

LISLE LIBRARY DISTRICT
BOARD MEETING
January 15, 2025 - 7:00 p.m.

1. Roll call

Present:

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

Absent: none

Also present:

Tatiana Weinstein – Director
Will Savage – Assistant Director
Elizabeth Hopkins - Director of Adult Services [left the meeting at 7:28 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. Treasurer Larson and Trustee Martin reviewed the December billings in January
- b. Vice President Bartelli and Trustee Breihan will review the January billings in February

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 18, 2024 Board Meeting
- b. Acknowledge Treasurer’s Report, 12/31/24, Investment Activity Report, 12/31/24, Current Assets Report, 12/31/24, Revenue Report, 12/31/24, and Expense Report, 12/31/24
- c. Authorize Payment of Bills, 01/15/25

MOTION: Trustee Breihan moved to approve the Consent Agenda. Secretary Sullivan seconded.
Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

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

Director Weinstein provided Mr. Rogers’ report. The BAS Project submittal process is underway. The project will begin in early February. The HVAC project team met on January 14th. CCS will review and approve the submittals. Once equipment is ordered, lead time will be approximately ten weeks. The project is expected to begin in early spring. Mr. Rogers stated he will coordinate with the LLD to limit disruptions to Library operations.

Discussion: None.

6. Committee Reports

- a. Finance - Trustee Breihan stated that the Committee will be meeting on January 24, 2025 at 2:00 p.m.
- b. Personnel and Policy - Trustee Berry had nothing to report
- c. Physical Plant – Trustee Martin had nothing to report
- d. Strategic Planning - Director Weinstein stated that once the survey is completed, the Committee will meet to review the results.

7. Staff Reports

- a. Director Weinstein stated that the survey postcard is in the process of being mailed out to all District residents. The survey will run through the end of February.

Director Weinstein attended a meeting on January 7th at the Village of Lisle for a presentation by College of DuPage and Pulse Studios on the Hokusai Experience. The Cleve Carney Museum of Art at College of DuPage will feature a Hokusai exhibit in June of 2025. The LLD will join with other intergovernmental agencies to participate in a community wide Hokusai art project.

Director Weinstein attended a Government Affairs Committee meeting. The Committee is facilitated by the Lisle Area Chamber of Commerce, and includes governmental agencies and local businesses. The Committee finalized questions for the Mayoral Candidate Forum at Village Hall on January 28th. The questions will serve as backup questions if there is a lull in public questions.

Director Weinstein stated that she will submit the Per Capita Grant Application by the deadline. Director Weinstein, Assistant Director Savage, Department Directors, and IT Staff had an introductory meeting with Bywater Solutions, the catalog overlay vendor. The overlay will streamline catalog searches and highlight programs that relate to catalog searches.

- b. Assistant Director Savage attended an online meeting with the Northern Illinois Library Facility Managers. Topics of discussion included lock-down protocols, facility security, EV Charging Stations, and facility management software. Director Savage appreciates the exchange of ideas within the group.

Terrence Electric finished installing emergency lighting over the electric panels. Stephens Plumbing was out to troubleshoot problems with the east end restroom. They have ordered parts and will return to install. Metalmaster Roofmaster performed some minor repairs on the roof.

A faulty smoke detector in the new elevator pit was replaced. This was a coordinated repair by Johnson Controls who monitors the fire alarm system, and a Kone elevator technician.

President Swistak asked about the plumbing issues in the east end restrooms. Assistant Director Savage explained that these were older fixtures in the building, and not replaced during the renovation.

- c. Director of Adult Services, Elizabeth Hopkins, provided an overview of the LLD's digital collections. She explained that the LLD is in a consortium with 24 other member libraries who purchase ebooks and audiobooks through a vendor. She gave examples of the per item cost for digital items, which are exponentially higher than for an individual purchaser. She explained that the digital collection landscape for public libraries is complex and can be costly. She also affirmed that LLD librarians are keeping track of costs and monitoring publisher limitations.

8. New Business

- a. Appoint Committee to prepare FY2025/26 Working Budget
President Swistak appointed a Committee of the Whole to prepare the Working Budget for Fiscal Year 2025-26.
- b. Approve Resolution 25-01: An Intergovernmental Agreement with LIMRiCC – Action Required
MOTION: Secretary Sullivan moved to approve Resolution 25-01: Resolution providing for an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC). Treasurer Larson seconded.

Director Weinstein explained that LIMRiCC oversees a pool of 60 - 70-member libraries for the purpose of obtaining competitive rates on Health and Unemployment Compensation Insurance.

Roll call Vote – All Aye. The motion passed.

- c. Approve Per Capita Grant - Action Required
MOTION: Trustee Breihan moved to approve the 2025 Illinois Public Library Per Capita and Equalization Aid Grant Application. Trustee Berry seconded.

Director Weinstein provided an overview of the 2025 Illinois Public Library Per Capita and Equalization Aid Grant Application.

Roll Call Vote - All Aye. The motion passed.

9. Executive Session - Action Required

MOTION: Vice President Bartelli moved to go into Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Trustee Martin seconded.

Voice Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:32 p.m.

The Board came back into Open Session at 7:44 p.m.

10. Opportunity for Trustee comments (five minutes)

Vice President Bartelli said she appreciated the Adult Services Director's presentation and enjoyed all the quarterly reports. Trustee Berry stated that she enjoyed the Adult Services Director's presentation and that she attended the Craft and Coffee Program in December and noted that some patrons brought their out-of-town guests to enjoy the program.

Trustee Martin stated that he understood the frustrations libraries face with the costs of maintaining digital collections. Treasurer Larson stated that she assumes most patrons do not understand the intricacies and costs of maintaining a digital collection. Secretary Sullivan said she appreciated the Adult Services Director's presentation and was disheartened to learn of the costs involved in maintaining a digital collection.

Trustee Breihan appreciated the Adult Services Director's presentation. She enjoyed all the quarterly reports. She stated she had friends who attended the photography program. She thought this was a valuable program for the community.

President Swistak stated that she enjoyed the Adult Services Director's presentation and is pleased with the addition of presentations by Department Directors.

11. Adjourn

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

The meeting adjourned at 7:49 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

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

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees