

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

1. Roll call

Present:

Jay Fisher - President

Thomas Hummel - Vice President

Longry Wang - Treasurer

Liz Sullivan - Secretary (arrived 7:02 p.m.)

Marjorie Bartelli - Trustee

Richard Flint - Trustee

Emily Swistak - Trustee

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

Two visitors addressed the Board. The first speaker asked about the Management Association. He then referenced the proposed pay grade document questioning various positions and grades. Finally, he commented about the monthly expenses report and differences between November and December balances.

The second visitor mentioned that he was surprised to read in the January minutes that a Trustee had proposed not paying a vendor for services rendered. The service in question was the November training for Trustees. The visitor mentioned that he attended the meeting and felt the training session was a valuable opportunity as evidenced by the many questions asked by Trustees.

3. Consent Agenda

- a. Approve Minutes of the February 14, 2018 Board Meeting
- b. Approve Minutes of the February 14, 2018 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/18, Investment Activity Report, 02/28/18, Current Assets Report, 02/28/18, Revenue Report, 02/28/18, and Expense Report, 02/28/18
- d. Authorize Payment of Bills, 03/14/18

There was a proposed amendment to the February 14, 2018 Board Meeting minutes:

Correction to Item 8a, Discussion: *"Vice President Hummel explained that he was not satisfied with how the attorney handled the PAC **violation recommendation**."*

**MOTION:** Vice President Hummel moved to approve the Consent Agenda 3a through 3c as amended. Secretary Sullivan seconded.

Discussion: Trustee Flint commented that the amendment was improper and that he would oppose it. Secretary Sullivan asked for clarification on the amendment. Vice President Hummel repeated

the amendment. President Fisher proposed using the word “remedy.” Secretary Sullivan suggested using the phrase “remedy of the violation.”

Vice President Hummel pulled the motion. President Fisher announced that the motion was abandoned.

**MOTION:** Vice President Hummel moved to approve the Consent Agenda 3a through 3c as originally presented. Secretary Sullivan seconded.

Discussion: Secretary Sullivan asked whether she should bring questions regarding the Treasurer’s Report up now or later. President Fisher recommended waiting until the Treasurer presents the Finance Committee Report.

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

**MOTION:** Trustee Flint moved to approve item d; approval of the bills as presented. Trustee Swistak seconded.

Discussion: Vice President Hummel referenced two items: the Legislative Meet-up and Trustee Workshop. He stated that he did not believe the events constituted Trustee training. President Fisher commented that advocacy is part of the role of a Trustee. Secretary Sullivan commented that she receives emails about ILA issues and initiatives. Secretary Sullivan addressed an issue about the Library purchasing a book for her about library trends. The Director stated that this book could be interlibrary loaned for her.

Vice President Hummel continued opposing the workshop attendance, stating that he did not believe Trustees should attend these type of events. Secretary Sullivan suggested that the President should attend these events and then if he cannot, the Vice President should go and if he cannot, the Treasurer should go and so on. President Fisher responded by saying the event topics are relevant to all Trustees, not just Officers and mentioned that Trustee Flint expressed interest and followed the proper protocol. Vice President Hummel suggested that the attendance form should have been on the agenda.

Secretary Sullivan asked for a list of all ILA opportunities. Director Weinstein mentioned that all Trustees are members of ILA and receive email notifications and the ILA Reporter magazine that list meeting dates. Secretary Sullivan stated that she will take it upon herself to make a list and send it to every member of the Board. Trustee Flint asked her not to do so because it was improper. He described ILA conference schedules, what it takes to be an engaged Trustee, and that his attendance and the process to attend was handled with transparency. Vice President Hummel disagreed.

Secretary Sullivan had additional comments regarding the role of a Trustee. She stated that she believed that the people with the least seniority should be sent to the ILA opportunities first. She was happy to hear that ILA had two regular Trustee events. Lastly, she mentioned that she believed that one of the main duties of Trustee was fundraising.

Secretary Sullivan explained that she had visited multiple libraries and met with Board Presidents and Trustees. Treasurer Wang recommended that after Trustees attend a conference, that they

return and share their experience with the rest of the Board. Trustee Bartelli agreed with Treasurer Wang's suggestion. Secretary Sullivan added that she would prefer that the Trustee create a presentation for the Board.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

Discussion: Trustee Flint noted that emails concerning public business were being sent by one LLD Trustee to other LLD Trustees. His advice was to ignore them as though as they had not been sent. Trustee Swistak stated that the Board was a team and that discussions must take place at an open meeting. President Fisher suggested that best practice would be to send emails directly to one Trustee or to Director Weinstein. Trustee Flint responded by suggesting to use email as it is intended by public officials. Secretary Sullivan explained that she would be happy to read her emails aloud at every meeting. She also commented that she believed that the LLD Board meets the least amount of times as compared to other public entities.

#### 4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Treasurer Wang and Trustee Swistak reviewed the February billings in March.

Secretary Sullivan and Trustee Flint will review the March billings in April.

Director Weinstein thanked the Board for their condolences last month and for the donation on behalf of her mother. She also thanked Assistant Director McQuillan for taking care of the Library while she took some bereavement time and recognized Chris Knight for his role in preparing the room for the very first recorded Board meeting last month. Josh Hepler was also recognized for his video work and uploading to the Library's YouTube channel where the public may view the open meeting recordings.

The Library celebrated Harry Potter Day on March 10<sup>th</sup>. An estimated 400+ people attended the three hour program. Finding parking was difficult. She congratulated the staff that worked on the program.

The Library budget meetings have been scheduled for April 4<sup>th</sup> and April 18<sup>th</sup>, both at 7 pm.

April 4<sup>th</sup> will cover costs associated with Building, Operating, Insurance, Contractual Services, Equipment, Materials, Programs, Restricted Use, and Contingency. April 18<sup>th</sup> will cover Personnel, Staff and Trustee Development, Special Reserves, the Building and Maintenance Fund, and Revenues. Director Weinstein discussed and provided background regarding pay grade adjustments. She recommended to keep with CPI this year; between a 2.1% and 1.8% adjustment (US and Chicago respectively).

Discussion:

Vice President Hummel and Secretary Sullivan asked questions regarding pay grades. Secretary Sullivan asked Director Weinstein to share the Library job descriptions with members of the Board.

The dates for the next two LLD Strategic Planning Committee meetings were announced, March 21<sup>st</sup> and May 2<sup>nd</sup>, both at 7 pm. Committee members were asked to send the Director one strategic plan example that might prove beneficial to the Committee's work. A packet will be created with the examples for the March 21<sup>st</sup> discussion. She asked that all Board members make inquires during the Committee meeting so that all members may benefit from those questions. She asked that members connect with her to set up a tour of the Library if interested.

Discussion: Secretary Sullivan asked if it were possible to get a years' worth of programs including descriptions, dates, and attendance. Director Weinstein directed Secretary Sullivan to the Library's online calendar. Director Weinstein asked the rest of the Board if they wanted more detail than what was available on the online calendar. Vice President Hummel asked if the information was readily available. Director Weinstein answered that the attendance information would have to be pulled separately but that general attendance statistics are supplied monthly within the Board packets. Secretary Sullivan asked for the cost of each program.

Secretary Sullivan remarked about the LLD Strategic Planning and Budget meetings. She proposed finishing the Strategic Plan before budgeting and doing away with the working budget and just passing the B&A. She also mentioned that the Board was wasting time and not planning meetings efficiently. Trustee Sullivan stated that Trustees were more important than staff when scheduling for Strategic Planning Committee meetings.

#### 5. Assistant Director's Report

Assistant Director McQuillan discussed the heavy rain of February 18<sup>th</sup> and 19<sup>th</sup>. The south parking lot had some flooding due to the retention area being full of water. The landscaping crew came and pumped out the water. This is a reoccurring issue that needs further investigation. She thanked the event planning team for their work with the very successful Harry Potter Day. It took a lot of work. The Library had 847 patrons in the building that day between 9:30 am to 5 pm. National Library Week occurs April 8<sup>th</sup> through the 14<sup>th</sup>. The event planning team has activities planned for the whole week. The Summer Read theme for this year is *Reading Takes You Everywhere*. The Library has had difficulties in maintaining the proper temperatures in the east end of the building. Repairs have been made. The new policy manual will be passed out with the recent updates.

Discussion: Secretary Sullivan asked if the Library can work with St. Joan of Arc for overflow parking. Assistant Director McQuillan answered that the Library already has a mutual agreement with St. Joan. Secretary Sullivan asked if it were possible to get an RFP written regarding fixing the flooding problem in the parking lot. Assistant Director McQuillan responded by recommending it be one of the elements of discussion at the Strategic Planning meetings.

#### 6. Committee Reports

- a. Finance - The Committee did not meet. 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 - None

#### 8. New Business

- a. Approve LLD pay grade adjustment

**MOTION:** Trustee Flint moved to adopt a pay grade adjustment of 2.1%. Treasurer Wang seconded.

Discussion: Director Weinstein recapped her comments about the proposed pay grade adjustment. Treasurer Wang discussed her experience in the corporate sector. Secretary Sullivan proposed that the vote be postponed until the budget meetings are held. Vice President Hummel had an issue with 2.1% and would prefer 1.8%.

President Fisher called for a vote on the motion.

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

9. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:29 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the Board of Trustees on April 11, 2018.

Approved by

---

Liz Sullivan, Secretary of the Board