

LISLE LIBRARY DISTRICT
BOARD MEETING
October 20, 2021 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Jenny Norton - Treasurer (arrived at 7:03 p.m.)
Karen Larson - Secretary
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee

Absent:

Emily Swistak - Vice President

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager [left the meeting at 7:42 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Secretary Larson and Trustee Wynn reviewed the September billings in October
- b. President Bartelli and Trustee Turner will review the October billings in November

4. Consent Agenda - Action Required

- a. Approve Minutes of the September 15, 2021 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 15, 2021 Board Meeting
- c. Approve Minutes of the October 12, 2021 Special Board Meeting
- d. Acknowledge Treasurer's Report, 09/30/21, Investment Activity Report, 09/30/21, Current Assets Report, 09/30/21, Revenue Report, 09/30/21, and Expense Report, 09/30/21
- e. Authorize Payment of Bills, 10/20/21

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

5. Unfinished Business

- a. Capital Improvement Project
 - i. Project update:
 - a. Schedule
 - b. Budget
 - c. Moody's rating
 - d. Contractor prequalification process
 - e. Third Open House

Mr. Rogers stated that the LLD received an Aa1 rating from Moody's. He mentioned the LLD received 15 qualification submittals. However, one arrived after the deadline and was not accepted. Mr. Rogers mentioned that Director Weinstein, Amy from SNHA and he met with the Lisle-Woodridge Fire Protection District Fire Chief to go over project plans and receive feedback.

He stated that there were several meetings with LLD staff and SNHA to discuss electrical/data locations and workroom layouts. Mr. Rogers presented updates on flooring options for the Youth Services area. He provided an overview of feedback received from Department Directors. Mr. Rogers stated that the design team is working to complete a construction document package for bidding.

Mr. Rogers provided an overview of the project schedule and said the LLD was on track. Mr. Rogers stated that the budget was also on track. Mr. Rogers stated that PMA publicized the debt issuance and that bids were set to close on October 26th. He mentioned that funding from the debt issuance was scheduled to be received in November. Mr. Rogers provided a summary of the contractor pre-qualification process and recommended the President and Vice President be part of an interview panel.

Discussion: President Bartelli asked about sharing submittals with the Board. Mr. Rogers stated that submittals would be shared with the Board members. Trustee Turner asked if a score sheet would be utilized. Mr. Rogers stated that the panel would use a score sheet during the interviews. President Bartelli asked about the length of the interviews. Mr. Rogers commented that they may last 45 to 60 minutes each. Secretary Larson asked how many interviews would be conducted. Mr. Rogers stated that there would likely be 10 interviews over a two-day period.

Director Weinstein asked Mr. Rogers to explain what happens when the LLD finally receives bids. Mr. Rogers stated that bids would be opened in a public meeting on a specified date and time. He commented that bids would be reviewed to verify that the project scope is accurate. Mr. Rogers stated that the LLD is required to accept the lowest qualified bidder and suggested the week of November 1st or 8th for interviews.

Mr. Rogers mentioned that the last item for renovation discussion was the third Open House. Director Weinstein mentioned that the LLD has shared a lot of information with the public and suggested that the LLD ask the Village for the opportunity to appear at a Village Board meeting to present the renovation plans. Director Weinstein suggested presenting during public comment as other organizations have done in the recent past. She mentioned having updated project boards displayed at Gallery 777 with footprints leading people to the information.

Discussion: President Bartelli commented that she was confident that the Library would receive the courtesy to present during public comment as other organizations have done in the past. She said she loved the idea of using Gallery 777 with the footprints. Secretary Larson agreed to use Gallery 777 as a way to communicate. She suggested utilizing social media as well. Trustee Sullivan suggested asking the Village for additional time to present information. Trustee Turner suggested asking for additional time at the beginning of the presentation. Treasurer Norton stated that she loved the Gallery 777 idea and the spirit of the Village presentation idea. She asked about putting a link to the presentation on the Library's website. Mr. Rogers stated that the video could be embedded into the LLD Capital Projects page. Trustee Wynn mentioned that she liked the Gallery 777 idea because it might generate conversation.

President Bartelli asked when the LLD can ask for the permit fee waiver. Mr. Rogers stated that it would have to be done when the LLD submits for permits because the fees have yet to be calculated. President Bartelli asked if the LLD should highlight the Moody's rating. Director Weinstein stated that the information was in the public Board packet and could be stated in other communications as the LLD advances through the renovation.

Mr. Rogers left the meeting at 7:42 p.m.

6. Committee Reports

- a. Finance - Trustee Turner stated that the Committee had not had a meeting since the last report.
- b. Personnel and Policy - President Bartelli commented that Vice President Swistak was absent.
- c. Physical Plant - Secretary Larson stated that she had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee would have a meeting on Friday, October 22nd at 1 p.m.

7. Staff Reports

Director Weinstein provided a summary of her Director's report. She mentioned that the Library received Village approval for the drive-up service window. Director Weinstein stated that the Department Directors met with the architects several times to assess workrooms and explore material types; flooring, carpeting, wall coverings, and paint. She mentioned that she and Mr. Rogers went downtown to visit the architect's office to see updated floorplans and material samples. She commented that Mr. Rogers, along with the IT Manager, met with Department Directors to discuss electrical access and technology. Director Weinstein stated that the Board met on October 12th to discuss the project schedule, budget, floorplan, and to see exterior colors. She commented that Department Directors met with Amy and Magda from SNHA to hone material choices. Director Weinstein mentioned she met with a signage expert to discuss wayfinding and department-specific signage. She stated she was very proud of the LLD regarding the Moody's rating.

She mentioned that the audit presentation would take place in November due to a staff change at Lauterbach & Amen. Director Weinstein commented on a fraud incident experienced by IMET in 2015 and stated that the Library has received the last recovery payment. She mentioned that Ms. Olszewski from Ehlers met with Mr. Rogers and Treasurer Norton to discuss aligning investments with the renovation schedule to maximize returns during the project.

Director Weinstein commented on community group partnerships. She stated that she presented the Library's renovation floorplans and budget to the Lisle Woman's Club. She mentioned a collaboration that runs through November 12th with Metropolitan Family Services to collect donations for women and girls experiencing homelessness and/or domestic abuse. Director Weinstein stated that the Lisle-Woodridge Fire District visited to highlight National Fire Safety Week and to celebrate their love for their LLD card. She stated that September was Library Card Sign-up Month and that the Library saw a 66% increase in new card registrations from last year to this year. Director Weinstein mentioned that the Library had its very first Fall Fest with an estimated 650 patron in the parking lot. She stated that the all-ages, two-hour event featured a churro truck, autumn crafts, Library card registration, and a petting zoo.

Director Weinstein mentioned that the meeting rooms would not be available during phasing in February/early March and the LLD would have to find another place to hold Board meetings. She stated that the meeting rooms would house materials, staff, and possibly some public PCs during phasing.

Director Weinstein explained that staff in-service training would take place over a two day period in small groups, allowing the Library to stay open.

Discussion: Trustee Sullivan asked about topics that would be covered during the in-service training. Director Weinstein mentioned that sessions would involve emergency training such as tornado, fire, Code Adam, and blood borne pathogens as well as renovation information. Trustee Sullivan suggested other places to hold Board meetings.

Assistant Director McQuillan mentioned that she attended the fall (virtual) meeting for LIMRiCC where member libraries discussed health insurance. She stated that last January LIMRiCC switched to Aetna with no rate change and that starting in January 2022 they estimate an 8% rate increase. Assistant Director McQuillan mentioned that Stephens Plumbing completed some facility work to replace an outdoor spigot, a restroom fixture, and some parts in the men's restroom in the lobby. She commented that Patriot Electric fixed lighting fixtures in the south parking lot. She mentioned that MetalMaster Roofing performed a roof inspection and cleaned gutters. She stated that she was waiting for a report to provide ideas to fix some sagging gutters on the south side of the building.

Assistant Director McQuillan mentioned that the Village of Lisle contracted sidewalk repairs within the Village and the Library's entrance and exit sidewalks on Kingston and Front Street were on the list to be repaired. She stated that the Village inspected the work and deemed the Front Street sidewalk a trip hazard. She mentioned that the Village worked to rectify both sides of the sidewalk, however, unfortunately did not alert Library staff in preparation for the traffic obstruction. She stated that the exit was closed to traffic from 9 am to 11 am. LLD staff put out traffic cones to direct traffic. She thanked the LLD Graphic's Specialist, Nigel, for creating a large exit sign to direct traffic out to Front St.

8. New Business

- a. Approve Resolution 21-07: Resolution to Determine Estimate of Funds - Action Required
MOTION: Secretary Larson moved to approve Resolution 21-07: Resolution to Determine Estimate of Funds. Trustee Wynn seconded.

Director Weinstein provided an explanation of Resolution 21-07: Resolution to Determine Estimate of Funds.

Roll Call Vote - All Aye. The motion passed.

- b. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$4,716.18, to be paid to Nancy Frederickson (October 2021).

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

9. Opportunity for Trustee comments (five minutes)

Treasurer Norton stated she was very proud of the Moody's rating and pleased with the quick turn around on the Youth Services carpet selection. She commented that she was excited about the plans for promoting the third Open House. Trustee Sullivan stated she was happy with how everything is continuing to progress. She asked about programs involving grandparents. Director Weinstein mentioned that there were Family Craft

Nights which had grandparents in attendance. Trustee Wynn congratulated the LLD on the Moody's rating and commented that everything seems to be going well regarding the renovation. President Bartelli commented that the Fall Fest was a great event. She thanked Department Directors for their quarterly reports and wished Nancy Frederickson a happy retirement.

10. Adjourn

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

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 8:10 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 17, 2021.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees