

LISLE LIBRARY DISTRICT
BOARD MEETING
February 19, 2025 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Marc Rogers - CCS International Inc. [left the meeting at 7:05 p.m.]
Jackie Kilcran - Recording Secretary

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Breihan reviewed the January billings in February
- b. President Swistak and Trustee Martin will review the February billings in March

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 15, 2025 Board Meeting as amended
- b. Approve the Minutes of the January 15, 2025 Executive Session
- c. Acknowledge Treasurer's Report, 1/31/25, Investment Activity Report, 1/31/25, Current Assets Report, 1/31/25, Revenue Report, 1/31/25, and Expense Report, 1/31/25
- d. Authorize Payment of Bills, 02/19/25

Discussion: Trustee Breihan requested her comments be included in the January 15, 2025 minutes.

MOTION: Secretary Sullivan moved to approve the Consent Agenda which includes the Minutes of the January 15, 2025 Board Meeting, Minutes of the January 15, 2025 Executive Session, January 31st Treasurer's Report, Investment Activity Report, Current Assets Report, Revenue Report, Expense Report, and February 19th Payment of Bills.

Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project: Program discussion
 - i. General Capital Improvement Program Summary
 - ii. Executive Report

Mr. Rogers provided an update on the BAS project. The new VAV controls are being installed. Within the next week, the contractor should switch over to the new control system. They will then begin installing air handler and boiler controls. The project should conclude in March.

The HVAC replacement project contract is being finalized. Permits will be submitted. Once approved, equipment will be ordered.

The vacant lot project will be discussed further after learning the results of the community survey.

Mr. Rogers left the meeting at 7:05 p.m.

6. Committee Reports

- a. Finance - Trustee Breihan reported that the Committee met on January 24, 2025. Tami Olszewski of Ehlers Investments provided an overview of the LLD's investments and strategies.
- b. Personnel and Policy - Trustee Berry stated that the Committee will be meeting on March 12, 2025 at 7:00 p.m.
- c. Physical Plant – Trustee Martin had nothing to report at this time.
- d. Strategic Planning - Director Weinstein suggested the Committee meet in April to discuss the results of the survey. To date there have been 336 responses.

Director Weinstein proposed that the LLD hold focus groups following kids, teen, and adult programs. She suggested that she and a Trustee could conduct an informal meeting with patrons using questions from the survey. The goal would be to spur an organic discussion with patrons from specific demographics. The Trustees agreed. Trustee Berry also suggested posting an opportunity on social media for those who do not regularly attend programs.

7. Staff Reports

- a. Director Weinstein stated that staff met with Aspen representatives regarding the catalog overlay. Aspen will improve catalog searches as well as link to programs that might relate to a specific search.

The LLD has contracted with a new IT outsource company as of February 1, 2025. LLD IT staff hosted a roundtable meeting with IT staff from 15 other local libraries.

Director Weinstein reported that during the Finance Committee Meeting, Tami Olszewski of Ehlers Investments recommended the LLD update their financial policy to reflect a 2024 law. Once the scope of the lot development project is confirmed, Ms. Olszewski suggested laddering the LLD's investments to align with project payment goals.

Director Weinstein informed Trustees that the LLD's Per Capita Grant Application was accepted by the Illinois State Library. The LLD will be notified of a potential award this spring.

Director Weinstein stated that the LLD remained open during a recent heavy snow. Conditions were monitored throughout the day. Over 239 patrons visited the Library on the snow day when many other government agencies were closed. Six people attended an evening program in person, with several patrons attending remotely.

- b. Assistant Director Savage stated that he held a Person-in-Charge (PIC) training session. This training is provided to new employees who have PIC responsibilities, as well as to staff who want a refresher. Five staff members attended the training. He attended an online meeting with local library Assistant Directors. The meeting is an opportunity to network, share ideas and discuss relevant topics.

Assistant Director Savage informed the Trustees that he has met with 1Source Mechanical several times over the past weeks in preparation of the HVAC replacement project. IBS has been on site working on the BAS system.

Mr. Savage explained that a technician was on site to troubleshoot the automatic door opener in Youth Services. A replacement circuit board has been ordered. Stephens Plumbing has finished repairs in the east end men's restroom.

8. New Business

- a. Semi-annual review of executive session minutes - Action Required
Six-month review of executive session minutes to release or to remain closed.
- b. Review of executive session recordings more than 18 months old - Action Required
Six-month review of executive session recordings to retain or destroy.

9. Executive Session

MOTION: Trustee Martin moved to go into Executive Session under 5 ILCS 120/2(c)(21) the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:28 p.m.

The Board came back into Open Session at 7:36 p.m.

MOTION: Trustee Breihan moved to release the following Executive Session minutes; August 14, 2024. Secretary Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Berry moved to destroy the following Executive Session recording more than 18 months old; August 16, 2023. Trustee Martin seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Martin thanked Director Weinstein for bringing attention to the need for a community social worker in Lisle.

Secretary Sullivan agreed with Trustee Martin and thanked the Director for her efforts.

Trustee Berry stated that she has been doing research on digital costs for libraries. She will be attending an Illinois Library Association Public Policy Committee Meeting in March.

Trustee Breihan thanked the Director for keeping the Library open during the heavy snow. She was pleased that patrons had a place to go.

Vice President Bartelli also thanked the Director for bringing to attention the need for a community social worker. She is looking forward to participating in a focus group.

President Swistak is looking forward to the results of the community survey. She would like to participate in a focus group if possible.

11. Adjourn

MOTION: Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded. Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:44 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on March 19, 2025.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees