

LISLE LIBRARY DISTRICT
BOARD MEETING
June 16, 2021 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President (Via GoToWebinar)
Jenny Norton - Treasurer (via GoToWebinar)
Karen Larson - Secretary
Liz Sullivan - Trustee (via GoToWebinar)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager [left the meeting at 8:00 p.m.]
Don McKay - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [joined the meeting at 7:27 p.m., left the meeting at 7:36 p.m.]
Eric Penney - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 7:36 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Secretary Larson will review the May billings in June
- b. Vice President Swistak and Trustee Sullivan will review the June billings in July

4. Consent Agenda - Action Required

- a. Approve Minutes of the May 19, 2021 Board Meeting
- b. Acknowledge Treasurer's Report, 05/31/21, Investment Activity Report, 05/31/21, Current Assets Report, 05/31/21, Revenue Report, 05/31/21, and Expense Report, 05/31/21
- c. Authorize Payment of Bills, 06/16/21

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

5. Unfinished Business

- a. Capital Improvement Project
 - i. LLD Open House Report - SNH/CCS

Mr. Penney provided results from the Open House image boards which included youth, adult, teen, study, and outdoor spaces. He provided a summary of discussions with patrons which included subjects such as teen areas, dual entrances, youth services on the 1st floor, drive-up window, ease of access for seniors and caregivers, outdoor programming, family restrooms, and maintaining a robust collection of materials.

Discussion: Trustee Sullivan asked for an explanation of the Open House process. Mr. Penney explained the image board activity. Mr. Rogers provided further explanation using 'technology' as an example. Director Weinstein stated that there were between 25-30 attendees at the open house.

Director Weinstein stated that Mr. Rogers and she were stationed at the financial information board. She mentioned some patrons asked about funding and the levy. She stated that most patrons were very comfortable with the Library aligning the levy with inflation moving forward. Director Weinstein mentioned the biggest takeaway was that patrons were most concerned about having a robust collection of materials. They also discussed square footage distributed among Youth Services and Adult Services, maximizing the floor space with the shelving, and the north and south entrances.

Mr. Rogers stated that he received a couple questions about the construction schedule and having access to the Library. He explained that the project is expected to be phased with specific Library services open to the public throughout the renovation.

Trustee Sullivan commented that the public architect presentation was the right amount of information. She commented that people discussed their concerns, and by providing relevant information, patrons were satisfied and happy with the answers. President Bartelli agreed.

President Bartelli said she was asked if the Library would remain open during the renovation and whether public computers would be reduced. Director Weinstein suggested that stations might be slightly reduced and that the Library would have phased access. Mr. Penney stated that a reduction in public PCs was consistent with what they are seeing regarding personal device use in libraries.

Mr. Rogers mentioned the Library did a great job promoting the Open House and that it was well attended. President Bartelli asked when the next Open House would be scheduled. Mr. Rogers stated that they anticipated scheduling another event after the July Board meeting.

Trustee Sullivan asked if the price of lumber would impact the project. Mr. Rogers stated that inflation would be factored into the cost estimates. Eric Penney stated that lumber prices are coming down and developers expect 2022 prices to be near normal.

ii. Project Status Update - CCS

Mr. Rogers mentioned that SNH had individual design meetings with staff from all departments. He stated that the meetings were very helpful and that SNH received good feedback. Mr. Rogers stated that the design team was on-site multiple times reviewing and documenting existing conditions. He mentioned that they are moving forward with the bond and disclosure process. He stated that the project is still on schedule and that in July there will be design updates, cost estimates, and a review of the overall project schedule. He also stated that future activities include a Village staff review, SNH finalizing schematic design, and July Board meeting presentation.

Mr. McKay joined the meeting at 7:27 p.m.

Mr. McKay provided a summary of the Open House presentation including design strategies and an explanation of cost saving initiatives. He mentioned that the Open House was very successful and the format worked well.

iii. Communications Plan Update - CCS/LLD

Director Weinstein suggested that a mailer could be created using schematic plan designs and images plus financial information. She stated that higher resolution images would be taken of the image boards and posted on the LLD website. Director Weinstein mentioned making videos that would show where the renovation changes would occur and what would be accomplished with the changes. Mr. Rogers mentioned that he would work with staff to schedule the next Open House.

6. Committee Reports

President Bartelli stated new Committee arrangements would be announced at the July Board meeting.

Mr. McKay and Mr. Penney left the meeting at 7:36 p.m.

- a. Finance - Treasurer Norton stated that there were no updates.
- b. Personnel/Policy - Vice President Swistak stated that the Committee met on June 1st. Topics included the Director evaluation, Special Reserve Ordinance, and Trustee appointment process.
- c. Physical Plant - President Bartelli stated that there were no updates.

7. Staff Reports

Director Weinstein provided a summary of her Director's report, mentioning the Department Director meeting with the architects. She stated that there would be more meetings with staff and architects. She provided an update on the Library's plan to prevent and avoid data breaches including; a new firewall and backup, quarterly staff security awareness training sessions, and quarterly access testing performed on the network, and server room security. Director Weinstein mentioned that the Summer Read Kick-Off brought more than 400 patrons to the Library. Director Weinstein explained that the outdoor activities at the event were socially distanced and noticed an approximate 50/50 split in public mask wearing. She stated that the summer program runs through August 14th and currently has over 700 registered participants. She thanked the community for coming out. Director Weinstein mentioned that she stopped by the Lisle Woman's Club, *Garden Gait*, and that the Library donated a gift bag for the annual raffle. She updated the Board about COVID-19 operational guidelines for public areas including study rooms and Youth Services.

Discussion: Vice President Swistak asked for clarification on mask use for patrons and staff. Director Weinstein explained the health/safety protocols.

Assistant Director McQuillan provided a summary of her Assistant Director's report. She mentioned the parking lot sealcoating over Memorial Day weekend. She reported that the Library experienced a brownout on the weekend of June 5th which resulted in an HVAC compressor automatically turning off to protect the equipment. Assistant Director McQuillan stated that Monaco Mechanical came out to reset the compressor. She acknowledged the passing of Tom Gritzenbach, Owner of Monaco Mechanical.

8. New Business

- a. Adopt Resolution 21-03: Lisle Library District Board Members - Action Required
MOTION: Trustee Sullivan moved to adopt Resolution 21-03. Secretary Larson seconded.
Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 21-01: Special Reserve Fund Revisions - Action Required
MOTION: Trustee Sullivan moved to adopt Ordinance 21-01. Treasurer Norton seconded.

Director Weinstein provided an explanation of the updates to the Special Reserve Ordinance including funds for the capital improvement project/renovation and campus enhancements. She stated that once the renovation is nearing completion, the Board should then revise the Ordinance to meet the needs of any future capital expenditures and use of Special Reserve funds.

Discussion: Treasurer Norton asked Director Weinstein to explain the placeholder for campus enhancements. Director Weinstein explained that the placeholder was for potential future projects such as using the vacant lots for program/activity space.

Roll Call Vote - All Aye. The motion passed.

- c. Adopt Ordinance 21-02: Ordinance authorizing non-resident cards - Action Required
MOTION: Treasurer Norton moved to adopt Ordinance 21-02. Secretary Larson seconded.

Director Weinstein explained that non-resident cards are issued to residents who are not served by a library and where the Lisle Library District is the nearest library. She stated that a resident can purchase an LLD card and that the tax bill method is used to calculate the amount. Director Weinstein stated that all of the information is on the Library's website.

Roll Call Vote - All Aye. The motion passed.

- d. Adopt Ordinance 21-03: Meeting Date Ordinance - Action Required
MOTION: Secretary Larson moved to adopt Ordinance 21-03. Trustee Sullivan seconded.

Discussion: Vice President Swistak asked why the meeting in August was on the second Wednesday of the month instead of the third. Director Weinstein explained that it was to allow a 30 day B&A notice.

Roll Call Vote - All Aye. The motion passed.

- e. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$7,224.75, to be paid to Winona Patterson (June 2021).

President Bartelli read aloud the acknowledgement of payment to Winona Patterson for earned/unused vacation time.

- f. Set Director's salary for FY2021-22 - Action Required

9. Executive Session

MOTION: Secretary Larson moved to go into Executive Session for 5 ILCS 120/2(c)(1): The appointment, employment, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Trustee Sullivan seconded.
Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 8:00 p.m.

The Board voted to go into Executive Session at 8:00 p.m.

The Board came back into Open Session at 9:03 p.m.

MOTION: Treasurer Norton moved to approve the Director's salary of \$122,265.00 for fiscal year 2021-2022, with a one-time bonus in the amount of \$1,000. Secretary Larson seconded.
Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Secretary Larson thanked President Bartelli and Trustee Sullivan for attending the Open House. She thanked Director Weinstein, Mr. Rogers, and the architects from SHN for their efforts in making the first Open House so successful. She stated that she was looking forward to the next one. Trustee Sullivan thanked everyone for working hard and stated that she couldn't wait for the renovation to be completed. Vice President Swistak appreciated hearing about the Open House. She thanked President Bartelli and Trustee Sullivan for attending. She said that she was excited about the next two Open Houses and remarked that she appreciated that staff were providing so much input on the renovation. She also commented that her family attended the Summer Read kickoff event. President Bartelli stated that she attended the Summer Read kickoff event as well. She said that the Open House was very successful and encouraging. She stated that it was great to see the turnout and was looking forward to the next one. President Bartelli was pleased to learn about staff vaccination rates.

11. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Secretary Larson seconded.
Roll Call Vote - All Aye. The motion passed.
The meeting adjourned at 9:10 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on July 21, 2021.
Approved by

Karen Larson, Secretary of the LLD Board of Trustees