

LISLE LIBRARY DISTRICT BOARD MEETING

April 17, 2024 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Karen Larson - Treasurer
Liz Sullivan - Secretary
Vanessa Berry - Trustee
Debbie Breihan - Trustee
Josh Martin - Trustee

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:15 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Assignments for reviewing monthly accounts payable

- a. Secretary Sullivan and Trustee Berry reviewed the March billings in April
- b. Treasurer Larson and Trustee Martin will review the April billings in May

4. Consent Agenda - Action Required

- a. Approve Minutes of the March 20, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 03/31/24, Investment Activity Report, 03/31/24, Current Assets Report, 03/31/24, Revenue Report, 03/31/24, and Expense Report, 03/31/24
- c. Authorize Payment of Bills, 04/17/24

MOTION: Vice President Swistak moved to approve the Consent Agenda. Trustee Martin seconded. Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Mr. Rogers stated that he had a final close-out walk-through with Camosy. There are four items that need to be completed to close-out the project; stair treads, dry wall repairs, plantings, and seal coating. Final payment for the project will occur in the next month or two. There are no change orders.

6. Committee Reports

- a. Finance – Secretary Sullivan had nothing to report at this time.

- b. Personnel and Policy - Vice President Swistak had nothing to report at this time.
- c. Physical Plant - Treasurer Larson stated that the Committee met on April 1, 2024 to discuss facility projects such as the HVAC system. Treasurer Larson stated that the Director would have more detail in her report to the Board.

7. Staff Reports

a. Director's Report

Director Weinstein stated that the Physical Plant Committee met on April 1, 2024 to discuss the upcoming HVAC project, which will include replacing the BAS, controls, thermostats, a boiler, and a condenser. The Library will go out to bid for this project. The Committee also discussed development of the Kingston property and potential ideas for the Front Street property. The Committee suggested working with CCS/Marc Rogers for both the HVAC project and lot development projects.

Mr. Rogers suggested enlisting an engineer to define the scope of the HVAC project, obtain estimates, and to create a bid package. He stated that replacing the existing BAS system with an open source system would be the best approach. This would allow the Library to work with a vendor of their choice to maintain both the mechanical and software elements of the system. Mr. Rogers stated that the next steps for the Kingston project would be to define the goals of the project. He also suggested that a topographic survey and water study be conducted.

Director Weinstein asked Trustees if they preferred to continue discussions within the Physical Plant Committee or discuss via a Committee of the Whole. Treasurer Larson suggested that project discussions should occur in a Committee of the Whole. Trustees agreed. It was also agreed that the Front Street property should be evaluated at the same time as the Kingston property even though the Committee was not prepared to comprehensively discuss the Front Street lot.

Mr. Rogers stated that he would prepare a tentative timeline for the project to present at the next Board Meeting.

Mr. Rogers left the Meeting at 7:15 p.m.

b. Assistant Director's Report

Assistant Director Savage stated that the Event Team met this week to discuss Summer Read Kick Off. He conducted PIC (Person in Charge) Training for employees who are designated as a PIC. Mr. Savage felt refresh training was necessary because of the new layout of the building. Plumbing repairs were made in the west side men's restroom and the janitor's closet. He attended a meeting facilitated by the Illinois Comptroller's Office. Assistant Director Savage discussed the final walk through with CCS and Camosy Construction.

8. New Business

- a. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) – payment shall not exceed \$2712.64, to be paid to Lisa Moe (April 2024).

President Bartelli read aloud the acknowledgement of payment to Lisa Moe for earned/unused vacation time.

- b. Draft Working Budget FY24/25 - discussion

Director Weinstein reviewed the draft expenses and revenue in detail. Budget submissions came from Department Directors and the IT Manager. LLD Administration compiled submissions and projected costs for the upcoming fiscal year. The draft budget received advisory input from Sikich, Lauterbach & Amen, and the LLD attorney. The overall expenses show an increase of 1.83 % over FY23-24. Overall revenues show an increase of 5.45% over FY23-24. In sum, the FY24-25 Working Budget shows a negligible 18K difference between the budgeted expenses and revenue totals within the 4.7M budget. The budget is balanced.

- c. LLD Strategic Plan process - discussion

Director Weinstein reviewed the Strategic Plan process and suggested that Trustees and staff could develop a Plan without the added costs of hiring a consultant. The Director outlined steps that could be taken to draft a Plan.

President Bartelli suggested that the Strategic Plan Committee should include all Trustees, the Director and Assistant Director, and all Department Directors. The Trustees agreed. Director Weinstein asked if the Trustees wanted to schedule Special Meetings or include Plan meetings as part of regular meetings. The Trustees agreed that Special Meetings would be optimal. Director Weinstein stated that she would look to schedule a meeting in May.

- d. Director evaluation process - discussion

Vice President Swistak reviewed the evaluation form and explained the process for conducting an evaluation. Trustees agreed that the Director's evaluation would occur in June.

9. Opportunity for Trustee comments (five minutes)

President Bartelli stated that she loved the National Library Week event. She thanked the Director for the budget draft. She said that she appreciates the Department Director's quarterly reports. She stated that she was pleased to see the LLD featured in the Illinois Library Association's magazine, *The Reporter*. Trustee Berry stated that she was disappointed that she missed the National Library Week event.

Trustee Breihan said she thought the National Library Week event was very successful. She stated that she also appreciates the quarterly reports from the Department Directors. Treasurer Larson had no comment. Trustee Martin suggested that the programming budget could be increased.

Secretary Sullivan thanked Vice President Swistak for her work on the Director evaluation form. She stated that she also appreciated the Department Director's quarterly reports. She said she was pleased that the LLD sells Illinois license stickers and that it greatly simplifies residents' lives. Vice President Swistak said she thought the National Library Week event was great. She said she enjoys reading the quarterly reports and is looking forward to the Strategic Plan process.

10. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Secretary Sullivan seconded. Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:32 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on May 15, 2024.

Approved by

Liz Sullivan, Secretary of the LLD