

LISLE LIBRARY DISTRICT
BOARD MEETING
November 13, 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

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. President Hummel and Trustee Sullivan reviewed the October billings in November
- b. Treasurer Norton and Trustee Duffy will review the November billings in December

4. Consent Agenda

- a. Approve Minutes of the October 9, 2019 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/19, Investment Activity Report, 10/31/19, Current Assets Report, 10/31/19, Revenue Report, 10/31/19, and Expense Report, 10/31/19
- c. Authorize Payment of Bills, 11/13/19

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

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Treasurer Norton stated there was no update.
- b. Personnel/Policy - Secretary Swistak mentioned the Committee met Wednesday, November 6th. The Committee discussed policies that the Board will review under New Business this evening.
- c. Physical Plant - Vice President Bartelli commented the Committee will pause until the December 2nd Special Board meeting with CCS.

Discussion: Trustee Larson mentioned she would like to have a direction regarding the facility by the end of February.

6. Staff Reports

Director Weinstein had a few additions to her submitted report. The upcoming Special Board Meeting will be December 2nd. The LLD received a first edition art print by Susan Bartlett gifted by the Lisle Woman's Club. The LLD Board provided testing feedback regarding the Library's app which is set to publicly launch

December 1st. Nigel Jackson is the new LLD Communications Coordinator. Director Weinstein thanked staff for their assistance on the prep work for the levy.

Discussion: President Hummel asked about the storm water project. Assistant Director McQuillan stated it is scheduled for late November, weather permitting. Trustee Sullivan asked if the people counter is working correctly. Assistant Director McQuillan stated that a technician recalibrated the device and that it works better and that staff are monitoring the device to ensure that it is working properly. Trustee Sullivan and Duffy asked about the Library's volunteer program. Director Weinstein stated that the Library currently has volunteers and that she and Assistant Director McQuillan are looking at more opportunities for adult volunteers. Vice President Bartelli asked about the difference between the terms "outreach" and "home delivery." Director Weinstein stated that outreach refers to staff visiting a particular place or event to promote the Library, and home delivery is a service that delivers Library materials to patrons who cannot physically visit the Library.

7. Unfinished Business - None

8. New Business

a. Adopt Ordinance 19-04: Levy - Action Required

MOTION: Trustee Duffy moved to adopt Ordinance 19-04: Levy. Treasurer Norton seconded.

Discussion: Director Weinstein provided a brief overview of the levy and recommended the Board adopt Ordinance 19-04 as drafted. Trustee Sullivan asked for the FY18-19 expenditures. Director Weinstein stated that the 18/19 actuals were provided in the Board packet. Trustee Sullivan asked for the FY19-20 budget. President Hummel and the Director stated that the FY19/20 budget is within the financials provided in the Board packet. Trustee Duffy asked Treasurer Norton if she was comfortable with the proposed levy. Treasurer Norton responded that she was. President Hummel thanked staff for being fiscally responsible.

President Hummel asked for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

b. Approve Certification of Compliance with TITA - Action Required

MOTION: Trustee Sullivan moved to approve Certification of Compliance with TITA. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

c. Approve Illinois Municipal Retirement Fund (IMRF) contribution - Action Required

MOTION: Trustee Sullivan moved to approve Illinois Municipal Retirement Fund (IMRF) contribution. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

d. Approve LLD Policy 635: Signs and Displaying Promotional Literature and Materials - Action Required

MOTION: Trustee Duffy moved to approve LLD Policy 635: Signs and Displaying Promotional Literature and Materials. Secretary Swistak seconded.

Discussion: Director Weinstein recommended to have the motion read to include the merge of LLD Policy 640 and LLD Policy 635.

MOTION: Trustee Duffy moved to amend his motion to approve LLD Policy 635: Signs and Displaying Promotional Literature and Materials and to accept merger of LLD Policies 640 and 635, with modifications, to new LLD Policy 635: Signs and Displaying Promotional Literature and Materials. Secretary Swistak seconded.

Discussion: Director Weinstein explained the merging of the two policies. Trustee Sullivan commented that the Personnel and Policy Committee is doing a great job. Treasurer Norton asked about the use of the word designee. Secretary Swistak provided clarification.

President Hummel asked for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 610: Patron Code of Conduct - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 610: Patron Code of Conduct. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of the changes made to LLD Policy 610.

Roll Call Vote - All Aye. The motion passed.

- f. Approve LLD Policy 201: Board of Trustees Code of Conduct & Ethics - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 201: Board of Trustees Code of Conduct & Ethics. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of LLD Policy 201. Trustee Sullivan handed out documents to the Board and commented about her censure experience. Trustee Sullivan suggested the Policy be sent back to the Personnel and Policy Committee for rework. Board members discussed topics including legal issues, censure process, use of the staff areas, and the interference with the official operations of other independent community organizations. Board members agreed to add the words, "and LLD attorney" to Policy 201 item G: Breaches (2)(g).

MOTION: Secretary Swistak moved to approve LLD Policy 201: Board of Trustees Code of Conduct & Ethics as amended. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

- g. Approve LLD Policy 705: Construction, Capital Improvements, and Contractual Services - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 705: Construction, Capital Improvements, and Contractual Services. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of the changes made to LLD Policy 705.

Roll Call Vote - All Aye. The motion passed.

h. Trustee conference reports

Trustee Sullivan and Vice President Bartelli discussed their visit to the annual ILA conference. Trustee Sullivan discussed fundraising and foundations. Vice President Bartelli referenced two presentations she attended: *How to construct or remodel a library building and keep out of trouble* and *Successful and unsuccessful architectural features in libraries*. She also discussed other session topics such as the challenges of poverty/homelessness, local elections in the library, and libraries as a safe space for LGBTQ youth.

9. Opportunity for Trustee comments (five minutes)

President Hummel asked the Board if they continued to enjoy the double-sided packet. Board members stated they approve of the format and are pleased that it conserves paper. President Hummel also mentioned that in the last four months the Personnel and Policy Committee has worked on seven policies, two of which were new and that staff have done a lot of work since June. Vice President Bartelli mentioned she attended the last Village Economic Development Commission meeting. She stated that they reported on new business initiatives within the Village, with parking being a main issue. Trustee Duffy stated that it would be good to have the Friends of the Library update the Board about their vision and goals. Trustee Larson stated that she thought the Board had a great conversation and looked forward to the CCS meeting. Treasurer Norton agreed with Trustee Duffy's comments about the Friends of the Library. Secretary Swistak thanked the Board for passing all of the policies the Personnel and Policy Committee brought forth. She stated that the Committee worked very hard the last few months and appreciated the willingness of the Committee to meet frequently. She also mentioned that her children continue to enjoy the Saturday programming in Youth Services.

10. Adjourn

MOTION: Treasurer Norton moved to adjourn the meeting. Trustee Larson seconded.

Voice Vote - All Aye

The meeting adjourned at 8:50 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on December 11, 2019.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees