

LISLE LIBRARY DISTRICT
BOARD MEETING
December 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

Ginger Boskelly - Finance Director

Chris Knight - Recording Secretary

Will Savage - Director of Youth Services

Michael Lo - President, Kiwanis Club of Lisle

Gary Shafer - Kiwanis Club of Lisle

Cathy Cawiezel - Friends of the Lisle Public Library District

Nancy Wilson - Friends of the Lisle Public Library District

Kevin Musial - Knutte & Associates, P.C.

2. Opportunity for visitors to speak - None

3. Presentations: Kiwanis Club of Lisle and Friends of the Lisle Public Library District

MOTION: President Fisher moved to amend the agenda to begin the meeting with presentations from the Kiwanis Club of Lisle and Friends of the Lisle Public Library. Vice President Hummel seconded.

Voice Vote - All Aye

The LLD Director introduced and thanked the Kiwanis Club of Lisle for donating sensory toys for the Youth Services Department (toys on display). Kiwanis President, Michael Lo, stated that the Club was happy to donate toys and credited the Library for the good work they do. Photos were taken of Kiwanis Club members and the LLD Board of Trustees near the display of sensory toys.

The Director introduced and thanked Friends of the Lisle Public Library District members, Nancy Wilson and Cathy Cawiezel for donating a rocking chair to the Youth Services Department (chair on display). Ms. Cawiezel stated that the rocking chair was in memory of Robin Sprietsma, a former Lisle Library District Board member, staff member, and Friend. She distributed handouts about Robin's contributions to the community. Photos were taken of Friends members and the LLD Board of Trustees surrounding the rocking chair.

4. Accept Annual Audit

MOTION: President Fisher moved to amend the agenda to advance the presentation of the annual audit.

Vice President Hummel seconded. Voice Vote - All Aye

Kevin Musial from Knutte & Associates, P.C. presented the annual audit, walking the Board through each section of the report. Mr. Musial concluded that the Library is in a good financial position. The Board was asked if they had any questions. Secretary Sullivan asked that the last sentence be removed from the management letter. Mr. Musial clarified that the statement is standard for management letters, however he would follow up with the firm President for possible modification in future letters.

MOTION: Vice President Hummel moved to accept the audit. Trustee Wang seconded.

Roll Call Vote – All Aye.

5. Consent Agenda

- a. Approve Minutes of the November 1, 2017 Special Board Meeting
- b. Approve Minutes of the November 8, 2017 Board Meeting
- c. Approve Minutes of the November 9, 2017 Special Board Meeting
- d. Acknowledge Treasurer’s Report, 11/30/17, Investment Activity Report, 11/30/17, Current Assets Report, 11/30/17, Revenue Report, 11/30/17, and Expense Report, 11/30/17
- e. Authorize Payment of Bills, 12/13/17

MOTION: Trustee Flint moved to approve the Consent Agenda. Vice President Hummel seconded.

Roll Call Vote - All Aye

6. Director’s Report

Assign Trustees for “Review of Bills Next Month.”

President Fisher and Trustee Bartelli reviewed the November billings in December.

Vice President Hummel and Trustee Flint will review the December billings in January.

The Director stated that LLD’s Winter Read launched on December 1st. On December 2nd, the Library held a holiday event for Winter Read featuring award-winning musician, Fruteland Jackson. 43 patrons registered on that day. As of the Director’s report, 220 adults have registered and 208 bookmarks were given out to the Library’s younger readers to keep track of their Winter Read progress.

The Director, Assistant Director, and IT Manager met with the Library’s outsourced technology company, OSG. They discussed future enhancements and upgrades for the Library’s network.

A new networked copier/scanner has been connected in the Administrative Department. LLD contracted with Konica Minolta. The new copier/scanner has enhanced features and should prove more cost effective than the preceding machine.

The Director conferred with the LLD attorney on policies up for discussion this evening. The attorney was impressed with the Committee work on Policy 901: Sexual Harassment.

The Library received its final restitution payment in November for a theft in 2011.

There is a new Gallery 777 exhibit by artist Kasia Szczesniewski. A reception for the exhibit was held on December 8th. Over 50 people attended the reception.

The Director mentioned that the President of the Friends of the Lisle Public Library District sent a program attendance report for the year. So far, 522 people have attended Friends programs in 2017.

The Book and Paper Guild, who meet at the Library on a monthly basis, donated a book for the Library's collection. The Director publicly thanked them for the holiday donation.

Discussion:

Trustee Bartelli asked the Director if it was possible for those not on Committees to be notified of the Committee meeting dates. The Director stated that she would email all Trustees prior to Committee meetings. Trustee Flint stated that Fruteland Jackson is a major blues performer and a great catch for the Library. Secretary Sullivan requested that she would like the audit earlier than was received this year. The Director stated that the audit was provided one week prior to the Board meeting. Treasurer Wang responded that it may depend on the auditor's workload and that the delivery schedule might be negotiable when contracting with a firm next year.

7. Assistant Director's Report

The Assistant Director provided information about her meeting with the Digital Outreach Team (DOT). They discussed using Hootsuite for posting social media posts. The team boosted the Winter Read program with special posts.

The Safety Team finalized their work for the Illinois Per Capita Grant and submitted a report to the Director.

Employees will receive active shooter training at the December staff meeting by the Lisle Police Department.

The Event Planning Team met to finish Winter Read plans and discussed planning for next year's Harry Potter event to be held on March 10th.

The Assistant Director, Director and IT Manager met with Outsource Solutions Group to discuss the Library's network, security and server replacement.

The Library received memorial donations. Staff selected genre books for those donations. Memorial plates were then placed inside each book.

A new roof was installed on the storage room by Rightway Roofing and Gutters. Six damaged carpet squares were replaced in Meeting Room A by DeSitter Flooring.

Discussion:

Secretary Sullivan asked if there was a way to count clicks on social media posts. The Assistant Director told her that she would check into that. Treasurer Wang commented on the increase in computer program attendance and increased use of Hoopla. The Director responded by stating that Adult Services has walk-up sessions for patrons at the Connection Desk for various electronic device related training. The Director stated that the increased use of Hoopla may very well be because patrons are more comfortable using the service after platform updates.

Vice President Hummel asked if email training was available for patrons. The Director affirmed that staff facilitate technology classes as well as one-on-one instruction as needed. Secretary Sullivan asked why the number of volunteer hours were down. The Assistant Director informed her that this time of year there isn't as much of a demand for volunteers as there is in the summer. Will Savage, Director of Youth Services, explained that the primary need for volunteers is during the Summer Read program and that they have pared down the number of volunteers to best suit the needs of the Department allowing for more quality, not quantity, of time spent volunteering.

Secretary Sullivan asked how the Library gets the statistics regarding people visiting the Library. The Director stated that there is a people counter device at the entrance of the building.

Secretary Sullivan commented on the use of the small group study rooms. She asked if there was a way to let patrons reserve them or sign-up by using a form. The Director informed her that attempts had been made in the past to have a sign-in sheet as an experiment for room use. Patrons were to self-regulate the room schedule. Staff cannot visually monitor the rooms due to the building's configuration. Staff found that patrons intermittently used the sign-in sheet and most often disregarded the practice.

Trustee Bartelli asked if there were time limits for using the small group study rooms. The Director explained that the rooms are shared spaces and that there are no time limits. The Director also stated that there are three rooms; a quiet study room near Reference, and two other study rooms near the Circulation Desk. The Director mentioned that she was aware of other libraries that have a sign-in system, but that those libraries have a number of rooms where dedicated staff are able to monitor the use of the rooms.

8. Committee Reports

- a. Finance - The Committee met on December 13th to approve the minutes of the October 30th Finance Committee meeting. The approved minutes will be in the January Board packet. Treasurer Wang provided a tax receipt update. No meeting planned.
- b. Personnel/Policy - The Committee met on November 29th. They discussed Ordinance 17-08, Policy 901, Policy 906, and Policy 325. All except Policy 325 are to be discussed and voted on later in the meeting. The Committee has planned for a meeting on January 17, 2018 at 6:00 pm.
- c. Physical Plant - The Committee did not meet. No meeting planned.

9. Unfinished Business - None

10. New Business

- a. Approve Illinois Municipal Retirement Fund (IMRF) contribution
MOTION: Trustee Flint moved to approve the Illinois Municipal Retirement Fund contribution of \$200,000. Treasurer Wang seconded.
Discussion of IMRF funds and rates followed. Trustees requested a presentation from IMRF representatives in 2018.
Roll Call Vote - All Aye. The motion passed.
- b. Adopt Ordinance 17-08, Ordinance Adopting Policy Prohibiting Sexual Harassment, Discrimination, and Retaliation and Policy 901: Sexual Harassment
MOTION: Trustee Flint Moved to adopt Ordinance 17-08, Ordinance Adopting Policy Prohibiting Sexual Harassment, Discrimination, and Retaliation and Policy 901: Sexual Harassment as written. Trustee Swistak seconded.

Discussion:

Vice President Hummel requested confirmation on section B(3). Director Weinstein responded that the attorney said the policy was appropriately drafted and the procedure was proper. Secretary Sullivan asked if the term "unwelcome environment" could be added

to the policy. President Fisher responded by stating that section A, Item 3 of the new policy covers “unwelcome environment” issues.

Secretary Sullivan expressed that the word “may” was used too frequently and instead, the term “shall” should be used. Director Weinstein asked Secretary Sullivan to indicate which areas she thought needed wordsmithing. Secretary Sullivan said she had notes regarding the entire policy.

Secretary Sullivan stated that she thought that handling a complaint “informally” was incorrect. Vice President Hummel responded by stating that handling a complaint informally is just the first step. If the complainant feels that the issue needs to be handled formally, they have the right to do so at any time.

Secretary Sullivan asked why the policy has a one year time limit to file a complaint. Trustee Swistak and President Fisher responded by explaining that the Illinois Department of Human Rights (IDHR) has a 180 day time limit to file and the United States Equal Employment Opportunity Commission (EEOC) has a 300 day time limit to file. The one year time limit to file a complaint with the LLD, extends beyond the time limits of the State and Federal organizations.

President Fisher called for a vote on the motion.

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

c. Approve Policy 906: Recording of LLD Board of Trustee Meetings

MOTION: Vice President Hummel moved to approve Policy 906: Recording of LLD Board of Trustee Meetings following the purchase and training of audio equipment. Trustee Swistak seconded.

Discussion:

Treasurer Wang asked if this policy covers both audio and video. President Fisher and Director Weinstein stated that the policy encompasses all types of recording. Secretary Sullivan had a concern about the revised title of the policy in that patrons might think the policy references written minutes. Trustee Flint stated the policy is clear as written.

Secretary Sullivan asked if the Library had a safety deposit box and if the Library paid for the box because she did not see a line item for a safety deposit box in the expense report. President Fisher confirmed that the Library does have a safety deposit box.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

d. Approve 2018 Holiday Closings

MOTION: Trustee Flint moved to approve the 2018 holiday closings. Trustee Swistak seconded.

Discussion:

Vice President Hummel asked if it was possible to dismiss staff early on July 3rd. The Director mentioned that the Library has a fair amount of business before holidays such as patrons coming in for books and movies before the Library closes for Christmas. Trustee Swistak agreed and confirmed that her family stocks up before the Library closes for a holiday. Trustee Flint stated that for government entities, hours of operation are not decided by the number of patrons in the building.

Secretary Sullivan also asked about closing at 5pm the day before a holiday closing. The Finance Director replied that the Library may have to calculate overtime pay for being open on a scheduled closed day and we would also have to change the holiday closing policy.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

e. Discussion: Strategic Planning/Committee process

President Fisher suggested a joint Trustee and staff committee to be announced in January consisting of three staff members and three Trustees. He asked that Board members wishing to be a part of the process to let him know. Trustee Bartelli suggested that the whole Board be on the committee. The rest of the Board members agreed. Trustee Flint affirmed that staff should be included. President Fisher agreed that staff should be part the committee as they have library expertise. Trustee Flint mentioned his experience with the previous strategic plan and that the process will require expertise, effort and cooperation on everyone's part. Secretary Sullivan suggested that the Board should look at strategic plans from other libraries. President Fisher agreed.

f. Discussion: Board Conference Update

President Fisher and Trustee Flint both attended the Illinois Library Association Conference in October. They participated in various programs at the conference. President Fisher participated in programs relating to FOIA and OMA.

Trustee Flint presented a table-talk program on Board diversity. Director Weinstein reviewed the new procedure and form for attendance/travel reimbursement for Trustees. She announced that both President Fisher and Trustee Flint submitted forms for their ILA attendance/travel and did not request reimbursement.

Trustee Flint reminded the Board of a February Trustee Forum in Oakbrook.

The Finance Director answered a question previously asked by Secretary Sullivan about not seeing a line item (cost) of a safety deposit box in the Library's financials. The Finance Director pointed out that there is an expense line for the safety deposit box and it appears on page 21 within the Board packet.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 10, 2018.

Approved by

Liz Sullivan, Secretary of the Board