possible. Trustee Duffy also suggested pulling attendee statistics per program for both adult and youth. Director Weinstein mentioned that the Library has numerous programs throughout the year. She explained how programs are counted, how counting has changed over the years, and what constitutes as a program. Trustee Sullivan talked about increasing and decreasing statistics on the monthly circulation report and asked if spending should be adjusted. She also asked about digital media reports.

## 10. Staff Reports

Trustee Duffy welcomed the upcoming volunteer program launch at the end of the summer and asked how people could sign up to be a volunteer. Director Weinstein said she anticipates a mention in the newsletter and having a link on website with a form. Treasurer Norton asked about enhancements regarding the new mobile app. Director Weinstein talked about some of the improvements and stated that the LLD would promote the app via the front page of the website, in the newsletter, and utilizing the LLD's social media platforms. Trustee Sullivan asked if testing would be done before launching the new app. Director Weinstein

stated that staff and the vendor are testing the app. Trustee Duffy agreed that more testing was important. Assistant Director McQuillan stated that the vendor is well established and has worked with numerous libraries. Director Weinstein suggested soft-launching to the Trustees.

11. Opportunity for Trustee comments (five minutes)

Vice President Bartelli commented on the Gallery 777 opening on June 8th. She thought it was a great event, well attended, and mentioned that the DuPage Art League complimented the space. Trustee Duffy thanked Youth Services for conducting weekend programming. Trustee Duffy also commented on the attendance of 750 patrons at the Summer Read Kick-off and thanked staff for their hard work. President Hummel stated that he attended the Summer Read Kick-off and thought that this year's attendance was a record. Trustee Larson thanked Director Weinstein for providing a thorough Trustee orientation. Treasurer Norton also thanked Director Weinstein for the warm welcome and orientation. Trustee Sullivan welcomed the new Trustees to the Board.

12. Adjourn

**MOTION:** Treasurer Norton moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the Board of Trustees on July 10, 2019.

Approved by

---

Emily Swistak, Secretary of the LLD Board of Trustees