

LISLE LIBRARY DISTRICT
BOARD MEETING
July 14, 2022 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Jenny Norton - Treasurer
Karen Larson - Secretary
Liz Sullivan - Trustee
Sara Wynn - Trustee

Absent:

Lorna Turner - Trustee

Also present:

Tatiana Weinstein - Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager [left the meeting at 8:16 p.m.]
Eric Penney - Sheehan, Nagle, Hartray Architects [left the meeting at 8:16 p.m.]

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

3. Presidential appointment of LLD standing committees and committee to review FY21/22 Board minutes

President Bartelli affirmed that all LLD standing committee Chairs would remain in their positions and each committee would retain the same membership with Secretary Larson joining the Advocacy and Outreach Committee as an additional member. President Bartelli stated that she and Secretary Larson will comprise an ad hoc committee to review minutes for fiscal year 2021-2022.

4. Assignments for reviewing monthly accounts payable

- a. Trustee Sullivan and President Bartelli reviewed the June billings in July
- b. Vice President Swistak and Trustee Wynn will review the July billings in August

5. Consent Agenda - Action Required

- a. Approve Minutes of the June 15, 2022 Board Meeting
- b. Approve Minutes of the June 15, 2022 Executive Session
- c. Acknowledge Treasurer's Report, 06/30/22, Investment Activity Report, 06/30/22, Current Assets Report, 06/30/22, Revenue Report, 06/30/22, and Expense Report, 06/30/22
- d. Authorize Payment of Bills, 07/14/22

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

6. Unfinished Business

- a. Capital Improvement Project
 - a. Monthly project status update - CCS Report includes: schedule, exterior signage update, and discussion

Mr. Rogers provided an update on exterior signage and construction progress. He stated that certain material lead times are affecting the construction schedule. Mr. Rogers discussed the potential of Phase 1 concluding without the new south entrance being accessible for a period of time.

Discussion: Vice President Swistak asked about parking in the north lot during Phase 2 and program accommodations. Director Weinstein discussed reduced on-site programming during Phase 2. Mr. Penney stated that the occupied space in Phase 2 would be reduced. Director Weinstein confirmed that Phase 2 would also have a shorter construction timeline. Trustee Sullivan asked Director Weinstein if she had any concerns. Director Weinstein stated that the LLD would find a solution for staff parking and said she would work with staff regarding programming alternatives. Trustee Sullivan asked about the use of meeting rooms. Mr. Rogers stated that meeting rooms would be available after the completion of Phase 2.

Mr. Rogers provided an overview of upcoming activities including abatement, Phase 1 to Phase 2 planning, main sign design, framing for new entrances, and drywall completion.

Mr. Rogers provided an overview of the project cost summary, change order update, and alternates.

Mr. Rogers provided an overview of the exterior signage options.

Discussion: Vice President Swistak asked about sign lighting. Mr. Rogers stated that the angle of existing lighting should be adjustable. Vice President Swistak said that she liked the idea of a larger sign. Secretary Larson stated that she was leaning towards an entirely new sign. President Bartelli stated that she preferred a larger sign and asked about the budget. Mr. Rogers discussed the sign budget. Trustee Wynn said having a bigger sign would be much more visible. Trustee Sullivan stated that she preferred a larger sign. Treasurer Norton mentioned the absence of Trustee Turner's input. President Bartelli asked for consensus regarding starting the design process. Treasurer Norton commented that she was in favor of an updated sign that incorporated the Library logo. Director Weinstein stated that this would not be the last time the Board would discuss this topic. The Board agreed to instruct Mr. Rogers to employ the skills of the design team for preliminary work.

b. Change order approval recommendation - Action Required

Mr. Rogers discussed the elevator change order. He stated that the change order occurred via the submittal process between the design and construction teams. Mr. Rogers stated that logistics was a factor. Mr. Rogers stated that the design team reviewed performance specs and determined that the selected elevator was an improvement. Mr. Penney confirmed the elevator was an upgrade. Mr. Rogers discussed rail connections, height matters, and steel plate connection points.

Discussion: Treasurer Norton asked about delayed access to the south entrance. Mr. Rogers stated that clear, directional signage would be necessary. Secretary Larson asked if Camosy selected the type of elevator. Mr. Rogers reiterated that the

submittal process for the elevator included discussion between Sheehan Nagle Hartray and Camosy staff. Mr. Penney commented on the efficiency of the newly selected elevator. Mr. Rogers discussed delay risks. Director Weinstein asked Mr. Rogers about further change order discussions with Camosy. Mr. Rogers stated that he could proceed with discussions as soon as Camosy staff was available. President Bartelli stated that the Board could always call a Special Board meeting if necessary. Mr. Penney commented on supply chain issues.

No action was taken. The Board agreed to postpone the vote until after further discussion with Camosy.

Mr. Rogers and Mr. Penney left the meeting at 8:16 p.m.

7. Committee Reports

- a. Finance - Treasurer Norton spoke on behalf of Trustee Turner stating that there was nothing to report at this time.
- b. Personnel and Policy - Vice President Swistak stated that there was an updated draft of the Director evaluation. She discussed self-directed and Board-directed goals. She said that the next topic for the Committee would be to review the Director's job description. Trustee Sullivan asked for page numbers to be included in the evaluation document. Vice President Swistak agreed.
- c. Physical Plant - Secretary Larson stated that the Committee would meet sometime in August or September.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

8. Staff Reports

Director Weinstein summarized her Director's report. She stated that Summer Read was in full swing, running through August 13th. Director Weinstein commented that 1053 patrons were registered for the program. She mentioned that 16 staff and 5 Trustees represented the Library at the 4th of July Parade. Director Weinstein spoke of the tragedy that occurred in Highland Park and stated that the Library composed a simple, heartfelt social media post that acknowledged the incident.

Director Weinstein stated that the LiteZilla unit was ordered. She publicly thanked the individuals and organizations who donated including the DuPage Foundation, Lisle Woman's Club, Friends of the Lisle Public Library District, Lisle Community Service Corporation, Lisle Library District Foundation, Giant Steps, and Home Pride Services. Director Weinstein mentioned that the Library will order additional lite pins and accessory items. She stated that the Library's donate page was updated.

Director Weinstein commented that she was notified that the LLD should receive funds in the amount of \$44,664.48 via the Illinois Per Capita Grant through the Secretary of State's office. She stated that the funds would be applied to the current fiscal year's Corporate Fund once the check is received. Director Weinstein mentioned that the Library was also notified that the District population has increased from 28,504 to 30,281 via the last Census.

Director Weinstein mentioned how proud she was of the successful execution of the north drive-aisle project. She stated that the Library posted signage throughout the building, distributed flyers via Circulation, social media alerts, and eBlast. Director Weinstein commented that Closets by Design accommodated staff parking in their lot and stated that construction went smoothly and finished early.

Director Weinstein mentioned that she and President Bartelli attended the intergovernmental meeting. She provided a brief overview of the meeting topics.

Director Weinstein read aloud a letter she received from Doug Cunningham's sister, enclosed with a \$1,000 check in memory of her brother and Friends of the Lisle Public Library President.

Assistant Director McQuillan updated the Board on a power outage that occurred Tuesday night.

9. New Business

- a. Approve Resolution 22-02: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required

MOTION: Trustee Sullivan moved to approve authorizing preparation and filing of the Budget and Appropriation Ordinance, commonly known as the B&A. Treasurer Norton seconded.

Director Weinstein explained that the Resolution authorizes Administrative staff to start preparing the B&A.

Roll Call Vote - All Aye. The motion passed.

- b. Approve Public Notice of Public Hearing on B&A - Action Required

MOTION: Treasurer Norton moved to approve the Public Notice of a Public Hearing on the B&A. Vice President Swistak seconded.

Director Weinstein explained that it was a 30-day notice.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Wynn stated her appreciation for Mr. Roger's and Mr. Penney's explanations. Vice President Swistak thanked everyone for representing the Board at the 4th of July Parade. She mentioned that she visited two libraries during her trip to Washington, D.C. Trustee Sullivan stated her appreciation for the quarterly reports. She spoke about Volunteer Appreciation Month and appreciating the LLD's Home Delivery volunteers. Trustee Sullivan praised the YS scavenger hunt and the LLD's license plate sticker renewal service. Director Weinstein mentioned that the LLD was making gains on procuring fishing licenses for residents. Treasurer Norton commented on the camaraderie at the 4th of July Parade. Secretary Larson agreed with Treasurer Norton and said that it was a lot of fun. President Bartelli stated that she enjoyed the quarterly reports. She mentioned Library Storytimes at Dragonfly Landing. President Bartelli recognized Adult Services Librarian Jean Demas for organizing LEARN (Libraries' English and Reading Network). She also commended the Technical Services digital archive project, north drive-aisle project, and the LLD's participation in the 4th of July Parade.

11. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Secretary Larson seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:41 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 17, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees