

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
November 9, 2017 - 7:01 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

Chris Knight - Recording Secretary

Julie A. Tappendorf - Ancel/Glink

2. Opportunity for visitors to speak

Public comment period included remarks from one visitor. He had concerns about Trustees posting disinformation on various social media platforms and the Patch. He hoped that the Trustee training would help address these issues.

3. Trustee training

The Director introduced attorney Julie Tappendorf of Ancel/Glink. The presentation included topics such as Board relations, conducting effective meetings, OMA (Open Meetings Act), FOIA (Freedom of Information Act), and ethics. Board members asked Julie questions throughout the presentation. Below, are some of the Board topics/questions:

- Should the Board President vote on all motions?
 - They have the right to vote, but is not necessary in situations where a motion has already passed or failed.
- Committee appointments?
 - The Board President has the authority to appoint and remove Board members to/from committees.
- Should Board proceedings follow Robert's Rules?
 - Robert's Rules are guidelines, not law. Check your Board policy on governing meetings.
- Outside of the Director, what is proper Board/staff interaction?
 - There should not be direct contact with staff regarding Library business (policy/procedure). Those matters should be brought to the Director. That is the Director's role.
- How often should a Library Board meet?
 - Most local bodies meet once a month, but can meet as often as needed for discussing and completing important matters such as voting on Ordinances.
- What is a Board member's responsibility to the taxpayers?
 - The main responsibility of a Library Trustee is to ensure Library services are provided to the public and to create good policy. Trustees are the policy writers.

- How detailed should the minutes be?
 - Legally, the minutes should include the date, place, start time, list of Board members present, summary of discussion, how members voted, and time of adjournment. The Board can decide how detailed they want their minutes, most prefer something in the middle between the minimum requirements and exhaustive detail.
- What is the procedure for requesting items on an agenda?
 - This is a Board decision. As a rule, the Administration sets the agenda with guidance from the Board President. The decision to add an item to an agenda should typically be agreed upon by majority of the Board.
- Can new items brought up at meetings?
 - They can be discussed, but not voted on.
- Regarding records retention, what happens if a social media site such as YouTube or Facebook suspends the Library's page or has technical issues when the Library has content loaded on it?
 - It depends on the ToS (Terms of Service) of the particular platform. Legally, they own their platform and can change the service rights per the online agreement. The Library should have backup records regarding Library content.
- Is it mandatory for a visitor to sign-in when attending a Board meeting or divulging their name when speaking to the Board?
 - Signing-in and stating their name is not required, but you can ask.
- What is subject to FOIA?
 - Library documents, records and electronic communications/emails that pertain to Library business. This includes notes passed during a meeting and any communications during the course of a meeting, including text messages.
- What is the proper order of voting among Board members?
 - There is no definitive way. Many Boards vote in alphabetical order, by position, seniority, or by the member who motioned and then by the member who seconded and then alphabetical from there. This is up to the President/Board to decide the best way to call the roll.

4. Discussion

There was no further discussion after the presentation.

5. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Secretary Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:54 p.m.

Recorded by

Chris Knight, Recording Secretary

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

Approved by

Liz Sullivan, Secretary of the Board