

LISLE LIBRARY DISTRICT
BOARD MEETING
October 9, 2019 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services
Michael Del Valle - Auditor, Lauterbach & Amen, LLP

2. Opportunity for visitors to speak

Two visitors addressed the Board. The first visitor stated she was impressed that the Board moved forward with the HVAC project. She also commented about Board discussion regarding a downtown option for the Library and stated concerns regarding traffic and patron safety. The second visitor commented that he had concerns regarding a downtown plan because he wanted to ensure that the Library had total control over its building and land. He stated that he was impressed that the Board is discussing the building's deficiencies and looking to solve the facility's problems to better serve the community.

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Larson reviewed the September billings in October
- b. President Hummel and Trustee Sullivan will review the October billings in November

4. Consent Agenda

- a. Approve Minutes of the September 18, 2019 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 18, 2019 Board Meeting
- c. Approve Minutes of the September 26, 2019 Special Board Meeting
- d. Acknowledge Treasurer's Report, 08/31/19, Treasurer's Report, 09/30/19, Investment Activity Report, 09/30/19, Current Assets Report, 09/30/19, Revenue Report, 09/30/19, and Expense Report, 09/30/19
- e. Authorize Payment of Bills, 10/9/19

MOTION: Trustee Duffy moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

President Hummel asked for a motion to move agenda item 8a to be the next agenda item.

MOTION: Treasurer Norton made a motion to move item 8a up to the next item on the agenda. Trustee Sullivan seconded.

Voice Vote - All Aye. The motion passed.

5. Accept Annual Audit - Action Required

Michael DeValle from Lauterbach & Amen introduced himself to the Board. Mr. DeValle provided an overview of the audit.

Discussion: Trustee Duffy asked for a recommendation regarding the timeline for an updated appraisal. Mr. DeValle stated that there is no set timeline to obtain an appraisal and that it is at the discretion of the LLD. Trustee Sullivan asked about Mr. DeValle's comment regarding IMRF. Mr. DeValle clarified his statement.

President Hummel asked for a motion to accept the annual audit.

MOTION: Trustee Sullivan moved to accept the annual audit. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

6. Committee Reports

- a. Finance - Treasurer Norton stated the Committee met on September 24th and provided an overview of that meeting. Treasurer Norton stated that the Committee does not have a meeting scheduled.

Discussion: Trustee Sullivan asked how long the Library has worked with Ehlers. Director Weinstein and President Hummel estimated 6 years. Trustee Sullivan asked if the Library was planning to assess new investment firms. Treasurer Norton stated that due to a significant retirement at Ehlers, and because the LLD has recently hired Sikich to undertake financial tasks, that the LLD would reevaluate investment firms at a later date.

- b. Personnel/Policy - The Committee did not meet. Secretary Swistak read a list of available dates/times and asked members which date was best for the next meeting. The Committee members agreed to meet on Wednesday, November 6th at 6pm.
- c. Physical Plant - The Committee did not meet. Vice President Bartelli stated that the Committee does not have another meeting scheduled.

7. Staff Reports

Director Weinstein mentioned that the IL Per Capita Grant application deadline was approaching and that Board members will soon have assignments to complete the Trustee portion of the application. The Director provided updates on the My Library Rewards reading incentive program. She also stated there have been some inconsistencies regarding the new people-counter, and that Assistant Director McQuillan would have more information in her report.

Discussion: Trustee Sullivan asked if the Board would receive a report on database usage. Director Weinstein stated that the Board was provided a report last January, and that she would provide an update report this coming January. President Hummel referred to the Lisle Woman's Club 56th anniversary mention included in the Director's report.

Trustee Duffy asked about public restroom cleanliness and costs related to more cleaning. Vice President Bartelli asked about onsite custodial staff and LLD Facility Monitors. Assistant Director McQuillan explained the various job duties of the Facility Monitors.

Assistant Director McQuillan explained the current problems with the people-counter.

Secretary Swistak complimented the new outdoor book drops.

Trustee Sullivan wanted to know if the Board would agree to eliminate some of the pages from the financial reports in the Board packet and keep the summaries. Board members agreed to keep the packet as-is, but to print the packet double-sided for the next month.

Trustee Duffy asked about attendance numbers for the Youth Services Saturday programming. Will Savage discussed the increase in attendance at Saturday programming. Trustee Duffy asked about the new outreach opportunities mentioned in the Youth Services Quarterly Report. Will Savage expanded on the new outreach opportunities.

Trustee Sullivan voiced concerns regarding reciprocal patrons being able to schedule a 30 minute appointment with a librarian. Director Weinstein explained that other libraries perform this service and that many reference transactions at the LLD occur without appointments and they may last 20-30 minutes. Trustee Sullivan commented that she found this to be an operational inefficiency. President Hummel stated that the Board will look into overall efficiencies once facility plans commence.

President Hummel mentioned the collaboration with the Lisle Park District and a young LLD patron regarding an Eagle Scout project installing “mini-branch” libraries at various parks throughout Lisle.

8. Unfinished Business - None

9. New Business

- a. Approve Resolution 19-07: Resolution to Determine Estimate of Funds - Action Required

MOTION: Trustee Duffy moved to approve Resolution 19-07: Resolution to Determine Estimate of Funds. Secretary Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Secretary Swistak commented about the Saturday Youth Services programming; Cookies & Crayons and STEM. She was happy to see Library staff doing outreach at the Lisle Park District. Treasurer Norton mentioned she appreciated the thoughtful public comments. She said she'd like the Board to consider honoring the history of the LLD in a more permanent way. Trustee Larson suggested having a special event to honor the history of the Library. Trustee Duffy commented on the 2020 Census. Director Weinstein stated that Librarians are training for the 2020 census and anticipate patrons coming in to fill out the census online. Vice President Bartelli stated she was impressed with the Library's new auditor. She also mentioned she appreciates the automatic renewals. She also mentioned the ComEd energy efficiency program facility assessment and recommended it be addressed at an upcoming Physical Plant Committee.

11. Adjourn

MOTION: Secretary Swistak moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:24 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 13, 2019.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees