

LISLE LIBRARY DISTRICT
BOARD MEETING
September 13, 2017 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Will Savage - Director of Youth Services
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak

Public comment period included remarks from two visitors. One remark referenced the dollar amounts in the Corporate, Special Reserve, and .02 funds. The annual audit was also mentioned. There was a request to balance revenues and expenses. One visitor asked for an explanation of the .02 Ordinance.

3. Consent Agenda

- a. Approve Minutes of the August 9, 2017 Board Meeting
- b. Approve Minutes of the August 9, 2017 Executive Session
- c. Acknowledge Treasurer's Report, 08/31/17, Investment Activity Report, 08/31/17, Current Assets Report, 08/31/17, Revenue Report, 08/31/17, and Expense Report, 08/31/17
- d. Authorize Payment of Bills, 09/13/17

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

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Secretary Sullivan and Trustee Flint reviewed the August billings in September.

Trustee Bartelli and Trustee Swistak will review the September billings in October.

The Director referenced the Staff Development Day held on August 11th. The annual financial audit was conducted in August. A final audit report should arrive in late October. The auditors will present the final report to the Board in November or December.

The Library distributed 100, NASA approved, eclipse glasses to patrons on August 21st in celebration of the solar eclipse. September is National Library Card Sign-Up Month and over 30 local businesses participate in the *I Love My Lisle Library Card* event by providing discounts to patrons who show their LLD card during

the month of September. The Communications Coordinator is organizing a schedule change and some other modifications for the LLD *Connections Newsletter*. This change will also reduce printing costs.

The Illinois General Assembly passed a law, effective January 1, 2017, called *The Local Government Travel Expense Control Act*, regulating Trustee expenses. Reimbursements must be approved in an open meeting by roll call vote. There is a form for Trustees to submit estimated and actual expenses.

The Director shared a few comments from patrons, including a thank you for the curb-cutting near the limited mobility parking. The Director shared that one of the artists who exhibited at Gallery 777 had passed away last year and that her husband reached out recently to mention that exhibiting at the Library was part of the best year of his wife's life.

The Director confirmed that there will be a Special Board Meeting on November 1, 2017 regarding the results of the Community Engagement Project.

As assigned, the Director researched law firms that represent Illinois libraries. Half of the libraries contacted use the same firm as the LLD. The Director recommended retaining the current firm for general legal counsel and, if necessary, utilizing another firm for more specialized assistance. A majority of the Board suggested drafting a request for proposals (RFP) to assess legal counsel options, noting to include the current firm in the assessment.

The Director researched a variety of companies and equipment in order to record Board meetings and brought those findings to the Board. A local recording company owner met with the Director to assess recording needs. Audio equipment (microphones/cables/mixer) costs might range between \$1,000 and \$2,500. Sourcing and training costs would run \$75.00 per hour. The consensus of the Board was to have the Director proceed with the local business owner in purchasing recording equipment and conducting training.

On September 13th the Financial Manager informed the Director that a check transacted through MB Financial Bank was intercepted. The check was forged in the amount of \$90,000. The check was stopped. A police report will be filed. MB Financial Bank suggested that LLD employ Positive Pay service to protect against fraud. The Board agreed with this suggestion.

Trustees were asked by the Director to please submit any Board packet questions by 4 p.m., the Monday before a Board meeting, so to appropriately prepare and provide information.

Secretary Sullivan recommended that there be reminders via social media and the newsletter regarding Board Meeting dates. Secretary Sullivan recommended that LLD posters and flyers have larger print.

5. Assistant Director's Report

The Digital Outreach Team evaluated royalty-free images for social media posts and discussed plans for upcoming events. Staff Development Day took place on August 11th. Staff conducted safety drills and participated in presentations that covered security/safety, teambuilding and positive work habits. The safety drills were coordinated by members of the LLD Safety Team. Curb-cutting work was also done while the Library was closed on August 11th. This concrete work provides ease of access for patrons with mobility challenges. Railings on the south side of the building were also anchored.

Event planning teams met to discuss *Ready, Set, Go* and *Star Wars Reads Day*. The Assistant Director met with several tree service companies. The Library campus has aging trees that need care and rotting trees that need to be removed.

The HVAC system needed repair twice in August. The Assistant Director will meet with the HVAC crew in October to better understand the needs and age of all equipment. The annual switch from cooling to heating will also take place in October.

The Assistant Director met with a representative of the Library's cleaning company and reviewed the building maintenance plan. They noted cleaning needs regarding the floor covering in the lobby and high traffic areas throughout the building.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang referenced Library tax receipts. She met with the Director and Financial Manager to discuss a new format for the Monthly Investment Activity page in the Board packet. 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.

7. Unfinished Business

- a. Approve Ordinance 17-05: .02% Building and Maintenance

MOTION: Vice President Hummel moved to postpone the voting of Ordinance 17-05: .02% Building and Maintenance until the October Board meeting. Secretary Sullivan seconded.

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

MOTION: Trustee Flint moved to approve Ordinance 17-05: .02 Building and Maintenance. Trustee Wang seconded.

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

- b. Approve Public Notice of .02%

MOTION: Trustee Swistak moved to approve the Public Notice of .02%. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

8. New Business

- a. Adopt Ordinance 17-06: Budget and Appropriation

There was a main motion and subsequent amendments.

MOTION: Trustee Flint moved to adopt Ordinance 17-06: Budget and Appropriation as presented. Trustee Swistak seconded.

MOTION: Vice President Hummel moved to amend the main motion by changing the Transfer to Special Reserve Fund line item to zero. Trustee Bartelli seconded.

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

MOTION: Secretary Sullivan moved to amend the main motion by requesting that the current balance of all funds be shown within the B&A. The motion failed due to a lack of a second.

President Fisher called for a vote on the main motion.

(**MOTION:** Trustee Flint moved to adopt Ordinance 17-06: Budget and Appropriation as presented. Trustee Swistak seconded.)

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

b. Approve Certified Estimate of Revenues by Source

MOTION: Treasurer Wang moved to approve the Certified Estimate of Revenues by Source. Trustee Flint seconded.

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

c. Trustee Reimbursement for meetings, conferences, and workshops

Trustees were reminded of the new procedures and form for reimbursement for conferences and travel. The ILA conference will take place in Tinley Park from October 10th through the 12th. Trustee Day is on the 12th. President Fisher and Trustee Flint voiced interest in attending.

d. Committee minutes

The Board discussed the process of approving committee meeting minutes. It was noted that in *Robert's Rules of Order*, it is proper that committee meeting minutes be approved by the corresponding committee and not by the Board as a whole. The Board agreed to have committee minutes approved by respective committees.

e. Semi-annual review of Executive Session recordings

9. Executive Session

MOTION: Vice President Hummel moved to go into Executive Session for 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Treasurer Wang seconded.

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

The Board voted to go into Executive Session at 8:53 p.m.

The Board came back into Open Session at 9:10 p.m.

MOTION: Secretary Sullivan moved to destroy all recordings except March 11, 2009; May 12, 2010; June 16, 2010; June 13, 2012 #1, and June 13, 2012 #2.

Secretary Sullivan withdrew the motion.

MOTION: Trustee Flint moved to destroy the following recordings: July 18, 2007; July 7, 2010 #1; July 7 2010 #2; October 13, 2010; November 22, 2010; December 8, 2010; April 4, 2011; April 13, 2011; May 11, 2011; July 13, 2011; August 10, 2011; October 12, 2011; August 8, 2012; October 10, 2012; April 10, 2013; February 12, 2014; March 12, 2014; April 9, 2014; April 30, 2014; May 7, 2014; August 13, 2014; August 20, 2014; September 17, 2014; October 8, 2014; November 12, 2014; December 10, 2014; February 10, 2016. Secretary Sullivan seconded.

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

10. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Vice President Hummel seconded.

Voice Vote - All Aye

The meeting adjourned at 9:18 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 11, 2017.

Approved by

Liz Sullivan, Secretary of the Board