

LISLE LIBRARY DISTRICT
BOARD MEETING
July 21, 2021 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager
Don McKay - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [joined the meeting at 7:03 p.m., left the meeting at 7:08 p.m. due to technical difficulties]
Eric Penney - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 8:16 p.m.]
Amy Schmieding - Sheehan, Nagle, Hartray Architects; Project Manager (via GoToWebinar) [left the meeting at 8:16 p.m.]

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

3. Assignments for reviewing monthly accounts payable

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

4. Consent Agenda - Action Required

- a. Approve Minutes of the June 16, 2021 Board Meeting
- b. Approve Minutes of the June 16, 2021 Executive Session
- c. Approve Minutes of the June 23, 2021 Special Board Meeting
- d. Approve Minutes of the June 23, 2021 Executive Session
- e. Acknowledge Treasurer's Report, 06/30/21, Investment Activity Report, 06/30/21, Current Assets Report, 06/30/21, Revenue Report, 06/30/21, and Expense Report, 06/30/21
- f. Authorize Payment of Bills, 07/21/21

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

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Schematic Design to Design Development - CCS/SNH, report and presentation

Mr. Rogers provided an overview of the project's progress including: budget and schedule, SNH sessions with LLD staff, environmental testing, exterior stone cleaning, bond disclosure counsel, and Special Use application process.

Ms. Schmieding provided a presentation of Schematic Designs.

Discussion: Mr. Rogers asked for clarification on the current number of spaces in the north parking lot and how many total spaces the Library is required to have by code. Ms. Schmieding stated there were currently 23 spaces with a proposed expansion of 2 spaces for a total of 25 in the north lot. She explained that the Library is required by code to have 33 parking spaces in total and mentioned that the Library has a total of 130 parking spaces which exceeds code requirements. Ms. Schmieding explained why SNH recommends to not proceed with a north lot expansion. Vice President Swistak commented on north parking lot traffic and the outside book drop. Director Weinstein clarified that the lane would remain one-way with the book drop remaining in its current location. Treasurer Norton asked for clarification on the barrier for the outside programming space. Mr. Penney stated that they will show a 3D rendering of that area next.

Ms. Schmieding described the steel frame of the canopy and discussed egress to the area. Treasurer Norton asked for clarification on the ELD room on the upper floor and asked about the nonfiction and fiction floor locations. Director Weinstein stated that ELD was an acronym for *English Language Development* and Ms. Schmieding explained that the adult collection was best split and best fit on separate floors. Vice President Swistak asked where bike racks might be located. Ms. Schmieding stated that they have not yet set a location for the bike racks and would determine a location in Design Development. Trustee Sullivan asked if the outdoor program area would be able to be used during rain or snow. Ms. Schmieding stated that the space is not intended to provide shelter during rain or snowy weather. Director Weinstein stated that staff could utilize the LLD pop-up tents for shade or protection if needed. Vice President Swistak asked if patrons would be able to use the outdoor space when not in use for an LLD program. Director Weinstein stated that gates would permit public use.

Mr. Penney provided a presentation showing thresholds between areas inside the building and rough renderings of the main entry lobby, south entry lobby, and outdoor program area.

Discussion: Vice President Swistak asked about a gate on the east side of the outdoor programming area. Mr. Penney stated that it was still under development. Mr. Rogers and Director Weinstein pointed out changes to the design from earlier concepts including the teen area, play area, and RFID room. Mr. Penney stated that it has been great working with Library staff. President Bartelli asked about the RFID room and Circulation workroom locations. Director Weinstein stated that the workroom would incorporate office desks, interlibrary loan, and the drive-up window. She stated the RFID room is strategically located for material returns, near the Circulation Desk. Treasurer Norton mentioned that she is pleased with the way the design has evolved and discussed parking lot traffic. Director Weinstein added that patrons regularly park in the Front street lot looking for a front entrance.

Mr. Rogers mentioned that the next phase of design included a submittal of a Special Use application to the Village of Lisle. Director Weinstein asked Mr. Rogers to expound on this topic. Mr. Rogers stated that the application would include a site plan, plat survey, traffic study, preliminary engineering for storm water management, and landscape plans. He stated that after submitting to the Village, the application would go to the Planning and Zoning Commission (PZC). The PZC will then make a recommendation to the Village Board. He stated that the Village Board has the ultimate authority to approve or not approve.

Discussion: Trustee Sullivan asked if Mr. Rogers would be presenting to the Planning and Zoning Commission. Mr. Rogers stated that he, Director Weinstein, and the design professionals would be there. Trustee Sullivan asked that all Board members be made aware so that those who are interested can attend. Director Weinstein stated that President Bartelli would also be invited to attend. Secretary Larson asked about any potential difficulties with a PZC hearing. Mr. Rogers stated that Village staff have been receptive and that the LLD will follow the standard process. Trustee Turner advised to expect detailed questions from the Planning and Zoning Commission.

Mr. Rogers talked about project funding and stated that the target to close on the bond sale would be sometime in November. He stated they would be coming to the Board in September with a draft ordinance.

Mr. Rogers provided an overview of the project cost summary.

Discussion: Trustee Sullivan discussed fundraising.

Mr. Rogers provided an overview of upcoming activities including the Special Use application, Design Development drawing package, recommendations for exterior facade improvements, and an Open House in late August. Director Weinstein mentioned also having a Special meeting to present updated designs.

Discussion: Vice President Swistak asked about the exterior stone. Mr. Rogers stated that it was most cost-effective to keep the stone and to modify by stain or paint.

- ii. Approve proceeding to Design Development Design Phase - Action Required
MOTION: Trustee Sullivan moved to approve proceeding with the Design Development based on the Schematic Design Phase drawings, report and presentation. Secretary Larson seconded.
Roll Call Vote - All Aye. The motion passed.

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

6. Committee Reports

President Bartelli mentioned that the new Committees would be announced at the August meeting.

- a. Finance - Treasurer Norton stated that there were no updates.
- b. Personnel/Policy - Vice President Swistak stated that there were no updates.
- c. Physical Plant - President Bartelli stated that there were no updates.

7. Staff Reports

Director Weinstein provided a summary of her Director's report. She mentioned the Library's participation in the annual 4th of July Parade. 12 LLD staff and 3 Trustees walked in the parade. She stated that the Library hosted a DuPage County Health Department *Care Van* on July 19th to administer COVID vaccines and that on July 24th, the LLD hosted a Versiti van for a blood drive to celebrate the life and work of Marqus Valentine, a Lisle resident that had passed away last June. Director Weinstein provided an overview of the Department Director meetings with SNH. Director Weinstein mentioned that the LLD is migrating to a new financial accounting software system. She stated that it was a good time to switch since the previous company's contract was up for renewal and that it would save the Library approximately \$7,500 the first year and \$6,000 the next. Director Weinstein mentioned that Summer Read is in full swing and runs through August 14th. She stated that there will be a Wrap-Up Party on August 14th complete with a dunk tank, a cupcake truck, and take-and-make crafts. Director Weinstein stated that there were 1297 participants so far; 559 adults, 644 kids, 80 teens, and 14 patrons via Home Delivery.

Discussion: President Bartelli asked about using Excel regarding financial reporting. Director Weinstein explained that the Library utilizes Excel for in-house reports. She stated that the Library is moving to *Sage* for its accounting software. Trustee Turner talked about different accounting software products. Vice President Swistak asked about areas in the Library that are open to the public—Director Weinstein explained that most everything is open except for one small area in Youth Services that has some stacked furniture. She stated that this area will open up more, for the AWE learning stations. Director Weinstein explained that the study rooms and the Literacy Room are open with signs stating to keep doors open for air circulation. She explained that the back corner of the atrium, near Gallery 777, is still being utilized for curbside pick-up and that the atrium is fully open to the public. Vice President Swistak asked about meeting room use. Director Weinstein stated that the meeting rooms are not yet open for general public use. She explained that half the meeting room will soon be open for smaller public gathering/meeting.

Assistant Director McQuillan provided a summary of her Assistant Director's report. She stated that the mini-split air conditioning unit in the server room had to be replaced due to the motor seizing with a refrigerant leak. She stated that early on Monday, July 12th the Library had a non-fire alarm notification from the fire safety system. She said that she drove to the Library to check on things and the emergency lights were on and the power was completely out. Assistant Director McQuillan stated that Director Weinstein called ComEd and the IT Manager shut down the servers. She mentioned that the power came back around 7:15 am. Monaco Mechanical restarted the air conditioning compressors outside, staff double-checked computers and equipment, and an operating board for the automatic doors had to be replaced.

Discussion: Vice President Swistak asked if the Library still had two HVAC vendors and asked about continuing in that fashion. Mr. Rogers explained that it was not unusual to have two vendors for HVAC. President Bartelli asked to confirm that the compressors and the air handlers are separate units. Assistant Director McQuillan confirmed and stated that the air handlers are inside the building and the compressors are outside the building.

8. New Business

- a. Approve Resolution 21-04: authorizing preparation/filing of the Budget and Appropriation Ordinance (B&A) - Action Required

MOTION: Treasurer Norton moved to approve Resolution 21-04: authorizing preparation/filing of the Budget and Appropriation Ordinance (B&A). Vice President Swistak seconded.

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 Public Notice of Public Hearing on B&A. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

- c. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$2,149.51, to be paid to Samantha Thompson (July 2021).

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

- d. Presidential appointment of a committee to review FY20/21 Board minutes

President Bartelli appointed Trustee Turner and Trustee Wynn as the Committee to review the minutes for FY20/21.

9. Opportunity for Trustee comments (five minutes)

Secretary Larson stated that it has been an exciting week with lots of meetings. She mentioned that she was happy to have Trustee Turner and Trustee Wynn on the team. Secretary Larson stated that she was looking forward to moving forward with the renovation. Treasurer Norton stated that she was grateful for the quarterly reports. She welcomed and congratulated Trustee Turner and Trustee Wynn. Trustee Sullivan thanked everyone for their thoughts and welcomed Trustee Turner and Trustee Wynn. She stated that she could not wait for the renovation to be completed. Vice President Swistak congratulated and welcomed Trustee Wynn and Trustee Turner. She stated that it was an exciting time to join the Board as the renovation is advancing. She stated that she was very pleased that staff is involved in the architectural process. Trustee Turner thanked everyone for the warm welcomes. She stated that she appreciated all of the thought and effort put into the renovation thus far.

Trustee Wynn thanked everyone for her appointment and stated that she was excited about the renovation. President Bartelli stated that the quarterly reports were very informative and that she enjoyed reading them. She stated that the Library received 12 candidate submissions for the two Trustee appointments and that the Board interviewed 5 candidates over a two day time period. She stated that the LLD conducted the appointment process with integrity, transparency, inclusion, and without bias. President Bartelli thanked all candidates for their submissions, those who interviewed, and thanked the Board for their thoughtful participation in making the selections. She stated that the Board is looking forward to productive meetings ahead.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:43 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 11, 2021.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees