

LISLE LIBRARY DISTRICT
BOARD MEETING
October 16, 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
Marc Rogers - CCS International Inc. [left the meeting at 7:14 p.m.]
Paul Hurt - Director of Circulation Services [left the meeting at 7:33 p.m.]

2. Opportunity for visitors to speak - general public comment period

3. Assignments for reviewing monthly accounts payable

- a. Secretary Sullivan and Trustee Berry reviewed the September billings in October
- b. Treasurer Larson and Trustee Martin will review the October billings in November

4. Consent Agenda - Action Required

- a. Approve Minutes of the September 18, 2024 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 18, 2024 Board Meeting
- c. Acknowledge Treasurer's Report, 09/30/24, Investment Activity Report, 09/30/24, Current Assets Report, 09/30/24, Revenue Report, 09/30/24, and Expense Report, 09/30/24
- d. Authorize Payment of Bills, 10/16/24

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

5. Unfinished Business

a. Capital Improvement Project

Mr. Rogers informed Trustees that the Renovation Project is closed-out. Camosy Construction has received final payment.

Mr. Rogers and Assistant Director Savage met with two contractors to address seepage in an area near the foundation. There are two proposed solutions to correct the problem. They are waiting on quotes and will have more information at the next Board Meeting.

The lowest bidder on the HVAC replacement project withdrew their bid. There was over \$100,000 difference between other bidders. Mr. Rogers suggested that, because of the large discrepancy in costs, the LLD request new bids.

- b. Approve and award the BAS project to the lowest responsive and responsible bidder, Interactive Building Solutions, in the sum of \$120,800.00 - Action Required

MOTION: Vice President Bartelli moved to approve and award the BAS project to the lowest responsive and responsible bidder, Interactive Building Solutions, in the sum of \$120,800.00. Trustee Berry seconded.

Mr. Rogers recommended moving forward with the lowest responsive and responsible bidder, Interactive Building Solutions. Elara Engineering reviewed the bid package.

Roll Call Vote - All Aye. The motion passed.

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

6. Committee Reports

- a. Finance - Trustee Breihan stated that a meeting was forthcoming in the next couple months.
- b. Personnel and Policy - Trustee Berry stated that the Committee met on October 3rd to revise several policies that would be presented later in the meeting.
- c. Physical Plant - Trustee Martin stated that a meeting was scheduled for November 6th at 7:00 p.m.
- d. President Swistak stated that the Committee is working on scheduling a meeting. Director Weinstein suggested two dates. Several Trustees had conflicts. Director Weinstein stated she would email the Committee new dates.

7. Staff Reports

- a. Director Weinstein stated that Fall Fest was a huge success. Patrons enjoyed Storytime with Jasper Rabbit, a petting zoo, and grilled cheese sandwiches from Cheesie's Food Truck. Over 600 people attended the event.

Director Weinstein stated that the LLD partnered with several organizations this month. The LLD placed a donation box in the lobby for the West Suburban Food Pantry, collecting shelf-stable food items. The box has since been picked up, and was completely filled with generous donations from the community. DuPage County Board members have placed a donation box at the LLD to collect cleaning products for Family Shelter Service of Metropolitan DuPage, an organization that supports victims of domestic violence. Lisle Woman's Club Environmental Committee, in conjunction with SCARCE, has two smaller donation boxes in the LLD Oak Study Room. One is to collect old keys, the other is to collect bread tabs. This recycling program helps purchase mobility assistive devices for children and supports environmental education.

Director Weinstein stated that she attended an Intergovernmental meeting and that a summary will appear in next month's report. She informed the Board that the Village has hired a new TIF consultant and that they are considering creating new TIFs or expanding TIFs. She stated that any new TIF arrangement will affect the LLD. She requested that the Village provide ample time so that she can present information to the LLD Board for their advisory opinion, as she is an LLD representative on the Village's Joint Review Board.

Director Weinstein mentioned that the LLD's Staff Development Day was a busy, and productive day for all staff. She will provide a detailed report to the Trustees at next month's meeting.

- b. Assistant Director Savage stated that an industrial appraisal was conducted to complete a physical inventory for insurance purposes. The updated appraisal is expected in December.

Chicago Metropolitan Fire Prevention was on site for the annual fire extinguisher inspection. Del Concrete was on site to repair backer rod in the sidewalks, and repair the light pole base by the receiving door. They are currently repairing the southeast cross walk.

Stephens Plumbing completed repairs on the east end men's room. Terrance Electric installed new light fixtures over the AS non-fiction DVDs, and replaced various fixtures that were under warranty.

- c. Director of Circulation Services Paul Hurt stated that his staff learned the new Youth (YS) non-fiction classification system. Pages are currently shifting this portion of the collection. In the past few months, they have also shifted the Adult (AS) non-fiction collection, and the Adult audio visual collection.

The Circulation Department, along with YS and AS staff, attended three Lisle French Market events, National Night Out at the Lisle Police Department, and Depot Days. Staff spoke to over 900 residents during these events.

Circulation staff have been assisting patrons with meeting and study room reservations. Approximately 60-70 room reservations are booked each month. Staff continue to sell license plate stickers. The LLD was one of the first libraries in the State of Illinois to sell stickers. Mr. Hurt stated that he has spoken with several libraries seeking guidance on implementing this service.

Automatic Library card renewals began in January, 2024. This program renews library cards automatically; not requiring an in-person visit.

Mr. Hurt left the meeting at 7:33 p.m.

8. New Business

- a. The Library acknowledged payment of earned/unused vacation time as require by IL Wage Payment and Collection Act (820 ILCS 115 /5) for a payment that shall not exceed \$1047.71 to be paid to Sheri Bush.
- b. Approve Resolution 24-04: Resolution to Determine Estimate of Funds - Action Required
MOTION: Trustee Martin moved to approve Resolution 24-04, a Resolution to Determine Estimate of Funds needed for the 2024-25 fiscal year. Trustee Berry seconded.

Director Weinstein provided an overview of Resolution 24-04: Resolution to Determine Estimate of Funds indicating not-to-exceed amounts for the upcoming levy.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 645: Displays and Exhibits- Action Required
MOTION: Treasurer Larson moved to approve the revisions to LLD Policy 645: Displays and Exhibits. Trustee Breihan seconded.

Director Weinstein explained that the changes to Policy 645: Displays and Exhibits include updated criteria and guidelines for the YS display case and Gallery 777.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 500: Collection Management - Action Required

MOTION: Trustee Berry moved to approve the revisions to LLD Policy 500: Collection Management. Treasurer Larson seconded.

Director Weinstein stated that the changes to Policy 500: Collection Management include updated general criteria, and combining print and digital material criteria. A section has been added to explain how materials are placed within the collection. Department Directors assisted in drafting this policy.

President Swistak suggested a formatting revision.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 510: Request for Reconsideration of Materials (+ form) - Action Required

MOTION: Secretary Sullivan moved to approve the revisions to LLD Policy 510: Request for Reconsideration of Materials. Trustee Martin seconded.

Director Weinstein explained that the Policy provides updated guidelines for bringing material concerns to staff. She also stated that the LLD form has been updated.

Roll Call Vote - All Aye. The motion passed.

- f. Approve LLD Policy 907: Public Comment - Action Required

MOTION: Trustee Breihan moved to approve the revisions to LLD Policy 907: Public Comment. Trustee Martin seconded.

Director Weinstein explained that the Policy now references the Illinois Open Meetings Act. It also details the public comments process, and that comments are considered a public record.

Roll Call Vote - All Aye. The motion passed.

- g. Approve LLD Policy 620: Tobacco, Smoke, & Vape-free Environment - Action Required

MOTION: Secretary Sullivan moved to approve the revision to Policy 620: Tobacco, Smoke, & Vape-free Environment. Trustee Martin seconded.

Director Weinstein stated that this Policy has been updated to include all LLD-owned properties.

Roll Call Vote - All Aye. The motion passed.

- h. Approve LLD Policy 635: Signs and Displaying Promotional Literature/Materials - Action Required

MOTION: Trustee Berry moved to approve the revisions to LLD Policy 635: Signs and Displaying Promotional Literature/Materials. Trustee Martin seconded.

Director Weinstein explained that the Policy includes updates on limitations and includes delineated guidelines.

Roll Call Vote - All Aye. The motion passed.

- i. Approve LLD Policy 905: Open Meetings Act - Action Required

MOTION: Trustee Breihan moved to approve the revisions to LLD Policy 905: Open Meetings Act. Treasurer Larson seconded.

Director Weinstein explained that this Policy has been updated to reference required OMA training for Trustees and staff.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Swistak said she enjoyed Fall Fest. She stated that she loves seeing the “We Love LLD” yard signs around the community.

Secretary Sullivan said she thought Fall Fest was great.

Trustee Martin enjoyed the Director of Circulation Service’s report. He thanked Director Weinstein for the work on the policy revisions.

Treasurer Larson had nothing to report.

Trustee Breihan said she appreciated the work on the policy revisions. She also appreciated the Circulation Services quarterly report and visit. She said she is thrilled with the new Youth Service’s non-fiction classification.

Trustee Berry said she really enjoyed Fall Fest.

Vice President Bartelli said she loved Fall Fest and meeting Jasper Rabbit. She appreciated the work regarding revising the policies. She said she liked the Circulation Director’s presentation.

10. Adjourn

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

The meeting adjourned at 7:53 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on November 20, 2024.
Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees