

LISLE LIBRARY DISTRICT
BOARD MEETING
February 14, 2018 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

Liz Sullivan - Secretary

Also present:

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

2. Opportunity for visitors to speak

A gentleman informed the Board that he appreciated its members and that he is very happy with the Library.

3. Consent Agenda

- a. Approve Minutes of the January 10, 2018 Board Meeting
- b. Approve Minutes of the January 10, 2018 Executive Session
- c. Acknowledge Treasurer's Report, 01/31/18, Investment Activity Report, 01/31/18, Current Assets Report, 01/31/18, Revenue Report, 01/31/18, and Expense Report, 01/31/18
- d. Authorize Payment of Bills, 02/14/18

There was an amendment to the January 10, 2018 Board Meeting minutes:

Addition to Item 3, Discussion: ***"Vice President Hummel stated he originally did not want to have training as he didn't think it was necessary. He only went along as a favor. He thought the training was only going to cost around \$600, not this amount. He did not think the presentation was worth \$1000 and wanted to know the full cost beforehand. He would have objected to the training, if he knew it would be this amount. This should have been done as a flat fee."***

MOTION: Vice President Hummel moved to approve the Consent Agenda as amended. Treasurer Wang seconded.

Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

President Fisher and Trustee Bartelli reviewed the January billings in February.
Treasurer Wang and Trustee Swistak will review the February billings in March.

Assistant Director McQuillan presented Director Weinstein's report to the Board in her absence. In January, staff were trained on the new Board meeting recording equipment. The Library was open Friday, Saturday, and Sunday (Feb 9-11). Though the community received a significant amount of snow, the parking lot and sidewalks were cleared and salted each morning by the snow crew and staff were able to open on time.

In partnership with the Lisle Woman's Club and the Lisle Heritage Society, the Library held a very successful program entitled "Treasures from the Vault: A Quilting History" presented by the Executive Director of the Wisconsin Museum of Quilts & Fiber Arts.

There is a new art exhibit featured at Gallery 777 by artist Julia Wang. The Library received a non-binding opinion PAC letter in January. The Personnel and Policy Committee worked on policy changes and made recommendations to the LLD Board. The Library received \$42,865.68 in TIF surplus funds as provided by the Village.

President Fisher and Director Weinstein attended an intergovernmental meeting on January 18th. The Library had a quarterly services meeting with OSG, the Library's out-of-house IT firm, to discuss future technology projects. On February 7th and 8th the Library experienced network connectivity issues. Those issues were resolved by the IT Manager and OSG in the late afternoon on February 8th.

This month patrons were asked why they love the LLD by writing their reasons on a paper heart. The Romance Writers Association donated \$50 to the LLD. Assistant Director McQuillan reminded the Board about the upcoming February 21st LLD Strategic Planning Committee meeting and two budget meetings on April 4th and April 18th. She also reminded the Board about the February 16th West Suburban Library Legislative Lunch and an Illinois Library Trustee Forum Workshop on February 17th.

Discussion: Treasurer Wang expressed her concerns about the Library's connectivity issues and network infrastructure. She asked Assistant Director McQuillan if the Library had redundancy within the building. Assistant Director McQuillan replied that the Library has a cloud backup system. Treasurer Wang asked President Fisher if the Village was going through a strategic plan. President Fisher confirmed that the Village Manager mentioned that project at the intergovernmental meeting. Vice President Hummel asked about the cost of the IT infrastructure remedies. Assistant Director McQuillan said she could not give an estimate at this time.

5. Assistant Director's Report

Assistant Director McQuillan talked about the LLD Digital Outreach Team (DOT) projects including YouTube activities and the February *I Love My Library* event. The DOT also celebrated Black History Month by featuring African-American authors and/or characters on social media all month long. The Safety Team made sure the Library defibrillators were added to their checklists and made sure the pads and batteries were properly dated (not expired). The Lisle-Woodridge Fire District conducted an inspection with suggested repairs and replacements. The Library Event Planning Team met to work on the Harry Potter Day event taking place on March 10th. There was an incident in the elevator earlier in the week. A child opened the emergency panel inside the elevator and pressed the emergency button before his caretaker could intervene. The police responded and were very understanding. A heating unit in the emergency stairwell was repaired by Monaco Mechanical.

Discussion: President Fisher asked if staff have been trained to use the AED devices and asked if the public can use them. Assistant Director McQuillan replied that both staff and patrons may use the

AEDs and that they have simple instructions. Trustee Bartelli asked how often the Fire District inspects the Library. Assistant Director McQuillan replied that we have annual inspections.

6. Committee Reports

- a. Finance - The Committee did not meet. No meeting planned.

Discussion: Vice President Hummel asked what investments were purchased in January. He referred to an amount of \$63,050 that he did not see listed. Treasurer Wang confirmed that there was a purchase in that amount. President Fisher referred to an amount of a negative \$12,535, under Revenues, regarding interest income in January. Treasurer Wang explained that the amount represented a cash inflow and outflow and not negative interest.

- b. Personnel/Policy - The Committee met on January 17, 2018 with no meeting planned in the near future due to upcoming budget and strategic planning meetings scheduled.
c. Physical Plant - The Committee did not meet. No meeting planned

7. Unfinished Business - None

8. New Business

- a. Ratify legal representation

MOTION: Vice President Hummel moved to table until the March 14, 2018 Board meeting. Trustee Bartelli seconded.

Discussion: Trustee Flint commented that there was no reason to table this motion. Vice President Hummel explained that he was not satisfied with how the attorney handled the PAC recommendation. Trustee Flint supported the attorney's decision. Trustee Bartelli commented that since Director Weinstein was on bereavement leave, that tabling this decision was appropriate. Vice President Hummel suggested the Board should possibly reissue the RFPs. Treasurer Wang expressed that the Board discussed the pros and cons of all four candidates and that there was a strong consensus to stay with the current attorney.

President Fisher called for a vote on the motion.

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

MOTION: Trustee Flint moved to approve Roger Ritzman and Robbins Schwartz as the Library's legal counsel. Treasurer Wang seconded.

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

- b. Approve Policy 325: Schedule of Fines, Fees, and Financial Transactions

MOTION: Trustee Flint moved to approve Policy 325: Schedule of Fines, Fees, and Financial Transactions. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Policy 340: Internet Access and Public Computer Use
MOTION: Trustee Swistak moved to approve Policy 340: Internet Access and Public Computer Use. Trustee Flint seconded.
 Roll Call Vote - All Aye. The motion passed.
- d. Approve Policy 805: Conference and Meeting Attendance
MOTION: Trustee Swistak moved to approve Policy 805: Conference and Meeting Attendance. Trustee Flint seconded.
 Roll Call Vote - All Aye. The motion passed.
- e. PAC letter: ratification of action complying with recommended remedy

President Fisher referred to the non-binding opinion letter from the PAC referencing that on May 8, 2013, the Board was not in compliance with the Open Meetings Act. The opinion referenced that the Board spoke beyond the scope of executive session parameters when in closed session. The recommended remedy was to give the complainant a copy of the closed session meeting minutes as well as the audio recording.

MOTION: Vice President Hummel moved to approve ratification of action complying with recommended remedy for the PAC letter. Trustee Bartelli seconded.

Discussion: Trustee Flint mentioned that the remedy written by the Public Access Council was non-binding, which meant that it was a suggested remedy, therefore the Board did not have to act. Trustee Flint disagreed with the PAC opinion. President Fisher stated that he discussed this action with Director Weinstein and the attorney. Vice President Hummel stated that he thought that the Board should release the recording and have a list of any outstanding PAC letters. Trustee Swistak asked for clarification about the ratification. Treasurer Wang agreed that the Trustees should be aware of outstanding PAC letters.

President Fisher called for a vote on the motion

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

- f. Semi-annual review of Executive Session minutes
- g. Review of Executive Session recordings more than 18 months old

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.

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

The Board voted to go into Executive Session at 7:47 p.m.

The Board came back into Open Session at 7:58 p.m.

MOTION: Vice President Hummel moved to release the August 9, 2017 and September 13, 2017 minutes. Trustee Flint seconded.

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

MOTION: Trustee Flint moved to destroy, per statute, the recordings more than 18 months old; September 9, 2015, February 10, 2016, March 9, 2016 #1, March 9, 2016 #2, and do not destroy May 11, 2016.

Treasurer Wang seconded.

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

Discussion: Vice President Hummel commented on Trustee travel. He believed it should have been on the agenda. Trustee Flint mentioned that relevant documents and mentions were included in the packet and Director's report. President Fisher added that it was announced in the Director's report to also give other Trustees an opportunity to express their interest in attending.

10. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Treasurer Wang seconded.

Voice Vote - All Aye

The meeting adjourned at 8:05 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on March 14, 2018.

Approved by

Liz Sullivan, Secretary of the Board