

LISLE LIBRARY DISTRICT
BOARD MEETING
August 12, 2020 - 7:03 p.m.

1. Roll call

Present:

Thomas Hummel - President (via GoToMeeting)
Marjorie Bartelli - Vice President (via GoToMeeting)
Jenny Norton - Treasurer (via GoToMeeting)
Emily Swistak - Secretary (via GoToMeeting)
Thomas Duffy - Trustee (via GoToMeeting)
Karen Larson - Trustee
Liz Sullivan - Trustee (via GoToMeeting)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager
Graham Harwood - CCS International Inc., Principal/Director

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. President Hummel reviewed the July billings in August
- b. Secretary Swistak and Trustee Sullivan will review the August billings in September

Trustee Sullivan asked about email notification about reviewing bills. President Hummel commented that new procedures were put into place during the closing. Director Weinstein recommended using the meeting room space for upcoming reviews to allow for social distancing since the Administration Office space is not accommodating.

Treasurer Norton left the GoToMeeting due to technical difficulties at 7:08 p.m.

4. Consent Agenda

- a. Approve Minutes of the July 15, 2020 Board Meeting
- b. Approve Minutes of the July 15, 2020 Executive Session
- c. Acknowledge Treasurer's Report, 07/31/20, Investment Activity Report, 07/31/20, Current Assets Report, 07/31/20, Revenue Report, 07/31/20, and Expense Report, 07/31/20
- d. Authorize Payment of Bills, 08/12/20

MOTION: Trustee Duffy moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - Trustee Duffy - Aye, Trustee Sullivan - Aye, Trustee Larson - Aye, Trustee Norton - Absent, Trustee Swistak - Aye, Trustee Bartelli - Aye, Trustee Hummel - Aye. The motion passed.

5. Committee Reports

- a. Finance - President Hummel stated they would postpone Finance and move to Personnel/Policy.
- b. Personnel/Policy - Secretary Swistak provided an overview of the August 5th Committee meeting.
- c. Physical Plant - Vice President Bartelli stated the Committee had not met. She asked about the recommendations made by FQC. Director Weinstein stated that the Library is addressing the FQC

recommendations throughout the fiscal year. She stated that Assistant Director McQuillan would have updates on current facility projects.

- d. Review of the Minutes - President Hummel stated that Trustee Duffy and Trustee Sullivan reviewed the minutes for the IPLAR. President Hummel stated that the Committee has fulfilled its role and is dissolved until next year.

President Hummel mentioned returning to the Finance Committee report when Treasurer Norton could rejoin the meeting.

6. Executive Session

MOTION: Trustee Duffy moved to go into Executive Session for 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Vice President Bartelli seconded.

Roll Call Vote - Trustee Duffy - Aye, Trustee Bartelli - Aye, Trustee Larson - Aye, Trustee Norton - Absent, Trustee Sullivan - Aye, Trustee Swistak - Aye, Trustee Hummel - Aye. The motion passed.

The Board voted to go into Executive Session at 7:15 p.m.

Treasurer Norton rejoined GoToMeeting during the Executive Session at 7:18 p.m.

The Board came back into Open Session at 7:29 p.m.

President Hummel asked Treasurer Norton for any updates from the Finance Committee. Treasurer Norton stated there were no updates at this time.

7. Unfinished Business

Facility options: CCS update and discussion

Marc Rogers, from CCS, gave an overview of the status update.

Discussion: Mr. Rogers stated there were no current viable options for a downtown relocation, however, he would continue to monitor for opportunities. Mr. Rogers reviewed potential project phases with the Board. Trustee Sullivan asked about the monthly progress chart. Mr. Rogers explained that there is overlap with design team selection because the Board has not yet determined the overall project and funding parameters. Mr. Rogers talked about defining project parameters during the architectural selection process. Trustee Duffy suggested a Special Board meeting to review the CCS project scope document. President Hummel stated he was open to scheduling a Special Board meeting. Trustee Duffy asked for clarification regarding renovation as being the only viable option. President Hummel stated that there is no viable option downtown at this point. Director Weinstein stated that renovation options are squarely dependent on the Board's project parameters. Trustee Sullivan asked what had to be done to get the RFQ out as soon as possible. Mr. Rogers stated that CCS would work with the Director to publish in the paper. Vice President Bartelli asked what would happen if another developer presented a downtown opportunity. Mr. Rogers stated that if another developer engaged the LLD during the design phase, the Board would be informed and would make a decision on whether to entertain the concept or not. The Board agreed to move forward with an RFQ. Mr. Rogers explained the process of releasing the RFQ and receiving responses. Trustee Larson asked how the submissions would be whittled down. Mr. Rogers discussed qualification checks. President Hummel stated that the Board would schedule a Special Board meeting soon.

Mr. Rogers and Mr. Harwood left the meeting at 8:11 p.m.

8. Staff Reports

Director Weinstein discussed the successful Summer Read, Curbside Pick-up, and adventure kit programs. The LLD hosted a blood drive on July 25th facilitated by Versiti in honor of Lisle resident and District 202 alum Marqus Valentine who passed away recently due to sickle cell. Director Weinstein stated that 36 people signed up and 27 people were able to donate, saving 80 lives. The Library will work with Versiti again. Director Weinstein mentioned a legal note from the Library's attorney regarding legislation stating that November 3rd was a new state holiday, designating all government offices except election authorities shall be closed. Director Weinstein stated there were some questions regarding this law and that the attorney will keep the Board informed. Director Weinstein noted that the Library had its first tornado warning on Monday. LLD Staff and five patrons had to take shelter for 30 minutes until it was clear.

9. New Business

- a. Approve LLD Policy 716: Outstanding Check Measures - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 716: Outstanding Check Measures. Trustee Duffy seconded.

Discussion: Director Weinstein explained LLD Policy 716: Outstanding Check Measure and answered a question that came from the Committee about out-of-state vendors.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 605: Emergency Closure of Library - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 605: Emergency Closure of Library. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of updates to LLD Policy 605: Emergency Closure of Library. She stated that there was one modification that came from the Committee regarding syncing u language. Treasurer Norton suggested a grammatical change. Director Weinstein suggested having an amended motion to pass the policy.

MOTION: Secretary Swistak moved to approve LLD Policy 605: Emergency Closure of Library as amended. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 606: Public Health Response - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 606: Public Health Response. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of LLD Policy 606: Public Health Response. She mentioned that she contacted HR Source for advice to draft this new policy. Trustee Larson mentioned a new law that corresponded with the pandemic. Director Weinstein suggested running Policy 606 by the LLD attorney before adoption. President Hummel suggested adding 'Trustees' to the section that refers to quarantining due to hotspot travel. Trustee Duffy suggested removing '14 day quarantine' and to use

'...appropriate quarantine based on the recommendations of health officials' or something similar. Director Weinstein stated that the policy is to ensure that the LLD remains a healthy organization and safe environment for everyone. Trustees discussed the difficulty in writing such a policy. Trustee Duffy suggested having procedures to meet specific conditions. Director Weinstein suggested making revisions and reviewing with the Library attorney. The Board agreed.

Secretary Swistak withdrew her motion to approve LLD Policy 606: Public Health Response.

President Hummel stated Director Weinstein would make the changes, check with the attorney, and bring the policy back to a future meeting.

- d. Approve LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions - Action Required
MOTION: Secretary Swistak moved to approve LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions. Trustee Duffy seconded.

Trustee Duffy stepped away from the GoToMeeting at 8:51 p.m.

Trustee Duffy returned at 8:52 p.m.

Discussion: Director Weinstein discussed going fine-free and researching other sources of revenue such as the passport program, hunting and fishing licenses, LLD branded material, and license plate sticker renewals. She provided an overview of changes made to LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions. Trustee Sullivan stated that she thought children learn lessons of responsibility via returning books on time and paying fines. Secretary Swistak responded by stating that many children are dependent on their parents for traveling to the Library and returning materials and shared some personal anecdotes.

Roll Call Vote - Trustee Swistak - Aye, Trustee Duffy - Aye, Trustee Larson - Aye, Trustee Norton - Aye, Trustee Sullivan - Nay, Trustee Bartelli - Aye, Trustee Hummel - Aye. The motion passed.

- e. Approve LLD Policy 315: Loan Periods - Action Required

Assistant Director McQuillan stepped away at 8:59 p.m.

Assistant Director McQuillan returned at 9:00 p.m.

MOTION: Secretary Swistak moved to approve LLD Policy 315: Loan Periods. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of changes made to the policy. She suggested an adjustment to item 2, changing 'shorten' to 'shorten/lengthen' since during the pandemic period the DVD loans were extended from 2 days to 7 days. Secretary Swistak agreed with the adjustment.

MOTION: Secretary Swistak moved to approve LLD Policy 315: Loan Periods as amended. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

- f. Approve tentative Budget and Appropriation Ordinance (B&A) - Action Required

MOTION: Vice President Bartelli move to approve tentative Budget and Appropriation Ordinance (B&A). Trustee Duffy seconded.

Discussion: Director Weinstein provided an explanation of the Budget and Appropriation Ordinance. She discussed the working budget column and appropriation column. Director Weinstein explained that facility projects may affect expenditures. She stated that two appropriation lines were significantly increased due to facility enhancements, the Transfer to Special Reserve, and Consulting. Trustee Sullivan commented on the format of the B&A document. Trustee Duffy suggested that any future discussion of format be discussed at a Finance Committee meeting. Trustee Sullivan asked about Special Reserve expenditures. Director Weinstein gave examples of expenses. President Hummel stated the budget has been relatively flat from year to year.

Roll Call Vote - Trustee Bartelli - Aye, Trustee Duffy - Aye, Trustee Swistak - Aye, Trustee Larson - Aye, Trustee Norton - Aye, Trustee Sullivan - Abstain, Trustee Hummel - Aye. The motion passed.

President Hummel reminded the Board there will be a public hearing for the Budget and Appropriation Ordinance 30 minutes prior to the regular Board meeting next month.

- g. Accept Illinois Public Library Annual Report (IPLAR) - Action Required

MOTION: Trustee Duffy moved to accept the Illinois Public Annual Report (IPLAR). Trustee Larson seconded.

Discussion: Director Weinstein explained the Illinois Public Library Annual Report. President Hummel mentioned that this report is required for the IL Per Capita Grant.

Roll Call Vote - All Aye. The motion passed.

- h. Semi-annual review of executive session minutes - Action Required
i. Review of executive session recordings more than 18 months old - Action Required

President Hummel asked the Trustees if they were agreeable to conduct Trustee comments before Executive Session. The Board agreed.

10. Opportunity for Trustee comments (five minutes)

Trustee Duffy mentioned that he thought the Board went through a thoughtful, deliberative, process relating to facility options for the Library. He stated that he was excited to see the Board advancing forward. Secretary Swistak thanked the staff for the hard work they are doing. She stated she continues to be appreciative of the curbside pick-up for materials and adventure kits and for the increased storytimes on social media. President Hummel thanked staff for their work. He mentioned having to update the Special Reserve Ordinance soon and conducting the Director's evaluation next month. President Hummel stated the Board would have a Special Board meeting regarding the facility.

11. Executive Session

MOTION: Trustee Duffy moved to go into Executive Session for 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 9:37 p.m.

The Board came back into Open Session at 9:59 p.m.

MOTION: Trustee Duffy moved to release the February 12, 2020 Executive Session minutes. Secretary Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

President Hummel stated there would be no action for item 9.i. because the Board would not destroy any recordings.

12. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Trustee Duffy seconded.

Roll Call Vote - All Aye

The meeting adjourned at 10:02 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 16, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees