

LISLE LIBRARY DISTRICT
BOARD MEETING
January 10, 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:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Ginger Boskelly - Finance Director

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Consent Agenda

a. Approve Minutes of the December 13, 2017 Board Meeting

b. Acknowledge Treasurer's Report, 12/31/17, Investment Activity Report, 12/31/17, Current Assets Report, 12/31/17, Revenue Report, 12/31/17, and Expense Report, 12/31/17

c. Authorize Payment of Bills, 01/10/18

Vice President Hummel requested item c., Authorize Payment of Bills, be removed from the Consent Agenda.

There were three amendments to the December 13, 2017 Board Meeting minutes:

Correction to Item 10b: ***Vice President Hummel responded by stating that handling a complaint informally is just the first step.***

Addition to Item 10c: ***Trustee Flint stated the policy is clear as written.***

Addition to Item 10d: ***Trustee Flint stated that for government entities, hours of operation are not decided by the number of patrons in the building.***

MOTION: Vice President Hummel moved to approve only items a. and b. of the Consent Agenda as amended. Trustee Flint seconded.

Roll Call Vote - All Aye

MOTION: Trustee Flint moved to approve item c. of the Consent Agenda; Authorize Payment of bills. Trustee Swistak seconded.

Discussion: Vice President Hummel explained why he wanted item c. separated from the Consent Agenda. ***He did not want to pay the total cost of \$1000 for the Trustee training presented by Julie A. Tappendorf from Ancel Glink. Vice President Hummel stated he originally did not want to have training as he didn't think it was necessary. Vice President Hummel mentioned he only went as a favor. Vice President Hummel thought the training was only going to cost around \$600, not \$1000. He did not think the presentation was worth \$1000 and wanted to know the full cost***

beforehand. Vice President Hummel would have objected to the training, if he knew it would be \$1000. Vice President Hummel felt it should have been a flat fee. The Director responded by saying the original estimate was \$800 for a one hour program which included prep, travel and presentation. The program lasted a total of two hours with the latter half consisting of a series of questions from Trustees. The Director confirmed that she discussed training costs with the Board President prior to scheduling Ms. Tappendorf.

Director Weinstein felt the training was important for all Board members and that it was money well spent especially since all the Trustees asked pertinent questions of the presenter. Trustee Flint agreed. The Director stated that the *Trustee Training* account line had not been used in years. Trustee Bartelli asked the Director if spending on conferences was the same as spending on training regarding the Trustee account lines. The Director explained that there are four different account lines for Trustee expenses; conferences, training, meetings, and dues. Trustee Swistak added that she thought the training was beneficial particularly due to the number of questions asked after the formal presentation. Vice President Hummel questioned the follow-up email that was included in the total cost. The Director mentioned that a Trustee posed a question at the end of the meeting that may have been misinterpreted, so she asked for clarification. Treasurer Wang stated that she thought the training was valuable and suggested that future Board training expenses be discussed at Board meetings for transparency's sake. Director Weinstein verified that the Contingency expense line was used to supplement the Training expense.

President Fisher called for a vote on the motion.

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

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

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

President Fisher and Trustee Bartelli will review the January billings in February.

Director Weinstein updated the Board on the status of a currently popular, political title. She presented the FY16-17 Annual Report. Active shooter training for employees took place at the December staff meeting. Training was provided by Officer Dan Taylor of the Lisle Police Department. The Director is researching sexual harassment training for staff and for Trustees. The Director presented a new way of looking at statistics with a report that shows library trends, national and internal, over multiple years. This report gives a big-picture view of a key data points such as physical and digital material use, program attendance, meeting room use and individual database statistics as requested by the Board.

Discussion: Treasurer Wang asked the Director if the database numbers included unique users. The Director said that the statistics showed unique sessions and that the counts at the bottom of the report show digital material check-outs. A majority of the Trustees said that they liked the new style of statistical reporting. Some mentioned that they liked both the old and new methods of reporting. Treasurer Wang suggested keeping the monthly statistics report in the Board packets and having the trend report as a quarterly addition.

After discussion, the Director informed the Board about the West Suburban Library Legislative Lunch and Trustee Forum Workshop taking place on the 16th and 17th of February at the Chicago Marriott in Oak Brook.

5. Assistant Director's Report

Assistant Director McQuillan discussed the Digital Outreach Team meeting in December. They talked about posting photos to Instagram and uploading Readers' Advisory videos to YouTube such as the new Star Wars themed video. The Safety Team has worked on a map of emergency and safety equipment located throughout the building. A fire inspection was completed on January 9th. Several repairs were recommended and are in the process of being completed. The inspector will return in a few weeks to evaluate progress. Closing procedures are being reviewed and revised by the Department Directors with the aid of the Facility Monitors. A new networked printer/scanner has been installed. Staff are learning to use its new features such as paper folding pamphlets.

Discussion: Vice President Hummel asked about NACO (Name Authority Cooperative Program), which was mentioned in the Technical Services Quarterly Report. The Assistant Director clarified that many authors write under multiple names so this program is a way to keep track of those names using authority records.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang mentioned that the Library had received its final tax receipt payment of 2017. No meeting planned.
- b. Personnel/Policy - The Committee did not meet. A meeting has been planned for January 17, 2018 at 6:00 pm.
- c. Physical Plant - The Committee did not meet. No meeting planned. Vice President Hummel commented that a meeting may be planned in the next month or so depending on the work of the Strategic Plan Committee.

7. Unfinished Business - None

8. New Business

- a. Appoint Committee to prepare 18/19 Working Budget
The Board President announced that the Committee will include all Board members. The Director suggested possible meeting dates. April 4th and 18th were scheduled.
- b. Approve Per Capita Grant
MOTION: Trustee Swistak moved to approve the Per Capita Grant. Trustee Flint seconded.

Discussion: The Director discussed the application process and the grant itself. The LLD is not guaranteed to receive funds. Last year's application was accepted and the LLD received an award acknowledgement letter, but has not received the grant as of yet. Trustee Flint asked about grant amounts. The Director explained that awards have decreased from year to year. Trustee Bartelli asked about the Conflict of Interest Statement on the application. The Director responded that the State Library instructed the LLD to leave that question blank.

President Fisher called for a vote on the motion.

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

c. Appoint Strategic Plan Committee

The Board President announced that the Committee will include all Board members plus two additional Department Director members. Treasurer Wang commented that she would like to determine an end date for the project. The Director anticipated the first meeting being an introductory session. The consensus of the Board was to start as soon as possible. The Director confirmed she would research February dates and check the availability of Board members.

9. Executive Session

MOTION: Trustee Flint moved to go into Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Treasurer Wang seconded.

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

The Board voted to go into Executive Session at 7:52 p.m.

The Board came back into Open Session at 8:11 p.m.

Discussion: The Board instructed Director Weinstein to contact Roger Ritzman in accordance with Board Executive Session discussion.

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:13 p.m.

Recorded by

Chris Knight, Recording Secretary

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

Approved by

Liz Sullivan, Secretary of the Board