

LISLE LIBRARY DISTRICT  
BOARD MEETING  
July 11, 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  
Liz Sullivan - 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 member of the public addressed the Board about the Special Reserve balance on the Treasurer's Report between October and November of 2017. He also commented on the budget process.

3. Consent Agenda

- a. Approve Minutes of the June 13, 2018 Board Meeting
- b. Approve Minutes of the June 13, 2018 Executive Session
- c. Acknowledge Treasurer's Report, 06/30/18, Investment Activity Report, 06/30/18, Current Assets Report, 06/30/18, Revenue Report, 06/30/18, and Expense Report, 06/30/18
- d. Authorize Payment of Bills, 07/11/18

There was an amendment to the June 13, 2018 Board Meeting minutes:

Change to Item 2, Elections of Officers: *"Voice Vote - Approved by ~~unanimous~~ Voice Vote. **The vote was unopposed.**"*

**MOTION:** Trustee Flint moved to approve the Consent Agenda as amended. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

President Fisher and Trustee Sullivan reviewed the June billings in July.

Vice President Hummel and Trustee Swistak will review the July billings in August.

Director Weinstein mentioned that 14 people, trustees and staff, participated in the annual 4th of July parade. She thanked President Fisher, Vice President Hummel, Treasurer Wang, and Trustee Flint for

participating with staff. The Library was also represented at the Eyes to the Skies festival and the French Market in June.

The Library experienced another power outage at approximately 8:15 pm on June 25<sup>th</sup>. Staff closed the facility 45 minutes before the official closing time. Power was restored around 10:00 pm the same evening.

Illinois State Representative David Olsen of the 81<sup>st</sup> District will be at the Library on July 18<sup>th</sup> from 11:00 am to 12:30 pm. He will be stationed in the front lobby of the Library to answer constituent questions.

Summer Read continues through July 27<sup>th</sup>. A wrap up party is scheduled for July 28<sup>th</sup> from 11:00 am to 2:00 pm featuring live music, ice cream, crafts, and an outdoor inflatable obstacle course. Approximately 1,300 patrons have registered for Summer Read and kids have logged over 322,000 minutes.

A United for Libraries group membership for Trustees was purchased in June. The Library received the log-in and password.

Discussion: Trustee Flint pointed out an apparent typo in the Adult Services quarterly report. He also congratulated the Technical Services staff for their meta-analysis efforts. Trustee Flint asked about the .02 Ordinance. Director Weinstein mentioned that last year there was some discussion about incorporating the .02 into the operating fund and that she was researching this option. Treasurer Wang mentioned that since a new fiscal year has begun, the Library should look at circulation statistics in relation to strategic planning. Trustee Sullivan asked about literacy software users. Vice President Hummel asked if the Village is aware of the Library's recent and frequent power outages. Director Weinstein said that the Village was made aware. Trustee Flint asked how many outages the Library had in the past 12 months. Director Weinstein responded the Library has experienced 5 to 7 outages and/or surges in the past few months.

## 5. Assistant Director's Report

Assistant Director McQuillan discussed the Event Planning Team. They met several times to review the Summer Read Kick-off and planning for the Summer Read Wrap-up.

Summer lunches are hosted on Mondays. 31 children have attended thus far. Many patrons have asked how they may contribute to this program. They have been directed to the West Suburban Community Pantry.

With the recent power outages, staff have been updating emergency procedures and checking equipment such as flashlights and emergency lighting.

Sensors for the HVAC air handler that services Youth Services and Adult Services on the east end of the building have been repaired. The control panel for that air handler will also be serviced soon.

Assistant Director McQuillan met with members of the Safety Team to review team reactions to the power outages as they prepare for safety drills for staff development day. The team will be meeting later this month to go over instructions for that day.

Assistant Director McQuillan is researching options for trustee training on the topic of sexual harassment. The training should be completed by November. Director Weinstein mentioned that they were looking into a webinar option.

Discussion: Vice President Hummel asked if the number of kids attending the summer lunch program has gone up since the first session. Assistant Director McQuillan stated that they had 11 children at the latest lunch.

6. Committee Reports

- a. Finance - The Committee met June 27<sup>th</sup>. The Committee reviewed the LLD's cash flow forecast as presented by an Ehlers Investment representative.

Discussion: Trustee Sullivan asked about the corporate fund and working cash fund. Treasurer Wang directed Trustee Sullivan to the annual audit for comprehensive definitions.

- b. Personnel/Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - The Committee did not meet. No meeting planned.

Discussion: Trustee Flint suggested taking another look at the Special Reserve Resolution in relation to strategic planning.

- d. LLD Strategic Planning - President Fisher announced that the next meeting would be July 25<sup>th</sup>. Director Weinstein gave a brief overview of the last meeting.

Discussion: Trustee Bartelli asked if there were any future dates for meetings besides July 25<sup>th</sup>. Director Weinstein stated that the Committee will choose future dates at the next meeting. Trustee Bartelli recommended that the Physical Plant Committee meetings should include Will and Elizabeth.

7. Unfinished Business

- a. Confirm/Appoint standing committee members  
President Fisher confirmed that the current membership of all committees will stand.

8. New Business

- a. Approve Resolution 18-03: authorizing preparation and filing of the B&A  
**MOTION:** Vice President Hummel moved to approve Resolution 18-03: authorizing preparation and filing of the B&A. Trustee Sullivan seconded.  
Roll Call Vote - All Aye. The motion passed.
- b. Approve Public Notice of Public Hearing on B&A  
**MOTION:** Treasurer Wang moved to approve the Public Notice of Public Hearing on B&A. Trustee Swistak seconded.  
Roll Call Vote - All Aye. The motion passed.
- c. Appoint Committee to review the minutes  
President Fisher mentioned that this is done every year. Director Weinstein added that it is done for the IPLAR. A Committee of two trustees is appointed to review the prior fiscal year minutes. The Committee will cite any discrepancies and submit those to Administration. Administration will review/correct and follow up with Committee members.

President Fisher asked Trustee Swistak if she would be willing to serve on the Committee to review the minutes along with himself. Trustee Swistak accepted President Fisher's request to serve on the Committee to review the minutes.

9. Opportunity for Trustee comments (five minutes)

Trustee Bartelli asked about the process of the B&A and how it's prepared. Director Weinstein explained that Administration prepares a draft using the approved working budget. The draft will be in the August Board packet. Trustee Sullivan asked if the items in the B&A could be lower than the budget items. Director Weinstein stated that the Board has the authority to amend what the Administration's draft proposes. Trustee Sullivan commented that she would like to see the Library use volunteers in place of hired employees and that one of her goals is to lower the employee expenses. Trustee Swistak shared a question that she received from a constituent, regarding designating others to pick up holds. Director Weinstein stated that there is an allowance note field, with limitations, to satisfy this type of request.

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 7:40 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 8, 2018.

Approved by

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Marjorie Bartelli, Secretary of the LLD Board of Trustees