

LISLE LIBRARY DISTRICT  
BOARD MEETING  
March 13, 2019 - 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 (arrived 7:57 p.m.)

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

Two members of the public addressed the Board. The first visitor talked about transportation to the Library for patrons who, due to age, physical limitations, or income, cannot visit the LLD. She urged the Board to consider viable options. The second visitor stated that she was speaking in support of libraries. She voiced concerns about citizens who solely focus on taxation. She commented about LLD Board member behavior, the elevator project, and the candidate objection that was filed against her. She asked the Board to think about the Library as an investment.

3. Consent Agenda

- a. Approve Minutes of the February 13, 2019 Board Meeting
- b. Approve Minutes of the February 13, 2019 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/19, Investment Activity Report, 02/28/19, Current Assets Report, 02/28/19, Revenue Report, 02/28/19, and Expense Report, 02/28/19
- d. Authorize Payment of Bills, 03/13/19

**MOTION:** Vice President Hummel moved to approve the Consent Agenda items 3a through 3d. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Treasurer Wang and Trustee Swistak reviewed the February billings in March.

Secretary Bartelli and Trustee Sullivan will review the March billings in April.

Director Weinstein discussed LLD's Harry Potter Day. It was wonderful day where over 585 patrons attended the three hour event. She provided an overview of the day's activities and mentioned the LLD's Flickr page photos and very positive Facebook comments.

On February 11<sup>th</sup> the Director met with Kristin Jachymiak from the West Suburban Community Pantry, Lisle Police Chief Anderson, Deputy Chief Wilke, and Deputy Chief Gaw to discuss the LLD's second year of providing lunches for children in need, during the summer months.

Director Weinstein is working with Friends of the Lisle Public Library District and Lisle Woman's Club (LWC) for upcoming collaborative programming events. In April, the LLD will celebrate *National Library Week* by recognizing women who've enriched the LLD via their support. The LLD will partner with the LWC for this event. Later in the year, the LLD will partner with the Friends for a large scale author event.

Director Weinstein is investigating a more comprehensive LLD volunteer program for adults. She provided an overview of current LLD volunteer programs for teens and adults; home delivery and summer read.

Discussion: Trustee Flint asked for an update about a possible downtown location for the Library. Director Weinstein stated that there hasn't been any official discussion since the October Board meeting. Director Weinstein mentioned that the Physical Plant Committee anticipated a formal building/campus assessment that should aid the Board in potential capital project planning.

## 5. Assistant Director's Report

Assistant Director McQuillan spoke about the LLD Event Team's planning of Harry Potter Day. Over 120 patrons completed the scavenger hunt.

On February 19<sup>th</sup>, Staff detected natural gas odors in the receiving area and west mechanical room. Nicor was called and a technician found a small leak. Monaco inspected both boilers for leaks and corrected the problem area.

Assistant Director McQuillan is preparing an RFP for cleaning services for the building. The LLD Piano was tuned and foot pedals repaired.

Assistant Director McQuillan met with the West Suburban Community Pantry and Lisle Police Officers to assess ways to advertise the summer lunch program. The LLD looks to host lunches on Mondays, starting in June.

On March 1<sup>st</sup>, State Representative Amy Grant stationed a "mobile office" in the LLD foyer from noon to 2 pm. Representative Grant met with constituents and listened to their concerns and ideas.

Discussion: Trustee Flint asked how the elevator was working. Assistant Director McQuillan stated it was working very well.

## 6. Committee Reports

- a. Finance - The Committee met on February 25<sup>th</sup>. Treasurer Wang provided an overview of what the Committee discussed at the meeting; cash flow forecast, investment returns/maturity, and the RFP for audit services.

Discussion: Trustee Sullivan asked about the corporate cash balance. Director Weinstein referenced the LLD Fund Balance Policy. President Fisher explained the current cash balance, expected revenues, and end of year spending.

- b. Personnel/Policy - Trustee Flint stated that there were three policies that would be voted on later in the meeting. He mentioned that the Committee did not get through everything on the agenda and would like to meet again in April. He noted that Policy 200 mentions a code of conduct/ethics policy and asked the Board to vote on Policy 200 with the expectation that the Committee shall deliver a draft policy in the near future.
- c. Physical Plant - The Committee met on March 6<sup>th</sup>. Director Weinstein provided a list of the topics discussed at the meeting; building assessment, keyless entry, HVAC, countertops for the east end bathrooms, and parking lot lights.

Discussion: Trustee Flint asked about parking during Harry Potter Day and using parking spots at St. Joan of Arc Church.

7. Unfinished Business - None

8. New Business

- a. Approve Request for Proposal (RFP) for audit services

**MOTION:** Treasurer Wang moved to approve the Request for Proposal for audit services. Vice President Hummel seconded.

Discussion: Director Weinstein elaborated on the RFP. Trustee Sullivan asked if the Board wanted to include unincorporated Lisle in the description. Treasurer Wang highlighted the timeline for the RFP process. Trustee Sullivan recommended some edits. President Fisher asked Treasurer Wang if she wished to withdraw her motion since the Board agreed to editing the RFP.

Treasurer Wang withdrew her motion.

**MOTION:** Treasurer Wang moved to approve Request for Proposal for audit services as amended. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 342: Social Media

**MOTION:** Trustee Flint moved to approve LLD Policy 342: Social Media. Vice President Hummel seconded.

Discussion: Trustee Sullivan suggested an edit. The Board agreed to keep the wording as presented.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 200: Lisle Library District (LLD) Board By-Laws

**MOTION:** Trustee Flint moved to approve LLD Policy 200: Lisle Library District (LLD) Board By-Laws. Vice President Hummel seconded.

Discussion: Trustee Sullivan asked if the Board would consider broadly defining the process of filling a Trustee vacancy. President Fisher stated documenting that the LLD follows Illinois election law was sufficient. Trustee Sullivan recommended listing more duties for the Vice President. Vice President Hummel stated that duties are defined by state statute. Treasurer Wang asked about LLD Committees. Director Weinstein clarified that the three required Committees are in accordance with the Illinois Public Library District Act. Treasurer Wang asked about Article XII Teleconferencing. President Fisher stated that the language is straight from the Open Meetings Act (OMA). President Fisher asked about language in Article IV regarding tie-vote candidates. He recommended eliminating “tie-vote” and simply keeping the word “candidates.” Trustee Flint referred to the upcoming instance of electing Officers when there is no President to preside over the meeting. Board members referred to Robert’s Rules of Order. Trustee Sullivan asked about the process of filling a vacancy. Trustee Flint explained the process. President Fisher asked Trustee Flint if he wished to withdraw his motion since Policy 200 had been edited.

Trustee Flint withdrew his motion.

**MOTION:** Trustee Flint moved to approve LLD Policy 200: Lisle Library District (LLD) Board By-Laws as amended. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 705: Construction, Capital Improvements, and Contractual Services

**MOTION:** Trustee Flint moved to approve LLD Policy 705: Construction, Capital Improvements, and Contractual Services. Vice President Hummel seconded.

Discussion: Trustee Flint deferred to Assistant Director McQuillan. Assistant Director McQuillan and Director Weinstein explained the changes to the policy.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- e. Trustee Reimbursement for meetings, conferences, and workshops

Director Weinstein apprised the Board of an ILA Trustee meeting opportunity on Saturday, March 16<sup>th</sup> in Oak Brook. She stated that there was \$1,000 in the budget for Trustee meetings and a convention line item with approximately \$825 in that account. If anyone was interested in going, Administration would register the Trustee, and should a Trustee choose to request reimbursement for travel expenses, the reimbursement form would be included in next month’s Board packet. Trustee Flint mentioned looking into a succession policy for the LLD.

- 9. Opportunity for Trustee comments (five minutes)

Secretary Bartelli asked when the next Physical Plant Committee meeting would occur. Vice President Hummel confirmed that it was scheduled for April 17<sup>th</sup> at 7 pm. Trustee Swistak mentioned that she attended Harry Potter Day with her family. They had a lot of fun and staff did a great job putting it all together.

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 7:58 p.m.

Recorded by

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Chris Knight, Recording Secretary

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

Approved by

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Marjorie Bartelli, Secretary of the LLD Board of Trustees