

LISLE LIBRARY DISTRICT
BOARD MEETING
December 12, 2018 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President
Thomas Hummel - Vice President
Longry Wang - Treasurer
Marjorie Bartelli - Secretary
Richard Flint - Trustee
Emily Swistak - Trustee

Absent:

Liz Sullivan - Trustee

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services
Michael Lo - Kiwanis Club of Lisle
Cathy Cawiezel - Friends of the Lisle Public Library District
Nancy Wilson - Friends of the Lisle Public Library District
Abdullah Khan - CPA, Knutte & Associates, P.C.

2. Presentations: Friends of the Lisle Public Library District & Kiwanis Club of Lisle

MOTION: Vice President Hummel moved to amend the agenda for the Friends of the Lisle Public Library District & Kiwanis Club of Lisle presentations. Treasurer Wang seconded.

Voice Vote - All Aye. The motion passed.

The Friends of the Lisle Public Library District donated a standing globe and Oxford World Atlas for the Youth Services Department in memory of Sister Barbara Ann Svec. Director Weinstein introduced the donation. Friends Board member, Cathy Cawiezel, said a few words about Sister Barbara Ann. Photographs were taken.

The Kiwanis Club of Lisle donated a new wheelchair for the Library. Director Weinstein introduced the donation. Vice President Hummel and Kiwanis member, Michael Lo, said a few words about Kiwanis. Photographs were taken.

3. Opportunity for visitors to speak

Four members of the public addressed the Board. The first visitor thanked the Trustees for serving on the Board. He made reference to the June 8th Personnel/Policy Committee meeting and read aloud the statute regarding compensation of trustees and asked the Board to repeal Article XIII of the LLD By-Laws. The second visitor voiced her concerns about the LLD's security cameras. The third visitor referenced the June 8th Personnel/Policy Committee meeting regarding Trustee compensation. He urged Trustees to revoke Article XIII of the LLD By-Laws and also recommended revising the public comment policy. The fourth visitor

shared his perspective regarding Trustee commentary at last month's Board meeting. He thanked Director Weinstein and her staff for the work they do while properly managing costs.

4. Consent Agenda

- a. Approve Minutes of the November 14, 2018 Board Meeting
- b. Approve Minutes of the November 14, 2018 LLD Strategic Planning Committee Meeting
- c. Acknowledge Treasurer's Report, 11/30/18, Investment Activity Report, 11/30/18, Current Assets Report, 11/30/18, Revenue Report, 11/30/18, and Expense Report, 11/30/18
- d. Authorize Payment of Bills, 12/12/18

MOTION: Vice President Hummel moved to approve the Consent Agenda. Treasurer Wang seconded. Roll Call Vote - All Aye. The motion passed.

5. Director's Report

Assign Trustees for "Review of Bills Next Month."

Trustee Flint and Trustee Swistak reviewed the November billings in December.

President Fisher and Trustee Sullivan will review the December billings in January.

Director Weinstein stated that the Library's Winter Read program had begun and runs through January 7th. The kickoff party for the program was well attended, with approximately 150 attendees during the 2 hour event. The party included crafts, live music, and a special story time.

The Library is accepting trustee candidate packets during normal business hours 9:30 am to 5:00 pm through Monday, December 17th. This is in reference to the consolidated election that will occur on April 2, 2019. There are four, four-year seats up for election.

Director Weinstein gave an overview of the Per Capita Grant application requirements. Director Weinstein referenced a list of completed technology projects.

Director Weinstein stated that Laura Murff, Director of Technical Services, was a presenter and panelist at LACONI's 21st Century Cataloging conference. Will Savage, Director of Youth Services, Elizabeth Hopkins, Director of Adult Services, and Xavier Duran, Adult Programming Coordinator, have been asked to write an article for the 2020 iREAD Resource Guide.

Director Weinstein asked the Board for clarification on statistical information that the Board has requested. Treasurer Wang and Vice President Hummel provided feedback.

Director Weinstein concluded by referencing commentary provided by two visitors at the November Board meeting. Both mentioned the "value" of the Library in their statements. Director Weinstein mentioned that her objective was to provide value to all community members, regardless of the level of Library use and thanked the visitors for their comments.

Discussion: Trustee Flint stated that the Library should look for ways to build community and to turn non-users into users. He also mentioned that libraries are for both books and meeting the public's need for meeting space, events, classes, and programs.

6. Assistant Director's Report

Assistant Director McQuillan mentioned that the Northern Illinois Food Bank sent the LLD a copy of their annual report. The LLD is mentioned as a community network provider.

Visu-Sewer submitted their analysis of the storm sewer drainage issues. They provided a technical report with recommendations for improvement and repairs.

Officer Dan Taylor from the Lisle Police Department will be reviewing active shooter training with staff at the December staff meeting.

The Safety Team worked on replacing batteries in the AED units throughout the building. They also evaluated first-aid supplies.

Staff have received favorable comments on the ice alert signs. A second sign has been installed in the south parking lot along the railing. Last month, the stairwell railing paint was removed and a varnish finish was applied.

Assistant Director McQuillan provided an update on the elevator project. Work is planned to begin the week of December 27th.

Discussion: Vice President Hummel asked about a timeframe for the elevator project. Assistant Director McQuillan informed him that it will be a few weeks of installation and testing. Director Weinstein stated that she thought the project might be completed in January. President Fisher asked about a procedure and timeframe in regards to the sewer issues. Assistant Director McQuillan recommended it be discussed at a Physical Plant Committee meeting.

7. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang mentioned that there is a plan for a meeting in January. A meeting date is to be determined.
- b. Personnel/Policy - The Committee did not meet. Trustee Flint stated that the Committee should plan for a meeting in January also. Director Weinstein gave the Committee a couple dates for possible meetings dates. Committee members decided on January 7th at 7:00 pm.
- c. Physical Plant - The Committee did not meet. Vice President Hummel mentioned that the Committee will also be having a meeting in January. The Committee will meet on January 16th at 7:00 pm.

8. Unfinished Business - None

9. New Business

- a. Accept Annual Audit

Abdullah Khan from Knutte & Associates, P.C. presented the annual audit and provided report highlights. Mr. Khan commented that the LLD has proper controls in place and is in good financial shape. President Fisher asked if any Trustees had questions or comments. There was no additional discussion.

MOTION: Trustee Flint moved to accept the annual audit report. Treasurer Wang seconded. Roll Call Vote - All Aye. The motion passed.

- b. Approve Illinois Municipal Retirement Fund (IMRF) contribution
Affirm 18/19 budgeted \$50,000 funding to IMRF for retirement and disability benefits.
MOTION: Trustee Flint moved to approve the IMRF contribution as presented. Treasurer Wang seconded.

Discussion: Director Weinstein discussed the IMRF contribution. Treasurer Wang mentioned that they will look to schedule a representative from IMRF to attend a future Finance Committee meeting.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Per Capita Grant
MOTION: Treasurer Wang moved to approve the 2019 Illinois Public Library Per Capita and Equalization grant application. Trustee Flint seconded.

Discussion: Trustee Flint asked about yearly grant award sums. Director Weinstein stated that award amounts fluctuate. Vice President Hummel referenced the 2017 amount of \$22,131.65.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- d. Approve 2019 Holiday Closings
MOTION: Trustee Flint moved to approve the 2019 holiday closings. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Secretary Bartelli talked about her to visit to Giant Steps in Lisle. She wished her fellow Trustees, the Director, and staff, "Happy Holidays." President Fisher stated that he was glad to hear that Giant Steps was going strong and that the Library collaborates with the organization. Trustee Flint mentioned that the women who founded the Library should be recognized for their contributions and presented Nancy Wilson a bouquet of flowers. Vice President Hummel mentioned attending a Kiwanis meeting in November where the LLD Literacy Librarian gave a presentation on literacy classes. Vice President Hummel also stated that he was pleased that the Library is interested in learning more about the Illinois State Veteran's History Project. Trustee Swistak stated that she and her family attended the Winter Read kick-off party and had a very positive experience. Treasurer Wang stated that she would like to assess the current auditor and financial advisor and proceed with an RFP process in a future Finance Committee meeting. She also recommended that each Committee Chair review the Strategic Plan while conducting committee work.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:08 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 9, 2019.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees