

LISLE LIBRARY DISTRICT
BOARD MEETING
July 17, 2024 - 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

Absent:

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 7:20 p.m.]

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 June billings in July
- b. Vice President Bartelli and Trustee Breihan will review the July billings in August

4. Consent Agenda - Action Required

- a. Approve Minutes of the June 19, 2024 Board Meeting
- b. Approve Minutes of the June 19, 2024 Executive Session
- c. Acknowledge Treasurer's Report, 06/30/24, Investment Activity Report, 06/30/24, Current Assets Report, 06/30/24, Revenue Report, 06/30/24, and Expense Report, 06/30/24
- d. Authorize Payment of Bills, 07/17/24

MOTION: Treasurer Larson moved to approve the Consent Agenda. Trustee Berry 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 the sealcoating has been completed. Camosy has received their final payout. There is one open invoice remaining for Sheehan, Nagle, Hartray Architects. Mr. Rogers will complete the final accounting of the project within the next 30 days.

- ii. Approval to go out for public bids for HVAC replacements - Action Required

Mr. Rogers explained two options for replacing HVAC equipment. The first option involves replacing all central and terminal equipment. The second option involves replacing only the central equipment.

The second option would require maintaining two software systems; one to run the central equipment and one to run the terminal equipment. It would also require the Library to utilize two separate vendors to maintain the HVAC system. Mr. Rogers suggested requesting bids for complete replacement with an opt-out option for terminal equipment replacement.

Mr. Rogers stated that one of the condensing units is at its end of life. However, all four condensing units use a type of refrigerant that is being phased out. Mr. Rogers suggested obtaining bids on replacing one condensing unit as well as bids to replace all four units to see which was most cost effective. Replacing all would also keep the units on the same maturity schedule.

After discussion, the Board agreed to obtain bids on both the BAS and the condensing units.

MOTION: Trustee Breihan move to approve the issuance of a public Request for Bid for a Building Automation System Replacement and for Condensing Unit Replacements. Treasurer Larson seconded. Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:20 p.m.

6. Committee Reports

President Swistak stated that there have been no Committee meetings since the appointment of new members. She asked the new chairs if they wanted to say a few words.

- a. Finance - Trustee Breihan said she is excited to be part of the Committee.
- b. Personnel and Policy - Trustee Berry said she is excited and thanked President Swistak for the opportunity to Chair the Committee.
- c. Physical Plant - Vice President Swistak stated that Trustee Martin relayed to her that he is looking forward to chairing the Committee.
- d. Strategic Planning - Director Weinstein will be contacting members of the Committee in the near future to schedule the next meeting.

7. Staff Reports

- a. Director Weinstein stated that the LLD marched in Lisle's 4th of July Parade. She thanked the Trustees for participating. She attended an intergovernmental meeting at the Lisle Park District. Illinois Representative Terra Costa Howard will be at the Library for constituent meetings on July 23, from 10:00 a.m. to noon. The LLD will be participating in the National Night Out on August 6th. Director Weinstein also stated that she attended a meeting with the Village's event team regarding possible future events, such as a holiday event and a College of DuPage 2025 art event.

The LLD is hosting a Lisle Township donation box for personal care items in the lobby which will benefit community members in need. Annexation Ordinance 24-04 has been filed with the DuPage County Recorder. August 14, 2024 at 6:00 p.m. is the dedication of the Oak Study Room to the Lisle Woman's Club. All Trustees are welcome to attend.

The LLD experienced some power and technology outages as a result of the powerful storms in early July. The technology and electrical issues have been resolved. There was water seepage in the concrete foundation on the south wall of the building. Methods of repair are still being researched.

- b. Assistant Director Savage stated that a representative from DuPage County came to the LLD for voter registrar training. The LLD now has 9 staff members qualified to register patrons to vote. The LLD event team has finalized plans for Fall Fest which will take place on September 27th, from 5:00-7:00 p.m.

Assistant Director Savage stated that he continues to monitor the performance of the cleaning crew and feels progress is being made on the quality of service. Dhamer Plumbing was on site to address the automatic flushing sensors in the west end of the building. They also replaced a diaphragm in one of the family restrooms. Terrance Electric repaired the YS computer connections. They also repaired an inverter circuit that was overloaded. The cause of the overload was a defective bollard light in the pergola area. He is working with Marc Rogers to determine the warranty on the bollard. J and J Tree Service removed 13 damaged locust trees on the south side of the property.

8. New Business

- a. Approve Resolution 24-03: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required

MOTION: Secretary Sullivan moved to approve Resolution 24-03 a resolution authorizing the preparation and filing of the Budget and Appropriation, otherwise known as the B&A. Trustee Berry seconded.

Director Weinstein provided an explanation of Resolution 24-03: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A).

Roll Call Vote - All Aye. The motion passed.

- b. Approve Public Notice of Public Hearing on B&A - Action Required

MOTION: Treasurer Larson moved to approve the Public Notice of a Public Hearing on the Lisle Library District's B&A. Trustee Breihan seconded.

Director Weinstein provided an explanation of the Public Notice of Public Hearing on B&A.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Treasurer Larson had no comments.

Secretary Sullivan said she enjoyed the quarterly reports. She said she was impressed with the Global Language Storytime program. She was also thrilled to see that the LLD was a certified Monarch Butterfly Waystation.

Trustee Breihan said she appreciated the quarterly reports. She recommended having occasional in-person department director reports at Board meetings.

Trustee Berry said she attended the Craft & Coffee program. She said she thoroughly enjoyed it and mentioned that it was well attended. She stated that her son attended the Books and Banter program, and that he enjoyed the discussion. She is pleased with the wide variety of programming the LLD offers.

Vice President Bartelli said she enjoyed the 4th of July Parade. She stated that she also appreciated the quarterly reports. She acknowledged the Technical Services Department for reclassifying the YS non-fiction books.

President Swistak stated that she loved the 4th of July Parade and thanked the Trustees for participating.

10. Adjourn

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

The meeting adjourned at 7:40 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on August 14, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees