

LISLE LIBRARY DISTRICT
BOARD MEETING
June 13, 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. Election of Officers

MOTION: Trustee Hummel moved to nominate J. Fisher as President of the Board.

Voice Vote - Approved by Voice Vote. The vote was unopposed.

J. Fisher was elected President for a 12 month term.

MOTION: Trustee Flint moved to nominate E. Swistak as Vice President of the Board.

Trustee Sullivan moved to nominate T. Hummel as Vice President of the Board.

Roll Call Vote - Trustee Bartelli - *Hummel*, Trustee Flint - *Swistak*, Trustee Fisher - *Hummel*,

Trustee Hummel - *Hummel*, Trustee Sullivan - *Hummel*, Trustee Swistak - *Swistak*, Trustee Wang - *Hummel*

T. Hummel was elected Vice President for a 12 month term.

MOTION: Trustee Flint moved to nominate L. Wang as Treasurer of the Board.

Voice Vote - Approved by unanimous Voice Vote

L. Wang was elected Treasurer for a 12 month term.

MOTION: Trustee Flint moved to nominate E. Swistak as Secretary of the Board.

Trustee Hummel moved to nominate M. Bartelli as Secretary of the Board.

Roll Call Vote - Trustee Flint - *Swistak*, Trustee Fisher - *Bartelli*, Trustee Hummel - *Bartelli*,

Trustee Sullivan - *Bartelli*, Trustee Swistak - *Swistak*, Trustee Wang - *Bartelli*, Trustee Bartelli - *Bartelli*

M. Bartelli was elected Secretary for a 12 month term.

3. Presidential appointment/confirmation of LLD standing committees

President Fisher stated that he would review the standing committees and confirm and/or appoint members next month.

4. Opportunity for visitors to speak - None

5. Consent Agenda

- a. Approve Minutes of the May 9, 2018 Board Meeting

- b. Acknowledge Treasurer's Report, 05/31/18, Investment Activity Report, 05/31/18, Current Assets Report, 05/31/18, Revenue Report, 05/31/18, and Expense Report, 05/31/18
- c. Authorize Payment of Bills, 06/13/18

MOTION: Vice President Hummel moved to approve the Consent Agenda. Trustee Sullivan seconded. Roll Call Vote - All Aye. The motion passed.

6. Director's Report

Assign Trustees for "Review of Bills Next Month."

Treasurer Wang and Trustee Swistak reviewed the May billings in June.

President Fisher and Trustee Sullivan will review the June billings in July.

Director Weinstein stated that there was a power outage on May 15th in the afternoon. The Library lost total power and the building closed temporarily until 5:10 pm. The Library has experienced a few more surges since. The LLD Summer Read kick-off party happened on Saturday, June 2nd. Approximately 550 people attended the 4 hour event which included live music, craft tables, a bubble making area, a food truck, a chalk walk, a Readers' Advisory tent, and an indoor sandbox. 451 people registered for Summer Read on the first day. Kids have logged over 73,000 minutes of reading time. Summer Read runs through Friday, July 27th and on Saturday, July 28th the Library will have a wrap up party from 11 am to 2 pm. The Library has launched a summer lunch program in partnership with the Northern Illinois Food Bank and the West Suburban Community Pantry. The Library received the final calculation for the 2017 tax levy from the DuPage County Clerk's office. Administration drafted a number of policy revisions this past month. There are three in the packet for discussion. The Library received a RAILS multi-type collaborative grant in the amount of \$2,208 for literacy programing. The Library received a \$100 donation from the James S. and Janet G. Loos Fund via their charitable giving firm. Director Weinstein congratulated Trustee Flint on becoming a member of the ILA Fundraising Committee and acknowledged Vice President Hummel's communications with the West Suburban Community Pantry Board in procuring support for the summer lunch program. The Library is participating in the Fourth of July parade this year. Trustees Wang, Hummel, Flint, and Fisher have volunteered to participate with the LLD staff.

Discussion: Vice President Hummel asked if the Village was aware of the power outages. Director Weinstein was not sure, but stated that the Library was not the only property to lose power. Vice President Hummel asked about attendance at the first summer lunch program and congratulated staff for seeing the program through.

7. Assistant Director's Report

Assistant Director McQuillan presented details about the LLD summer lunch program. This program runs from June 11th through August 6th, on Mondays, from 11:30 am to 1:00 pm in the Library's meeting room. On June 11th four children ate lunch.

Discussion:

Trustee Flint asked what kind of food was provided. Assistant Director McQuillan stated that the lunch varies every week. The lunch on June 11th included chicken nuggets, broccoli, watermelon, chips, and chocolate milk. Trustee Flint asked what conditions precipitate receiving lunch. Assistant Director McQuillan confirmed that any child up to 18 years of age may receive lunch at this site. Vice President Hummel asked if four children was the amount we expected. Assistant Director McQuillan said that twenty five meals were ordered and that more promotion was anticipated.

Elevator maintenance continues. Although several circuit boards have been replaced on the control panel, there continues to be an intermittent door control issue. The elevator maintenance company has consulted with their operating engineers regarding our matter.

One of the Library's Facility Monitors attended a LACONI workshop about homeless patrons using public libraries and the role librarians play in providing resources for the homeless using the public library.

Assistant Director McQuillan met with a sewer service company for remedies regarding the standing water in the water detention area.

The Library has had several issues with the meeting room air handler. Two of the sensors for the air handler will be replaced. One is connected to the boiler and the other is the regular temperature control.

Discussion: Secretary Bartelli asked if there was a long term plan for the elevator due to aging parts. Assistant Director McQuillan stated that it would cost about \$70,000 to custom build a new elevator and that she was in discussion with our service company for parts. Trustee Sullivan asked how long elevators last. Assistant Director McQuillan stated that the Library's elevator was about 30 years old. Vice President Hummel asked if the Library was sticking with Republic garbage services since the Village changed providers. Assistant Director McQuillan confirmed that the Library has a contract with Republic.

8. Committee Reports

- a. Finance - Treasurer Wang commented that the Library received two payments for the tax levy 2017, \$1.4 million which is about 33% of the total allocation. The Finance Committee has scheduled a meeting for June 27th at 12:00 pm. Several topics will be discussed including a B&A procedure review. A representative from Ehlers will be there to give an overview of the financial forecast.
- b. Personnel/Policy - Chairman Flint stated the Committee met on June 8th at 2:00 pm. There are three draft policies in the packet up for discussion and vote. Chairman Flint suggested the next meeting occur in September with no date yet set.
- c. Physical Plant - The Committee did not meet. No meeting planned.
- d. LLD Strategic Planning - The next meeting is scheduled for June 20th at 7:00 pm.

9. Unfinished Business

United for Libraries Board membership

MOTION: Trustee Sullivan moved to spend \$80 for a group membership for United for Libraries. Secretary Bartelli seconded.

Discussion: Trustee Flint stated that he would be opposing this because he felt that the LLD's ALA membership provided all that was necessary for Trustees and he was also concerned about the optics for funding such a membership. Trustee Sullivan stated that she would be willing to trade going to a conference for this membership. President Fisher asked if the membership renews from the date signed or a specific date. Director Weinstein stated that she believed membership begins once paid for.

President Fisher called for a vote on the motion.

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

10. New Business

- a. Adopt Resolution 18-02: Lisle Library District Board Members
MOTION: Vice President Hummel moved to adopt Resolution 18-02: Lisle Library District Board Members. Trustee Swistak seconded.
Roll Call Vote - All Aye. The motion passed.
- b. Adopt Ordinance 18-01: Prevailing Wage Ordinance
MOTION: Vice President Hummel moved to adopt Ordinance 18-01: Prevailing Wage Ordinance. Trustee Swistak seconded.
Roll Call Vote - All Aye. The motion passed.
- c. Approve Notice of Prevailing Wage Ordinance
MOTION: Trustee Flint moved to approve Notice of Prevailing Wage Ordinance. Vice President Hummel seconded.
Roll Call Vote - All Aye. The motion passed.
- d. Adopt Ordinance 18-02: Ordinance authorizing non-resident cards
MOTION: Vice President Hummel moved to adopt Ordinance 18-02: Ordinance authorizing non-resident cards. Trustee Swistak seconded.

Discussion: Trustee Flint suggested that there should be the annual explanation regarding non-resident cards. Director Weinstein stated that purchasing an LLD card is an option for non-resident patrons, as long as the LLD is their closest library. The Library uses the tax bill method per DuPage County for these card purchases.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- e. Adopt Ordinance 18-03: Chronology Ordinance
MOTION: Trustee Flint moved to adopt Ordinance 18-03: Chronology Ordinance. Trustee Sullivan seconded.

Discussion: Trustee Flint recommended that each Board member keep a copy of this ordinance for reference.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- f. Adopt Ordinance 18-04: Meeting Date Ordinance
MOTION: Trustee Flint moved to adopt Ordinance 18-04: Meeting Date Ordinance. Vice President Hummel seconded.
Roll Call Vote - All Aye. The motion passed.
- g. Approve Policy 342: Social Media
MOTION: Trustee Swistak moved to approve Policy 342: Social Media. Vice President Hummel seconded.

Discussion: Director Weinstein explained the revisions regarding this policy. Trustee Flint voiced concerns with section B, item 5e.

Roll Call Vote - All Aye. The motion passed.

- h. Approve Policy 610: Patron Code of Conduct

MOTION: Vice President Hummel moved to approve Policy 610: Patron Code of Conduct. Trustee Swistak seconded.

Discussion: Chairman Flint asked Director Weinstein to explain the revisions to this policy. Trustee Swistak pointed out a grammatical error. Trustee Flint commented on bags being inspected with probable cause. Trustee Sullivan stated that she would like a stricter rule on bag searches. Vice President Hummel voiced his concerns with bag searches. Director Weinstein reiterated why the “probable cause” addition was added. Trustee Sullivan suggested an amendment to item 15.

Recording Secretary Knight was asked to repeat the motion.

Vice President Hummel withdrew his motion.

There was an amendment to Policy 610: Patron Code of Conduct:

Change to number 15: “~~...may be conducted not less than~~ **may not be conducted within 15 feet from of the entrance of the building.**”

MOTION: Vice President Hummel moved to approve Policy 610: Patron Code of Conduct as amended. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

- i. Approve Policy 850: VIII/E & X/D, hours of work & holidays

MOTION: Trustee Swistak moved to approve Policy 850: VIII/E & X/D, hours of work & holidays. Vice President Hummel seconded.

Discussion: Director Weinstein explained the revisions of this policy. Trustee Sullivan asked about holiday pay. Director Weinstein explained holiday pay.

President Fisher called for a vote on the motion.

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

- j. Approval for closing Library for Staff Development Day

MOTION: Trustee Flint moved to approve closing the Library for Staff Development Day on August 10, 2018. Trustee Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

- k. Set Director’s salary for FY2018-19

Executive Session

MOTION: Vice President Hummel moved to go onto Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Trustee Flint seconded.

Discussion: Trustee Flint asked President Fisher to define what will be discussed in closed session. President Fisher stated that it is the annual review of the Director's performance. Trustee Flint suggested that the discussion focus on evaluative comments.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:02 p.m.

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

MOTION: Trustee Flint moved to offer Director Weinstein a 3% raise to the amount of \$111,348.15. Trustee Sullivan seconded.

Discussion:

Trustee Flint asked Director Weinstein if she would accept the offer. Director Weinstein accepted and thanked the Board. Treasurer Wang stated that the Director should continue doing what she is doing and align her goals to the emerging strategic plan. Trustee Flint commented that the Director has done all the Board has asked of her and more. He also discussed the budget and urged the Director to think about where the Library needs to invest. Vice President Hummel stated that Director Weinstein should keep doing what she is doing and to continue running the Library efficiently. He also suggested the option of using a 360 review for the Director's next evaluation. Trustee Sullivan asked when the specific performance goals would be set for next year. President Fisher stated that they were discussed in the Director's evaluation. Trustee Sullivan commented that she would like more specific goals linked to the strategic plan. President Fisher mentioned that the Board can talk more about goals during the strategic planning process.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

President Fisher congratulated staff on the Summer Read kick-off and mentioned that it was a great event for his whole family. Trustee Flint agreed with President Fisher's statement. Trustee Sullivan requested that the monthly Board packets be three-hole punched and to show page ranges for each section of the packet. Trustee Sullivan asked for volunteers for the Eyes to the Skies Festival. Trustee Swistak complimented the Summer Read kick-off party and thanked Director Weinstein for providing such thorough documentation/information for the Board.

12. Adjourn

MOTION: Vice President Hummel moved to adjourn the meeting. Trustee Sullivan 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 July 11, 2018.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees