

LISLE LIBRARY DISTRICT
BOARD MEETING
November 20, 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
Josh Martin - Trustee

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Brad Porter - Lauterbach & Amen [left the meeting at 7:08 p.m.]
Marc Rogers - CCS International Inc. [left the meeting at 7:10 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 October billings in November
- b. Trustee Berry and Trustee Breihan will review the November billings in December

4. Consent Agenda - Action Required

- a. Approve Minutes of the October 16, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/24, Investment Activity Report, 10/31/24, Current Assets Report, 10/31/24, Revenue Report, 10/31/24, and Expense Report, 10/31/24
- c. Authorize Payment of Bills, 11/20/24

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

5. Audit Presentation - Lauterbach & Amen

Mr. Porter provided an overview of the annual audit including the Independent Auditor's Report, Management's Discussion and Analysis, Statement of Revenues, Expenditures, and Changes in Fund Balances. Lauterbach & Amen have issued an unmodified opinion on the audit, which is the highest opinion a governmental institution can receive. This opinion states the Library's financial statements are presented fairly and all internal controls are in place. The LLD's financial position is healthy and no recommendations were suggested.

Mr. Porter left the meeting at 7:08 p.m.

6. Unfinished Business

- a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget updates & discussion

Mr. Rogers stated that the bentonite injections near the foundation have been completed. The bentonite will expand and cure over a period of several weeks. The area that had some seepage will be inspected regularly to determine if another round of injections will be necessary.

IBS has conducted a walk-through of the Library in preparation of the BAS replacement project. They plan to start at the beginning of the new year.

The RFP for the condensing units has been published. Two companies have conducted a walk-through of the Library. All bids will be due on December 2, 2024.

Mr. Rogers left the meeting at 7:10 p.m.

7. Committee Reports

- a. Finance - Trustee Breihan stated the Committee will be scheduling a meeting early in the new year.
- b. Personnel and Policy - Trustee Berry had nothing to report.
- c. Physical Plant - Trustee Martin stated that the Committee met on November 6, 2024. The Committee agreed to sundown the FQC Report, and will look forward to CCS preparing a new long-term schedule of maintenance. He stated that the Committee also discussed EV charging stations, and agreed to wait and see how the Village's installation progressed in order to gather more information.
- d. Strategic Planning - Director Weinstein stated that the Committee would be meeting on December 11, 2024.

8. Staff Reports

- a. Director Weinstein thanked the Board for permitting a Library closure for Staff Development Day. She stated that the training day included a refresher on the AED devices and CPR training by the Fire Department. Staff conducted emergency drills that included fire, tornado, and Code Adam. Several speakers presented to staff on topics that included communication style tips for young patrons, teens, and adults. She stated it was a very productive day.

Director Weinstein stated that she would attend the Joint Review Board meeting at Village Hall on December 11th. This meeting will discuss the existing TIFs.

She reminded Trustees that per the State of Illinois, and LLD Policy 901, all staff and trustees must complete an annual sexual harassment training course. This should be completed by November 30th.

Director Weinstein stated that she, along with Assistant Director Savage and IT Manager Sandy, met with IBS to discuss the new BAS software.

Director Weinstein mentioned that she, Assistant Director Savage, and Trustee Berry will register for a Legislative Lunch in Oak Brook on December 3rd. She reiterated that all Trustees are invited to attend if able.

Director Weinstein read an email the LLD received from a patron receiving Home Delivery services. The patron expressed gratitude for the excellent service she had received and thanked the LLD staff and volunteers for their efforts.

- b. Assistant Director Savage stated that Certa Pro Painters repainted the light poles along the south parking lot and restriped the cross walk. The Red Cross conducted a blood drive on October 21. The Red Cross stated that donations on that day will aid 126 people.

The Lisle-Woodridge Fire District believes that the cause of last month's false alarm was dust or cobwebs in the smoke detector. No further false alarms have occurred. IBS conducted a walk-through of the Library, and inspected all controls for the BAS in anticipation of the replacement project. Metalmaster Roofmaster conducted an inspection of the roof. They will return to re-caulk areas on the 2nd level where wood siding meets stone.

9. New Business

- a. Accept Annual Audit - Action Required

MOTION: Trustee Martin moved to accept the Annual Audit. Treasurer Larson seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 24-07: Tax Levy Ordinance - Action Required

MOTION: Vice President Bartelli moved to adopt Ordinance 24-07: Tax Levy Ordinance for the fiscal year beginning July 1, 2024 and ending June 30, 2025. Secretary Sullivan seconded.

Director Weinstein provided an overview of Ordinance 24-07, the Tax Levy Ordinance. She explained that the funds levied this year will be utilized in the next fiscal year. Director Weinstein reviewed the Consumer Price Index (CPI) for the Midwest region which has fluctuated between 3.5% and 4.1%. The Ordinance shows a 3.8% increase, which aligns with the CPI, and with the LLD's financial plan. Director Weinstein affirmed that the Ordinance was reviewed by the LLD's financial advisors and the Library's attorney, who agreed that the Ordinance was sound and prepared for the next fiscal year.

Discussion: There was no additional discussion; Trustees agreed that the overview was thorough as was the included overview document for the public.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Certification of Compliance with TITA - Action Required

MOTION: Secretary Sullivan moved to approve the annual Certificate of Compliance with the Truth in Taxation Act (TITA). Trustee Breihan seconded.

Director Weinstein provided an overview of the Certification of Compliance with TITA.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Vice President Bartelli wished everyone a Happy Thanksgiving. She also stated that she appreciates the Book Club in a Bag service, which has been a great for her book group.

Secretary Sullivan had nothing to report

Trustee Breihan thanked the staff for a successful audit. She wished everyone a Happy Thanksgiving.

Treasurer Larson wished everyone a great holiday.

Trustee Martin thanked the Director for sharing the email from a satisfied home delivery patron. He also stated he was pleased with the transparent and positive audit results.

Trustee Berry wished everyone a Happy Thanksgiving.

President Swistak stated that she spoke with recently retired neighbors. They were thrilled with the programs that the Library offers. The neighbors expressed an interest in participating in a "Friends" group and hoped to see a renewal of such a group. President Swistak wished everyone a Happy Thanksgiving.

11. Adjourn

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

The meeting adjourned at 7:33 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on December 18, 2024.
Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees