

LISLE LIBRARY DISTRICT
BOARD MEETING
August 9, 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 a resident reading a letter expressing thoughts about the Library and its value to the community.

3. Consent Agenda

- a. Approve Minutes of the July 12, 2017 Board Meeting
- b. Approve Minutes of the July 12, 2017 Executive Session
- c. Approve Minutes of the August 3, 2017 Finance Committee Meeting
- d. Acknowledge Treasurer's Report, 07/31/17, Investment Activity Report, 07/31/17, Current Assets Report, 07/31/17, Revenue Report, 07/31/17, and Expense Report, 07/31/17
- e. Authorize Payment of Bills, 08/9/17

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

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Treasurer Wang and Trustee Bartelli reviewed the July billings in August.

Secretary Sullivan and Trustee Flint will review the August billings in September.

The Director stated that the Library would be closed for a staff development day on August 11th. She talked about the Summer Read wrap-up party that took place on July 29th. The three hour event consisted of various outdoor activities including a dunk tank and food truck, with roughly 300 attendees. That same morning, the Library experienced a power outage before opening. Power was restored at approximately 10 am. Staff ensured that the day's events went smoothly. The Board President and Director attended an intergovernmental meeting on July 20th. The community engagement survey launched on July 7th. Approximately 700 online surveys were completed and 76 paper surveys were mailed to the market

research firm for tallying. Millennia Consulting will present the final report to the Board of Trustees at a Special Board meeting on November 1st at 7 pm. The Library received comments/suggestions that included recommendations for food vending machines for patrons, purchasing more small stools for patrons to access the lower shelves of books, having a mural/artwork for the Library entryway, and a suggestion to provide a 'green space' for reading. Recently, some patrons have contacted the Director/staff about receiving notifications closer to the due date to cue returns/renewals in a more convenient manner. The Department Directors discussed this topic and resolved to change the notification alerts to *one day* before the due date and to clarify notification language. Patrons will also be notified two days, two weeks, and three weeks *after* the due date to encourage returns.

5. Assistant Director's Report

The Digital Outreach Team worked on social media posts in reference to the summer reading statistics. The posts included information on most popular authors and titles for youth, teens and adults. The Safety Team met in July to plan safety drills for the August 11th staff development day. Fire, tornado, and lost child drills were reviewed. There have been several HVAC issues/repairs due to local area brown-outs. Recently, on the lobby floor, a child was unable to exit the men's bathroom due to the door being in a "locked" position. Staff were able to open the door and assist the child. Upon examination, both the men's and women's restroom doors were askew. They were professionally rehung and now close properly. The Assistant Director attended the quarterly session of the Assistant/Deputy Directors of Public Libraries for RAILS Northern/Northeastern region meeting at Downers Grove Public Library on July 28th.

6. Committee Reports

- a. Finance - The Committee held a meeting on August 3, 2017. Treasurer Wang spoke about tax receipts and the audit report. The final audit report for FY16/17 will be released this fall. There was discussion about rotating audit firms every few years. 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. .02 Building & Maintenance fund discussion.
The Board President stated that he and the Director have met to discuss LLD funding and planning. The Director explained the .02 fund. There are plans for smaller facility repairs and maintenance projects. Trustee Flint requested that there be an action item be placed on the agenda for a vote on the .02 ordinance at the September Board meeting.

8. New Business

- a. Approve Tentative Budget and Appropriation Ordinance (B&A)

There was a main motion, subsequent amendments and discussion.

MOTION: Trustee Flint moved to approve the Tentative Budget and Appropriation Ordinance (B&A). Trustee Swistak seconded.

MOTION: Vice President Hummel moved to amend the main motion by striking the Special Reserve Fund line item from the Tentative B&A. The motioned failed due to a lack of a second.

Discussion: Vice President Hummel addressed the Special Reserve Fund and stated that once money is transferred to this fund, it cannot be removed and may only be used for Special Reserve purposes. He also mentioned the current balance of the fund. Secretary Sullivan raised the topic of funding for Trustee conferences and memberships.

MOTION: Secretary Sullivan moved to amend the primary amendment to the main motion by increasing the budget line for Trustee conferences by \$2,000.00 and to increase the Trustee membership line by \$250.00. The motion failed due to a lack of a second.

Discussion: Secretary Sullivan and Vice President Hummel discussed the \$2,000.00 Trustee conference line increase and the ability to use other funds for additional conference expenses.

MOTION: Vice President Hummel moved to strike the Special Reserve Fund line from the Tentative B&A. 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.

Discussion: Vice President Hummel offered other amendment ideas without making a formal motion. Trustee Flint addressed the President by calling the question. President Fisher acknowledged Trustee Flint's request. The Board then voted on the main motion:

(MOTION: Trustee Flint moved to approve the Tentative Budget and Appropriation Ordinance (B&A). 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 IPLAR | Illinois Public Library Annual Report

MOTION: Secretary Sullivan moved to approve the 2017 IPLAR. Treasurer Wang seconded.

Roll Call Vote - All Aye

c. Semi-annual review of Executive Session minutes

9. Executive Session

MOTION: Secretary Sullivan 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. Vice President Hummel seconded.

Voice Vote - All Aye

The Board voted to go into Executive Session at 8:34 p.m.

The Board came back into Open Session at 8:45 p.m.

MOTION: Vice President Hummel moved to release the Executive Session minutes from September 9, 2015, February 8, 2017, May 10, 2017, and June 14, 2017. Secretary Sullivan seconded.
Voice Vote - All Aye

10. Adjourn

MOTION: Vice President Hummel moved to adjourn the meeting. Secretary Sullivan seconded.
Voice Vote - All Aye
The meeting adjourned at 8:49 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 13, 2017.
Approved by

Liz Sullivan, Secretary of the Board