

LISLE LIBRARY DISTRICT BOARD MEETING  
May 15, 2024 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

Emily Swistak - Vice President  
Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:14 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 April billings in May
- b. Trustee Berry and Trustee Breihan will review the May billings in June

4. Consent Agenda - Action Required

- a. Approve Minutes of the April 17, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 04/30/24, Investment Activity Report, 04/30/24, Current Assets Report, 04/30/24, Revenue Report, 04/30/24, and Expense Report, 04/30/24
- c. Authorize Payment of Bills, 05/15/24

**MOTION:** Trustee Breihan 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 two items remained in order to close out the renovation project: sealcoating and landscape planting. He is working with the sealcoating vendor and hoping to have the work completed over Memorial Day weekend. The landscapers have

received the replacement plants and should complete their work in May. The balance due on the project is \$3448.00.

Mr. Rogers stated that he has spoken to three engineers regarding replacing HVAC components and BAS upgrade. He said that whoever was selected to create a bid package would perform a complete analysis. He recommended working with the lowest cost proposal for the engineering analysis. The Trustees agreed.

Mr. Rogers left the Meeting at 7:14 p.m.

## 6. Committee Reports

- a. Finance – Secretary Sullivan had nothing to report at this time.
- b. Personnel and Policy - Vice President Swistak provided a note for Director Weinstein to read. It stated that the Director’s evaluation should be completed by June 17, 2024.
- c. Physical Plant - The Committee had nothing to report at this time.
- d. Strategic Plan - President Bartelli recapped the meeting that occurred on May 7<sup>th</sup>. The Committee performed a SWOT analysis and discussed methods of community input. The Committee will prioritize the results of the SWOT analysis for discussion at the next meeting.

## 7. Staff Reports

### a. Director’s Report

Director Weinstein stated that both she and Assistant Director Savage attended a National League of Cities Organization webinar regarding the use of social media and the First Amendment. She also attended the Village TIF Joint Review Board meeting on April 24, 2024. She stated that the Library has partnered with the Lisle Woman’s Club in displaying their 5<sup>th</sup> Grade Art Work scholarship competition. The Library is also helping promote the Woman’s Club annual Garden Gait event. The Library will partner with the Lisle Park District’s Authors Series at Museums of Lisle Station Park. This will occur in early 2025. The Library is also partnering with Village of Lisle’s Public Works Department by providing coloring pages for kids that will be featured on social media.

### b. Assistant Director’s Report

Assistant Director Savage stated that two outdoor chairs in the pergola area were damaged. He has filed a warranty claim with the vendor to obtain replacement chairs. He is also working on obtaining quotes for staining of the pergola and the surrounding fencing. He is hoping to have this work completed before Summer Read Kickoff. Johnson Flooring repaired stair treads on both staircases. The work was performed under warranty. Sendra Services performed spring preventative maintenance. It was determined the water pump on the boiler will need some replacement parts and all the condensing unit coils need to be cleaned. He is waiting on a quote for these services.

8. New Business

a. Approve Salary Scale FY2024-25 - Action Required

Trustee Martin moved to approve updated salary scale in accordance with the Illinois minimum wage target for 2025. Secretary Sullivan seconded.

Director Weinstein stated that the salary scale was adjusted by 2% to keep competitive with other libraries, and to align with the CPI. The lowest level positions have been increased to comply with the Illinois Minimum Wage Target for 2025.

Roll Call Vote - All Aye. The motion passed.

b. Approve LLD Working Budget FY24-25 - Action Required

Secretary Sullivan moved to approve the LLD Working Budget FY24-25. Trustee Berry seconded.

Director Weinstein stated that the Working Budget draft is unchanged from the presentation at the April Board meeting where there was a comprehensive overview. The budget is a balanced with a negligible \$18,000 difference between revenue and expenses.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Trustee Berry stated that she loved the new online calendar and reservation system. She said the system was very easy to use and that her teenager could also utilize it without issue.

Trustee Breihan thanked the Director for leading a successful Strategic Plan Committee meeting. She enjoyed working with the Department Directors. She also stated she was thrilled that the Library is partnering with the Lisle Park District in promoting the Author Series at the Museums at Lisle Station Park.

President Bartelli also enjoyed the Strategic Plan Committee meeting and was looking forward to more meetings in the future.

There were no other comments.

10. Adjourn

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

The meeting adjourned at 7:28 p.m.

Recorded by

---

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on June 19, 2024.

Approved by

---

Secretary of the LLD