

LISLE LIBRARY DISTRICT  
BOARD MEETING  
November 8, 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  
Will Savage - Director of Youth Services  
Ginger Boskelly - Finance Director  
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak

Public comment period included remarks from four visitors. The first visitor announced that he has been a resident of Lisle for 50 years and has concerns about the Board "tax vote." He asked the Board to, "Vote no on the tax." The second visitor stated that was surprised to see that the levy was reduced. He asked if it was a "Trick-or-treat" for the taxpayers of Lisle. He also mentioned that he would have liked more clarification for the terms, "Appropriated from other sources" and "Special Taxes," in the levy. The third speaker thanked the Director, current Board members, and previous Board members for their work and that he hopes through community engagement and strategic planning the Board can keep the Library going in a positive direction for decades to come. The last visitor addressed the Board by describing her recent visit to the Glen Ellyn Public Library. She commented that the building had 8 small study rooms and that the larger meeting rooms were being renovated. She asked the Board to consider comparing the LLD to other updated libraries while also being fiscally realistic.

3. Consent Agenda

- a. Approve Minutes of the October 11, 2017 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/17, Investment Activity Report, 10/31/17, Current Assets Report, 10/31/17, Revenue Report, 10/31/17, and Expense Report, 10/31/17
- c. Authorize Payment of Bills, 11/8/17

**MOTION:** Vice President Hummel moved to approve the Consent Agenda. Trustee Swistak seconded.  
Roll Call Vote - All Aye

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Vice President Hummel and Trustee Flint reviewed the October billings in November. President Fisher and Trustee Bartelli will review the November billings in December.

The Director began her report by acknowledging the passing of Robin Sprietsma. Ms. Sprietsma served on the LLD Board in the 1960's and 1970's and also worked in the LLD Youth Services Department. The Library will send a memorial wreath to the ceremony scheduled to celebrate her life.

The Friends of the Lisle Public Library District Book Sale took place October 19<sup>th</sup> through the 21<sup>st</sup>.

The Director spoke with Full Circle Creative Media Services about audio recording equipment with the possibility of adding a camera. The verbal estimate for equipment, including a camera and training, should not exceed \$2500.

Discussion:

The Director asked the Board if she should proceed with this proposal. The Board directed her to move forward with the project.

The Library hosted the Intergovernmental meeting in October. Various topics were discussed such as the proposed name of the new elementary school, the Fire District's budget, and recent flooding in the area.

Discussion:

Secretary Sullivan asked the Director if the Library experienced any flooding. The Director stated the LLD did not experience flooding on the ground level, but that the LLD has a roof leak and that repairs have been scheduled.

The Director met with members of the Lisle Woman's Club. They discussed archiving historical documents. The LLD also participated in the Lisle Woman's Club initiative, *Operation Stand Down*, a winter scarf donation drive for veterans. Of all donation box locations, the LLD collected the most scarves. State Representative David Olsen was scheduled to be at the LLD on October 18<sup>th</sup>. Unfortunately he had to cancel, but he sent his aide to staff the mobile office table in the Library's foyer. The Director reminded the Board about the November 9<sup>th</sup> Special Board Meeting for Trustee training.

#### 5. Assistant Director's Report

The Assistant Director met with the Digital Outreach Team (DOT) in October. They discussed Readers' Advisory book talks for social media. The Safety Team finished creating a map with locations of emergency equipment throughout the building. The Event Planning Team met and discussed Winter Read which begins December 1<sup>st</sup>. There will be a special sign up day on December 2<sup>nd</sup>. They also discussed having a Harry Potter event in March since Star Wars Reads Day was such a success.

The Assistant Director attended the ILA (Illinois Library Association) Conference in Tinley Park on October 12<sup>th</sup>. She attended programs including a program about FOIA (Freedom of Information Act), improving patron services and building design.

Tree stumps near the receiving area were removed. Installation of new gutters on the south side of the building and roofing for the storage room is scheduled. The Library's HVAC system was inspected by Monaco Mechanical. The cleaning crew did a thorough scrubbing of hard surfaces such as bathroom walls and floor tiles throughout the building.

The Assistant Director conducted staff in-charge training regarding closing and emergency procedures, LLD policies as well as a review of relevant mechanical equipment.

Discussion:

Secretary Sullivan asked the Assistant Director if the Library had a backup generator. The Assistant Director replied, "No."

6. Committee Reports

- a. Finance - The Committee met on October 30<sup>th</sup>. Treasurer Wang gave an overview of the Committee meeting. Minutes will be approved by the Committee at the next scheduled meeting. The Treasurer provided a tax receipt update and notified the Board that she will soon meet with the Director and Finance Manager to discuss the audit and Treasurer's Report.
- b. Personnel/Policy - The Committee did not meet. A meeting date of December 1<sup>st</sup> was announced by Committee Chair Flint. Agenda topics will be confirmed soon.
- c. Physical Plant - The Committee did not meet. No meeting planned.

7. Unfinished Business - None

8. New Business

- a. Ratify settlement of 2014 tax rate objection

**MOTION:** Trustee Flint moved to ratify the 2014 tax rate objection settlement of \$3,500.00 to Karnes Law Chartered Client Trust Account/Taxpayer 1000 County Line LLC, et al. Treasurer Wang seconded.

Discussion:

Secretary Sullivan asked for an explanation of the tax rate objection. The Board President and Director answered by stating that the Library was one of many local government agencies in this 2014 objection.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 17-07: Levy

**MOTION:** Vice President Hummel moved to adopt Ordinance 17-07: Levy. Secretary Sullivan seconded.

Discussion:

The Director described her process of examining previous fiscal year expenditures, projected expenditures and assessing LLD fund balances in creating the proposed tax levy. The suggested levy shows a decrease of 10.65%. The Director aims to maintain 6-8 months of reserves in the Corporate (General) Fund.

LLD special purpose funds such as the .02 Building and Maintenance, IMRF and FICA are all in compliance with fund balance guidelines.

The Library does not levy for the Special Reserve fund, gifts, or grants, and this year the Director recommends not levying for contingency funding.

The Director's aim is to continue to examine expenditures, follow a fiscally responsible path and prepare a realistic budget for FY 2018/2019. She thanked the Assistant Director and Finance Manager for their work.

The Director concluded by stating that she looks forward to forecasting LLD's future 5-10 years down the line now that the Board has heard the results of the Community Engagement Project.

Trustee Flint commended the Director for immediately digging into the LLD financials as she assumed her position almost one year ago. Treasurer Wang thanked the Director for her work and looked forward to future planning. Vice President Hummel thanked the Director and stated that this is the first time he would be voting in favor of a levy. Secretary Sullivan told the Director she did a good job. President Fisher also thanked the Director and the Financial Manager and staff for their work. Trustee Flint mentioned that the previous Board should also be thanked.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Certification of Compliance with Truth in Taxation Act (TITA)

**MOTION:** Trustee Swistak moved to approve Certification of Compliance with TITA. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

- d. Discussion: Community Engagement Project results

The first topic of discussion concerned posting the open-ended comments from the Community Engagement Project survey. Vice President Hummel stated that he would like to see all the raw data. Trustee Bartelli confirmed she would be in favor of releasing the open-ended comments. Trustee Flint had concerns about personal information being made public such as names and comments referring to specific staff or Board members. He offered that personal references should be redacted.

Treasurer Wang opted to not make the open-ended comments public because the results of the project were in the presentation that has already been posted to the website. Trustee Flint agreed with Treasurer Wang.

President Fisher called for a consensus opinion regarding posting the open-ended comments to the LLD website. President Fisher asked each Board member whether the Library should post redacted comments or to post the comments in full. The majority opinion was to post the comments in full, exempt any lawfully protected private information.

Vice President Hummel asked when the video from the November 1<sup>st</sup> Special Board Meeting would be posted to the website. President Fisher said it should be posted by the end of the week. He also stated that the Board will have a preliminary discussion regarding strategic planning at the December Board Meeting. Secretary Sullivan asked if the consultants changed a question in the

survey regarding the term “media lab” or “smart room.” The Director stated that she did not believe so, but would look into her question.

9. Adjourn

**MOTION:** Vice President Hummel moved to adjourn the meeting. Secretary Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:04 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on December 13, 2017.

Approved by

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Liz Sullivan, Secretary of the Board