

LISLE LIBRARY DISTRICT
BOARD MEETING
May 8, 2019 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President
Thomas Hummel - Vice President
Longry Wang - Treasurer
Richard Flint - Trustee
Liz Sullivan - Trustee
Emily Swistak - Trustee

Absent:

Marjorie Bartelli - Secretary

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak

Five members of the public addressed the Board. The first visitor thanked outgoing Board members for their service and spoke about the working budget vote. The second visitor spoke about his community science club. The third visitor thanked outgoing Board members for their service. The fourth visitor thanked outgoing Board members for their service and expressed condolences regarding the loss of staff member Natalie Karl. The fifth visitor thanked the Board for delaying approving the working budget and also thanked outgoing Board members for their service.

3. Consent Agenda

- a. Approve Minutes of the April 10, 2019 Committee of the Whole Meeting
- b. Approve Minutes of the April 10, 2019 Board Meeting
- c. Acknowledge Treasurer's Report, 04/30/19, Investment Activity Report, 04/30/19, Current Assets Report, 04/30/19, Revenue Report, 04/30/19, and Expense Report, 04/30/19
- d. Authorize Payment of Bills, 05/08/19

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

Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

President Fisher and Trustee Flint reviewed the April billings in May.

Vice President Hummel and Trustee Swistak will review the May billings in June.

Director Weinstein took a moment to express condolences to the family and friends of staff member Natalie Karl.

Director Weinstein mentioned the celebration of National Library Week with the Lisle Woman's Club on Saturday, April 13th. Attendees remembered Barbara Roake, Marilyn Cawiezel, and Robin Sprietsma. Approximately 50 people attended the program. Donations in memory of Barbara Roake included two Mission-style lamps, a signed children's art print, and 15 hard cover books. A plaque was presented documenting Barbara Roake's journey in establishing the Library.

The Friends of the Library District had their book and media sale. There is now new shelving and reorganization of the Friends space in the Library storage area.

Director Weinstein and President Fisher attended an intergovernmental meeting on April 11th.

Jack Hayes of FQC toured the building and campus examining storm water issues, curb work, and HVAC air handlers. There will be a comprehensive building assessment report presented soon.

There will be a new expansion of LLD's September's 'I Love My Lisle Library Card' business and nonprofit partnership program. This program is not unlike the Summer Read reading incentive program. It will be app-based and users have the option to receive discounts at local businesses and organizations all year long. Implementation is set to launch this fall with more details to come.

The LLD will host an LTA practicum student this fall.

The LLD will enable automatic renewals for materials this summer. More details to come.

Discussion: Treasurer Wang commented on statistics for an app based platform. Vice President Hummel asked about previous participation regarding the LTA program. Director Weinstein replied that the Library has hosted LTA students in the past but not since her tenure as Director. Trustee Flint commented that he'd participated in lecturing LTA candidates at the College of DuPage in previous years.

5. Assistant Director's Report

Assistant Director McQuillan stated the LLD Event Planning Team has been working on the Summer Read Kick-off set for Saturday, June 1st from 11 am to 3 pm. Activities include an inflatable slide, floor pianos, a photo booth, crafts, a cupcake truck, and live music. The wrap-up event will be on Saturday, July 27th from 11 am to 2 pm.

The south detention pond and parking lot filled with stormwater during heavy rain. The Lisle Public Works Department came to inspect the situation as a courtesy. Their effort in attempting to dislodge debris down the drain was not successful. They mentioned seeing mud in the pipe.

There is a small leak in the roof over the Youth Services department office. MetalMaster came to patch the roof and will return for a permanent repair.

The parking lot lighting issue is due to disintegrating conduit underneath the asphalt drive. The electrician is handling the problem.

The Lisle/Woodridge Fire Department conducted its annual inspection of the LLD.

Discussion: Trustee Sullivan asked if the parking lot has flooded before. Assistant Director McQuillan responded that the parking lot and detention areas have flooded a number of times. President Fisher asked for a timeframe regarding fixing the parking lot lights. Assistant Director McQuillan stated that the electrician must first coordinate with another company to arrange for appropriate equipment. Trustee Sullivan suggested coming to a swift solution regarding the flooding situation. Vice President Hummel stated that stormwater solutions will be discussed in an upcoming Physical Plant Committee meeting. Vice President Hummel asked about the size of the leak in Youth Services. Assistant Director McQuillan stated that it was very small.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang commented there was nothing to report. No meeting planned.

Discussion: Trustee Sullivan asked about dissolving the Working Cash Fund and the ability to move monies. Director Weinstein requested Board consensus regarding the dissolution of the Fund. President Fisher stated that the new President and Board would discuss the Working Cash Fund.

- b. Personnel/Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - Vice President Hummel provided an overview of the projects discussed at the April 17th Physical Plant Committee meeting.

Discussion: Vice President Hummel asked about additional updates on projects. Assistant Director McQuillan provided an update on projects. Trustee Flint stated that he hoped that some attention would be given to the carpeting at the Circulation Desk.

- d. Committee of the Whole/Budget - This committee has fulfilled its role and was retired by the Board President.

7. Unfinished Business

- a. Approve FY2019-20 LLD Working Budget - Action Required
Annual approval of the LLD Working Budget for fiscal year 2019-2020.

MOTION: Trustee Swistak moved to approve the LLD Working Budget for fiscal year 2019-2020.

Trustee Flint called a point of order suggesting the Board vote to take the Working Budget off the table. Trustee Flint then rescinded his suggestion.

Discussion: Trustee Swistak asked for clarification regarding community social media posts concerning deficit spending. Director Weinstein clarified that the LLD had a healthy operating reserve and that budgeted expenses would come from the Corporate Fund and operational reserves. Trustee Sullivan asked if everyone understood the definition of deficit spending. President Fisher explained why the Library was using funds from the operating reserves. Trustee Sullivan asked if the auditor journal entries are reflected in the FY17/18 actuals. Finance Director Boskelly confirmed, "Yes." Trustee Sullivan commented about programs and the attendee numbers versus expenditures. Trustee Flint, Treasurer Wang, and Vice President Hummel also commented on programming activities. Trustee Sullivan asked that the contingency line item be reduced. She also commented on a variety of other library services and statistics. Trustee Sullivan stated she could not support the budget and

would vote “no.” Trustee Flint stated that he would support the budget. President Fisher stated that he would support the budget as presented.

President Fisher called for a vote on the motion.

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

8. New Business

a. Resolution 19-01 - Action Required

Trustee commendation of Trustee Flint for his years of service.

President Fisher recited Resolution 19-01.

MOTION: President Fisher moved to approve Resolution 19-01. Treasurer Wang seconded.

Discussion: Trustee Flint commented that he also served as Vice President during his time on the Board.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

b. Resolution 19-02 - Action Required

Trustee commendation of President Fisher for his years of service.

Trustee Flint recited Resolution 19-02.

MOTION: Trustee Flint moved to approve Resolution 19-02. Vice President Hummel seconded.
Roll Call Vote - All Aye. The motion passed.

c. Resolution 19-03 - Action Required

Trustee commendation of Treasurer Wang for her years of service.

President Fisher recited Resolution 19-03.

MOTION: President Fisher moved to approve Resolution 19-03. Vice President Hummel seconded.

Discussion: Trustee Sullivan thanked Treasurer Wang for her work as Treasurer and as Finance Committee Chair.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

d. Cleaning services proposal - Action Required

Board approval for agreement for cleaning services for the LLD.

MOTION: Trustee Sullivan moved to approve the cleaning service agreement with Eco Clean Maintenance for one year with the option to renew for the amount of \$22,344. Trustee Swistak seconded.

Discussion: Trustee Sullivan stated that the RFP for cleaning services was very thorough. Vice President Hummel asked if the current cleaning company bid as well. Assistant Director McQuillan said yes.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

e. Audit services proposal - Action Required

Board approval of agreement for audit services for the LLD.

MOTION: President Fisher moved to approve the audit service agreement with Lauterbach & Amen for one year with the option to renew for the amount of \$8,400. Trustee Sullivan seconded.

Discussion: Treasurer Wang stated that they were a good choice and asked about hours of work. Vice President Hummel asked about telephone consultation. Finance Director Boskelly provided clarification.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

f. Approval for closing Library for Staff Development Day - Action Required

Board approval for closing the LLD on Friday, August 16, 2019 for Staff Development Day.

MOTION: Trustee Flint moved the Board approve closing the Library on Friday, August 16, 2019 for Staff Development Day. Trustee Sullivan seconded.

Discussion: Trustee Flint asked for a brief overview. Director Weinstein stated that staff has not yet solidified the complete agenda, but provided an explanation of Staff Development Day activities/instruction sessions.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

g. Set Director's salary for FY2019-20 - Action Required

Board approval of LLD Director's salary for FY2019-20.

9. Executive Session

MOTION: Trustee Flint 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 Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:16 p.m.

The Board came back into Open Session at 9:23 p.m.

MOTION: Trustee Flint moved to offer Director Weinstein a 3.5% raise to the amount of \$115,755.59.

Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

President Fisher thanked his fellow Board members, past members, and staff for their work. Vice President Hummel thanked the outgoing Board members and welcomed the incoming Trustees. Trustee Sullivan echoed Vice President Hummel. Trustee Swistak thanked Trustees Fisher, Flint, and Wang for all their knowledge and experience. Treasurer Wang commented that it had been a great experience serving on the Lisle Library Board of Trustees and was pleased to be able to contribute to the future vision of the Library. Trustee Flint read aloud a poem he crafted for the occasion.

11. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Treasurer Wang seconded.

Voice Vote - All Aye

The meeting adjourned at 9:28 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on June 12, 2019.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees