

LISLE LIBRARY DISTRICT
BOARD MEETING
October 10, 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 - None

3. Consent Agenda

a. Approve Minutes of the September 12, 2018 Public Hearing for Budget and Appropriation Ordinance

b. Approve Minutes of the September 12, 2018 Board Meeting

c. Acknowledge Treasurer's Report, 09/30/18, Investment Activity Report, 09/30/18, Current Assets Report, 09/30/18, Revenue Report, 09/30/18, and Expense Report, 09/30/18

d. Authorize Payment of Bills, 10/10/18

MOTION: Vice President Hummel moved to approve the Consent Agenda with an amendment to the Robbins & Schwartz invoice.

Discussion: Staff provided clarification regarding the invoice and the consensus was to pull the Robbins & Schwartz invoice from the Consent Agenda.

Vice President Hummel withdrew his motion.

MOTION: Vice President Hummel moved to approve the Consent Agenda minus the Robbins & Schwartz invoice. Trustee Sullivan 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 Flint reviewed the August billings in September.

Vice President Hummel and Trustee Sullivan will review the September billings in October.

Director Weinstein announced that she had a trends report she would like to present at the end of the meeting.

MOTION: President Fisher moved to amend the agenda to move Director Weinstein's trends presentation to after New Business. Trustee Sullivan seconded.
Voice Vote - All Aye. The motion passed.

Director Weinstein stated that in September the Library celebrated its 10th annual *I Love My Lisle Library Card* program. She thanked the Circulation staff for their work on this program.

In accordance with Policy 901, staff participated in sexual harassment training in August at their Staff Development Day. Trustees will also participate in sexual harassment training via a webinar. Director Weinstein and the Library's department directors participated in a leadership workshop that focused on communication, productivity, professionalism, and morale.

Trustees will be sent Trustee Facts File chapters and a webinar on serving patrons with disabilities, which is a requirement for the upcoming Per Capita grant application. Staff and Trustees are also required to be familiar with the Illinois Veterans History Project. Director Weinstein mentioned that she and the IT Manager met with IT vendors to prepare for upcoming technology plan work.

The Lisle Woman's Club, in partnership with Operation Stand Down, has a donation box in the LLD foyer through November 4th. The Library's auditors were here in late September and the report to the Board will occur in December. Director Weinstein provided an update on the elevator. The Friends of the Lisle Library book and media sale starts on October 25th and runs through the 27th.

Discussion: Treasurer Wang suggested starting a technology committee. President Fisher stated that he would discuss this idea with staff. Secretary Bartelli asked questions about the project list as prepared by Assistant Director McQuillan.

5. Assistant Director's Report

Assistant Director McQuillan provided an overview of the recent Star Wars Reads Day. The Event Planning Team worked on plans for Winter Read with the kick-off scheduled for December 7th. The Safety Team reviewed the Library's tornado procedures. The Team will also review fire procedures and fire prevention in October. The Digital Outreach Team has coordinated with staff to make 10 short videos, available on the Library's YouTube channel. The electrician repaired several emergency lights. Assistant Director McQuillan provided additional information concerning the elevator.

Discussion: Trustee Sullivan asked Assistant Director McQuillan when the elevator project would be completed. Assistant Director McQuillan mentioned that she has requested a timeline on the project.

6. Committee Reports

- a. Finance - The next meeting is scheduled for October 22nd at 11 am. The Committee will review the investment and fund balance policies.
- b. Personnel/Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - The Committee did not meet. No meeting planned.

d. LLD Strategic Planning - The next meeting is scheduled for October 19th at 6 pm.

7. Unfinished Business - None

8. New Business

a. Approve Resolution R18-04: Resolution to Determine Estimate of Funds

MOTION: Trustee Flint moved to approve Resolution R18-04: Resolution to Determine Estimate of Funds. Treasurer Wang seconded.

Discussion: Director Weinstein provided an overview of the resolution.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

9. Director's Presentation

Director Weinstein presented information on the Library's circulation and facility use statistics, national and local library trends, employment trends, and per capita expense comparisons among Illinois libraries.

10. Opportunity for Trustee comments (five minutes)

Trustee Swistak thanked Director Weinstein for her thorough presentation. She also commended staff for Star Wars Reads Day. President Fisher thanked the Department Directors for the quarterly reports.

11. Adjourn

MOTION: Treasurer Wang moved to adjourn the meeting. Trustee Swistak seconded.

Voice Vote - All Aye

The meeting adjourned at 7:51 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 14, 2018.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees