

LISLE LIBRARY DISTRICT
BOARD MEETING
May 9, 2018 - 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

2. Opportunity for visitors to speak

One visitor addressed the Board. The visitor stated that she loved the Lisle Library and its services. She remarked about a Facebook post which suggested cuts in spending and asked if this was a position of the whole Board.

3. Consent Agenda

- a. Approve Minutes of the April 11, 2018 Board Meeting
- b. Approve Minutes of the April 11, 2018 Executive Session
- c. Approve Minutes of the April 18, 2018 Committee of the Whole Meeting
- d. Acknowledge Treasurer's Report, 04/30/18, Investment Activity Report, 04/30/18, Current Assets Report, 04/30/18, Revenue Report, 04/30/18, and Expense Report, 04/30/18
- e. Authorize Payment of Bills, 05/09/18

Trustee Flint suggested that item 3c be removed from the Consent Agenda and an amendment be made to the April 11, 2018 Board Meeting minutes. President Fisher stated that the Board was approving minutes of the Committee of the Whole Meeting in regards to item 3c. Trustee Flint withdrew his suggestion to remove item 3c.

There was an amendment to the April 11, 2018 Board Meeting minutes:

Addition to Item 10a, Discussion: "***President Fisher ruled Trustee Flint out of order.***"

MOTION: Trustee Flint moved to approve the Consent Agenda as amended. Trustee Swistak seconded.

Discussion: Trustee Swistak requested clarification on the amendment. President Fisher and Trustee Flint provided clarification.

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 April billings in May.

Treasurer Wang and Trustee Swistak will review the May billings in June.

Director Weinstein stated that the LLD received the FY2017-18 Per Capita Grant in the amount of \$22,131.65. Those funds will go towards purchasing materials such as digital content. The Director and Board President attended an intergovernmental meeting April 17th. Director Weinstein also attended the Village of Lisle Annual Joint Review Board meeting on April 19th. The LLD had its annual spring Friends Book Sale. A donation/pay box was installed at the ongoing Friends sale shelving near Circulation.

Lyons Library Director, Dan Hilker, visited the LLD to learn about RFID tagging. Staff provided a demonstration of the LLD's self-check kiosks and Director Weinstein gave Director Hilker a tour of the facility. Director Weinstein attended a Lisle Rotary Club meeting. The Director was asked to research costs for LLD Board members to join United for Libraries, a division of the American Library Association. Group membership is \$80.

Discussion: Trustee Flint asked Director Weinstein for more information regarding the Annual Joint Review Board meeting. Director Weinstein mentioned that the purpose of the meeting was for members to review and approve prior minutes and an opportunity to ask questions regarding the three TIFs. Trustee Flint asked about the Village code revision work as referenced in the Director's intergovernmental notes. Director Weinstein stated that this revision work was for codes such as building and plumbing codes.

Vice President Hummel asked about the popularity of the Narcan program conducted by the Fire District. Director Weinstein explained that residents were appreciative of the information at the program. Trustee Flint asked about Metra's train schedule. The Director mentioned that Metra may offer fewer routes during the summer. Secretary Sullivan asked about the Navistar TIF surplus funds. Director Weinstein explained that the surplus determination happens at the end of the calendar year in accordance with the TIF code. President Fisher mentioned that the LLD had received the Per Capita Grant approval letter for the next fiscal year.

5. Assistant Director's Report

Assistant Director McQuillan mentioned that she and the Director met with Doug Cunningham and Bob McCune from the Friends. Staff assisted with set-up for the Friends sale. Chicago Metro Fire Prevention Co. inspected the Library's fire equipment such as fire extinguishers, sprinkler system, and fire alarm panels. The Library passed the inspection. A copy of the report is given to the Fire Department and a notice of completion is sent to the Village. The Event Planning Team met in April to discuss the Summer Read kick off, June 2nd, and wrap up, July 28th. Staff have started planning for the Winter Read program. Automatic door openers were installed at the public restrooms. Assistant Director McQuillan stated that the 30 year old elevator has had ongoing operational issues and the supervisor at Thyssen recommended a modernization assessment. More libraries have converted to the Polaris integrated library system. Technical Services staff has been fielding functionality questions from some of those libraries.

Discussion: Secretary Sullivan asked if Polaris was the catalog. Assistant Director McQuillan confirmed that Polaris involves the Library catalog and patron accounts.

6. Committee Reports

- a. Finance - The Committee did not meet. A tentative meeting is planned for June 18th to discuss the B&A.

Discussion: Trustee Flint asked to consider the possibility of a Committee of the Whole meeting for B&A discussion. Treasurer Wang referenced the current budget and mentioned that she anticipated coming in under budget at the fiscal turn. Director Weinstein stated that there are some end of year expenditures, such as database subscription renewals, the ADA automatic doors and IT expenses that have yet to be expended prior to the fiscal turn. Secretary Sullivan recommended that the Director have staff prepare documents with end of year estimates. President Fisher and Treasurer Wang mentioned that preparing a different working budget presentation would be something the Finance Committee could discuss for the next fiscal year.

- b. Personnel/Policy - The Committee did not meet. A tentative meeting is planned for a date in June.
- c. Physical Plant - The Committee did not meet. No meeting planned.
- d. LLD Strategic Planning - Director Weinstein reminded the Board of the dates for upcoming meetings. The next meeting is planned for June 20th. Future dates for meetings are July 9th and July 25th. Trustee Swistak reminded President Fisher that she cannot make the June 20th meeting.
- e. Committee of the Whole/Budget - This committee has fulfilled its role and was retired by the Board President.

7. Unfinished Business - None

8. New Business

- a. Approve FY2018-19 LLD Working Budget

MOTION: Trustee Flint moved to approve the annual Working Budget for FY2018-19. Vice President Hummel seconded.

Discussion: Director Weinstein provided an overview of the April 4th and April 18th Committee of the Whole budget meetings. The working budget draft reflects a 9.52% decrease in Revenues primarily due to the decrease in the FY2018-19 tax levy. The Expense Summary shows a 4.59% decrease in expenditures, not including the Special Reserve. With Special Reserve expenditures, the draft shows a total budget decrease by 2.61%, compared to the previous budget. Director Weinstein recommended that the Board approve the FY2018-19 Working Budget. Secretary Sullivan handed out a document that she prepared comparing actuals and providing estimates. President Fisher mentioned that the document's representation of Special Reserve expenses didn't line up with operational actuals. Secretary Sullivan asked how she could have her ideas addressed by the Board and how to act on the ideas. President Fisher replied by stating that the majority of the Board determines Board direction and action. President Fisher asked the Board if the \$80.00 United for Libraries membership would be worthwhile. The Board requested that Director Weinstein send more information for Trustees to review. Trustee Bartelli asked for a full fiscal year of actuals before a vote on the working budget.

President Fisher called for a vote on the motion.

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

Trustee Flint thanked Director Weinstein for her work on the budget.

9. Opportunity for Trustee comments (five minutes)

Trustee Bartelli did not have any comments. President Fisher stated that he met with a staff member, in the company of the Director. The meeting involved the staff member's concerns about Trustee social media posts that may adversely affect public service staff. President Fisher affirmed that social media posts made by Trustees are not official positions of the whole Board, the Library, or of staff. Trustee Flint thanked the public for their patience in observing Board deliberations. He agreed with President Fisher's statement and suggested that it may be time for more Trustee training, including diversity training. Vice President Hummel suggested diversity training as beneficial in strategic planning and was pleased regarding the Library portion of the recent property tax bill. Secretary Sullivan suggested having a demographic study of the District. Trustee Swistak stated she thought diversity training would benefit the Board. Treasurer Wang thanked the Director for her professionalism regarding preparing the budget and stated that she believes the LLD is heading in the right direction regarding operational efficiencies.

10. Adjourn

MOTION: Trustee Swistak moved to adjourn the meeting. Trustee Flint seconded.

Voice Vote - All Aye

The meeting adjourned at 8:16 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on June 13, 2018.

Approved by

Secretary of the LLD Board of Trustees