

LISLE LIBRARY DISTRICT  
BOARD MEETING  
July 10, 2019 - 7:08 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  
Ginger Boskelly - Finance Director  
Chris Knight - Recording Secretary  
Will Savage - Director of Youth Services

2. Opportunity for visitors to speak - None

3. Continuation of Special Meeting

Trustee Sullivan recommended that the Physical Plant Committee plan for facility projects and have a five year proposal of spending. President Hummel stated that the Special Reserve Ordinance should be revised. Director Weinstein agreed that larger capital projects should abide by the President's desire to have Committee of the Whole meetings and that smaller projects be discussed via the Physical Plant Committee. Director Weinstein recommended having an agenda item that refers to long range capital planning for the August Board meeting.

Trustee Duffy discussed utilizing consultants. Trustee Larson discussed lighting projects. Treasurer Norton mentioned bundling projects. Trustee Larson asked about goals for the next meeting. Director Weinstein stated that the August meeting will provide an opportunity to have a comprehensive discussion and to consider project management services. President Hummel stated that there would be a long range capital planning item on the next agenda.

4. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Larson reviewed the June billings in July
- b. President Hummel and Trustee Duffy will review the July billings in August

5. Consent Agenda

- a. Approve Minutes of the June 12, 2019 Board Meeting
- b. Acknowledge Treasurer's Report, 06/30/19, Investment Activity Report, 06/30/19, Current Assets Report, 06/30/19, Revenue Report, 06/30/19, and Expense Report, 06/30/19
- c. Authorize Payment of Bills, 07/10/19

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

Roll Call Vote - All Aye. The motion passed.

6. Committee Reports

- a. Finance - The Committee did not meet. No meeting planned.
- b. Personnel/Policy - The Committee met on June 28<sup>th</sup>. Secretary Swistak mentioned the Committee had discussed a number of policies and that one was on the agenda for the evening and others remain in draft form. The next meeting is scheduled for July 12<sup>th</sup> at 4:00 pm.
- c. Physical Plant - The Committee did not meet. Vice President Bartelli asked Committee members when they would like to meet. The consensus was to wait until after the August Board meeting.

7. Unfinished Business - None

8. New Business

- a. Approve Resolution 19-05: authorizing preparation and filing of the B&A - Action Required  
**MOTION:** Secretary Swistak moved to approve Resolution 19-05: authorizing preparation and filing of the B&A. Trustee Duffy seconded.  
Roll Call Vote - All Aye. The motion passed.
- b. Approve Public Notice of Public Hearing on B&A - Action Required  
**MOTION:** Trustee Duffy moved to approve Public Notice of Public Hearing on B&A. Trustee Larson seconded.  
Roll Call Vote - All Aye. The motion passed.
- c. Presidential appointment of a committee to review the minutes  
President Hummel appointed Treasurer Norton and himself to the committee to review the minutes.
- d. Approve LLD Policy 300: Library Cards - Action Required  
**MOTION:** Secretary Swistak moved to approve LLD Policy 300: Library Cards. Treasurer Norton seconded.

Discussion: Secretary Swistak and Director Weinstein provided an overview of the changes made by the Personnel & Policy Committee. Trustee Sullivan suggested changes to LLD Policy 300. President Hummel asked Secretary Swistak if she would like to make a motion to approve LLD Policy 300 as amended.

**MOTION:** Secretary Swistak moved to approve LLD Policy 300: Library Cards as amended. Trustee Duffy seconded.

Discussion: Trustee Sullivan commented about sentence structure in LLD policies. Trustee Duffy suggested discussing Trustee Sullivan's concerns at the next Personnel & Policy Committee meeting.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

9. Staff Reports

Vice President Bartelli asked if the B&A could coincide with the finalized audit. President Hummel replied that the B&A schedule is set by statute. President Hummel asked about line items that are adjusted after the audit. Finance Director Boskelly stated that adjustments regularly occur and that amounts vary from year to year.

Trustee Duffy asked Youth Services Director Savage about the new Monday night story time program and attendance rates. Director Savage replied that the attendance was low but that staff would gauge patron interest over a six month period to determine its continuance. Trustee Duffy recommended extra marketing efforts and said that he has received positive patron feedback regarding the new offering.

Trustee Duffy commented about the inoperative sink in the men's restroom. Assistant Director McQuillan explained that the faucet cannot be repaired and would need to be completely replaced. New sinks, faucets, and countertop installation is scheduled for September. Staff originally scheduled the project earlier, however, the fabricator and plumber have had scheduling conflicts that have delayed installation until September.

Director Weinstein provided an overview of reports on active cards and visitor statistics. Board members discussed and asked questions about both reports. Board members came to a consensus to take a deeper look into the number of households within the Meadows subdivision and asked that the Director provide more demographic information on this population of residents.

10. Opportunity for Trustee comments (five minutes)

Secretary Swistak mentioned that the Youth Services program featuring College of DuPage students was high quality and that her children found it valuable. Trustee Sullivan thanked everyone for having open discussion. Treasurer Norton thanked staff for participating in the 4th of July Parade and also thanked the staff who organize the monthly invoices. Trustee Larson stated the parade was great and a fun experience. President Hummel mentioned next year's July Board meeting and possibly having it later in the month. Trustee Duffy mentioned statistical data points and regarded the Monday evening story times as one data point to consider.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 14, 2019.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees