

LISLE LIBRARY DISTRICT
BOARD MEETING
August 11, 2021 - 7:07 p.m.

1. Roll call

Present:

Marjorie Bartelli - President

Emily Swistak - Vice President

Jenny Norton - Treasurer

Karen Larson - Secretary

Liz Sullivan - Trustee (via GoToWebinar)

Lorna Turner - Trustee (via GoToWebinar) [left the meeting at 8:20 p.m. due to technical difficulties]

Sara Wynn - Trustee

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 - general public comment period - None

3. Presidential appointment of LLD standing committees

President Bartelli appointed the LLD standing committees as follows:

Personnel and Policy Committee:

Emily Swistak, Chair

Jenny Norton

Sara Wynn

Physical Plant Committee:

Karen Larson, Chair

Emily Swistak

Finance Committee:

Lorna Turner, Chair

Jenny Norton

Liz Sullivan

President Bartelli announced that a new ad hoc committee would be formed because the renovation is now advancing into the Design Development phase. The Committee will work with Director Weinstein on promotional efforts regarding the renovation. The appointment of Board members is as follows:

Advocacy and Outreach Committee:

Liz Sullivan, Chair

Lorna Turner

Sara Wynn

The Board President is an ex-officio voting member of all committees. The Library Director and Assistant Director are ex-officio non-voting members of all committees.

4. Assignments for reviewing monthly accounts payable
 - a. President Bartelli and Trustee Sullivan reviewed the July billings in August
 - b. Secretary Larson and Trustee Sullivan will review the August billings in September

Discussion: Trustee Sullivan stated that she reviewed bills last month. Assistant Director McQuillan mentioned that there are two new Trustees that have yet to be trained to review bills. Director Weinstein commented that the LLD needed Trustee Sullivan in the rotation for this cycle.

5. Consent Agenda - Action Required
 - a. Approve Minutes of the July 19, 2021 Special Board Meeting
 - b. Approve Minutes of the July 19, 2021 Executive Session
 - c. Approve Minutes of the July 20, 2021 Special Board Meeting
 - d. Approve Minutes of the July 20, 2021 Executive Session
 - e. Approve Minutes of the July 21, 2021 Board Meeting
 - f. Acknowledge Treasurer's Report, 07/31/21, Investment Activity Report, 07/31/21, Current Assets Report, 07/31/21, Revenue Report, 07/31/21, and Expense Report, 07/31/21
 - g. Authorize Payment of Bills, 08/11/21

MOTION: Vice President Swistak moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

6. Unfinished Business
 - a. Capital Improvement Project
 - i. Construction Delivery Method Discussion and Selection /CCS - Action Required

Mr. Rogers stated that they are at the point in the project where it is prudent to determine the delivery method for the project. He stated that the two standard delivery methods are using a General Contractor (GC) or a Construction Manager at Risk (CMaR). Mr. Rogers provided information on both methods. He explained the bidding process, procurement, pricing, and structure of total construction cost.

Discussion: President Bartelli asked for clarification about builder input. Mr. Rogers commented on builder input during the Design Phase. Mr. Harwood explained that having a CMaR is more beneficial when there is a more complex project and provided information on the bidding process regarding prequalification. Mr. Harwood commented on the guaranteed maximum price for a CMaR compared to the lump sum for a GC. Secretary Larson asked which delivery method was most typical. Mr. Rogers stated that it depended on the project. He stated that CCS has worked with DeKalb, who used a CMaR, and Villa Park, who used a GC. Trustee Wynn commented on larger libraries using a CMaR. Director Weinstein asked Mr. Rogers to explain the bidding process. Mr. Rogers provided a timeline of the bidding process. Mr. Harwood explained the prequalification process. President Bartelli asked the Board about their preference for a GC or a CMaR. Vice President Swistak stated that based on the

discussion, a GC would be the best. Secretary Larson stated she agreed with opting for a GC based on the size and scope of the project. Treasurer Norton stated she supported going with a GC due to the relative simplicity of the project. Trustee Wynn selected a GC based on the scope of the project. Trustee Sullivan stated she wanted a GC based on all of the reasons previously stated by Trustees. Trustee Turner stated she would choose a GC because there would be more oversight. President Bartelli stated that she agreed with all Trustees regarding going with a GC. Treasurer Norton said she appreciated that the options were well presented.

MOTION: Secretary Larson moved to select a general contractor as the construction delivery method for the LLD renovation project. Treasurer Norton seconded.
Roll Call Vote - All Aye. The motion passed.

ii. Open House and Special Board Meeting dates/CCS - Discussion and schedule confirmation

Mr. Rogers suggested having a public Open House on August 30th and following up with a Special Board meeting on September 1st to review updated designs and Open House feedback. The Board agreed to both dates. President Bartelli asked about having the third Open House on a weekend. Mr. Rogers stated that he would look into a weekend date.

Mr. Harwood and Mr. Rogers left the meeting at 7:54 p.m.

7. Committee Reports

- a. Finance - Treasurer Norton stated that it has been a pleasure to serve as Chair for the past two years and was pleased with the Committee's work. She said she was also pleased to turn the Committee over to Trustee Turner and looked forward to contributing to the Committee as a member. Chairwoman Turner stated that she had nothing to report.
- b. Personnel/Policy - Vice President Swistak stated that she was looking forward to working with new Committee members and said that she would work with Director Weinstein to schedule the next meeting.
- c. Physical Plant - Secretary Larson stated that she had nothing to report.
- d. Review of Minutes - Trustee Turner stated that she found the minutes to be thorough, informative, and comprehensive. Trustee Wynn stated that she enjoyed the process and learned a lot from reviewing the minutes.

8. Staff Reports

Director Weinstein provided a summary of her Director's report. She updated the Board on a power outage that happened earlier in the day. Director Weinstein stated that Trustee Turner and Wynn completed half of their Trustee orientation, going over subjects such as OMA and FOIA and touring the building and properties.

Director Weinstein mentioned a DuPage County Health Department publication stating that our area was experiencing a substantial COVID-19 transmission risk. She mentioned that libraries and governmental entities were specifically mentioned in the statement. The Library has been following CDC, IDPH, and DuPage County guidelines throughout the pandemic and will continue to do so by requiring masks in the building. She mentioned that patrons have been cooperative and that the Library staff are trained to de-escalate difficult situations.

Director Weinstein stated that the LLD will open one side of the meeting room for small-group public use within the next week. She mentioned that curbside pick-up continues for patrons that are not comfortable coming into the building and for those who do not wish to comply with the Library's new safety requirements.

Director Weinstein stated that the Library has received official notification regarding an award of FEMA/IEMA grant monies in the amount of \$19,293.98. She stated that the grant was for expenses due to COVID-19; for the protective measures the Library put in place when there was a declaration of a public health emergency. Director Weinstein thanked Assistant Director McQuillan and Administrative Office Coordinator Kilcran for their assistance with record keeping for the grant application.

Assistant Director McQuillan stated that she and IT Manager Hayes discovered that the air conditioning in the east part of the building was not working properly due to the power outage. She mentioned that a safety shut-off had tripped on one of the HVAC compressors. She commented that Monaco Mechanical was called to fix the issue. When power was restored, all of the air conditioning units came back up with no issues.

Discussion: President Bartelli asked if there were plans to cull the Library's collection in reference to Assistant Director McQuillan's report. Assistant Director McQuillan stated that the collection meeting she attended referenced *right-sizing* a library's collection; looking at circulation statistics, and ALA/ILA guidelines. Director Weinstein stated that there are multiple selectors in the Library that curate the collection using circulation statistics and information from library journals. She mentioned that staff are working with Amy from SNH on collection space. President Bartelli mentioned one patron's concern about the Adult collection. Director Weinstein commented that staff reassured the patron that the Library wasn't reducing the collection, but was reorienting shelf space. President Bartelli asked if there is a surge protector for the HVAC compressor. Assistant Director McQuillan stated that the circuit breaker in the compressor acts as a surge protector and that it will be replaced with a newer component.

9. New Business

- a. Adopt Resolution 21-05: Lisle Library District Board Members - Action Required

MOTION: Vice President Swistak moved to adopt Resolution 21-05: Lisle Library District Board Members. Secretary Larson seconded.

Director Weinstein explained that a new resolution should be adopted due to the appointment of two new Trustees.

Roll Call Vote - All Aye. The motion passed.

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

MOTION: Treasurer Norton moved to approve the tentative Budget and Appropriation Ordinance. Vice President Swistak seconded.

Director Weinstein provided an overview of the tentative Budget and Appropriation Ordinance. She stated that Sikich has reviewed the document and would provide other format examples. Director Weinstein suggested presenting an updated format via the Finance Committee before the September Board meeting. President Bartelli agreed that the Finance Committee should review the B&A and discuss format before the Board adopts the official document.

Roll Call Vote - All Aye. The motion passed.

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

MOTION: Vice President Swistak moved to accept the Illinois Public Library Annual Report. Trustee Sullivan seconded.

Director Weinstein provided an overview of the Illinois Public Library Annual Report.

Roll Call Vote - All Aye. The motion passed

- d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$2,284.67, to be paid to Cathi Agostino (August 2021).

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

- e. Semi-annual review of executive session minutes - Action Required
Six month review of executive session minutes to release or to remain closed.
- f. Review of executive session recordings more than 18 months old - Action Required
Six month review of executive session recordings to retain or destroy.

10. Executive Session

MOTION: Treasurer Norton 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. Vice President Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:20 p.m.

The Board came back into Open Session at 8:52 p.m.

MOTION: Vice President Swistak moved to release the following Executive Session minutes; February 17, 2021. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Treasurer Norton moved to destroy the following Executive Session recordings more than 18 months old; December 2, 2019. Vice President Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Secretary Larson remarked on the power outage and stated that she was looking forward to attending the Summer Read Wrap-Up Party on Saturday. Treasurer Norton commended President Bartelli and Director Weinstein for the committee assignments. She commented on the power outage and gave kudos to everyone that got the Library up and running. Treasurer Norton mentioned she witnessed an awkward situation regarding the renewed masking requirement and stated that staff handled it extremely well. Trustee Sullivan

thanked staff for the efforts that go into a power outage. She asked about looking into an uninterruptable power supply and also about Trustee training regarding Robert's Rules of Order.

Vice President Swistak thanked staff for handling the power outage. She stated that her family is looking forward to the Summer Read Wrap-Up Party on Saturday. Vice President Swistak mentioned that her family attended a recent evening outdoor family craft program. She looks forward to the renovation project and is glad to be on the team that sees it to fruition. Trustee Wynn thanked staff for handling the power outage and making it seem seamless with proactive correspondence and social media updates. She thanked the Board for the opportunity to be involved in improving the Library. Trustee Wynn mentioned that her family is also looking forward to the Summer Read Wrap-Up Party on Saturday.

President Bartelli congratulated the LLD for the FEMA grant award. She asked Board members for their opinions on Trustee Sullivan's suggestion for training on Robert's Rules of Order. Director Weinstein reflected on the last training the Board participated in and suggested reaching out to other government entities to cost-share for group training. Vice President Swistak stated it would be very helpful and beneficial. Trustee Sullivan suggested that if no Village entities wished to participate, that we might reach out to other libraries in the area.

12. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Vice President Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 9:05 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 15, 2021.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees