

LISLE LIBRARY DISTRICT
BOARD MEETING
September 15, 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 [left the meeting at 7:23 p.m.]
Graham Harwood - CCS International Inc., Principal/Director [left the meeting at 7:23 p.m.]
James Shanahan - Taft Law [left the meeting at 7:23 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. President Bartelli and Treasurer Norton reviewed the August billings in September
- b. Secretary Larson and Trustee Wynn will review the September billings in October

4. Consent Agenda - Action Required

- a. Approve Minutes of the August 11, 2021 Board Meeting
- b. Approve Minutes of the August 11, 2021 Executive Session
- c. Approve Minutes of the September 1, 2021 Special Board Meeting
- d. Acknowledge Treasurer's Report, 08/31/21, Investment Activity Report, 08/31/21, Current Assets Report, 08/31/21, Revenue Report, 08/31/21, and Expense Report, 08/31/21
- e. Authorize Payment of Bills, 09/15/21

MOTION: Trustee Sullivan 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. Review of Resolution 21-06 - CCS & James Shanahan/Taft Law

Mr. Rogers discussed the resolution to approve the Installment Purchase Agreement. Mr. Rogers introduced Mr. Shanahan from Taft Law. Mr. Shanahan provided a summary of Resolution 21-06.

Discussion: Trustee Sullivan asked about the wording of a particular sentence in the resolution. Mr. Shanahan stated that the language would be corrected. Director

Weinstein mentioned that there was a scrivener's error on the draft regarding the numbering of the resolution. She stated that the number would be changed.

ii. Approve LLD Resolution 21-06 - Action Required

MOTION: Vice President Swistak moved to approve Resolution 21-06 authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Lisle Library District, DuPage County, Illinois, and to pay the cost of undertaking capital projects, including construction, maintaining, and improving library facilities, and acquiring and installing various equipment, and to pay for the cost of issuing debt certificates, and authorizing and providing for the issue of not to exceed \$1,000,000 General Obligation (Limited Tax) Debt Certificates, Series 2021, of said Lisle Library District evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates. Treasurer Norton seconded. Roll Call Vote - All Aye. The motion passed.

iii. Review of prequalification process for bidders - CCS

Mr. Rogers provided a summary of the prequalification process.

Discussion: Trustee Sullivan asked Mr. Rogers about the \$3 million minimum requirement. Mr. Rogers explained the requirement limitation. He stated that he chose an amount just over 50% of the \$5.4 million construction budget. Mr. Rogers mentioned that the Library will receive submissions and dependent on qualifications, the list would be narrowed to possibly 8-10 to interviews. Trustee Turner asked which newspaper would be used for publication. Director Weinstein stated that it would be published in the Daily Herald and posted on the Library's website. She stated that the Library's attorney reviewed the RFQ. Trustee Sullivan asked if there was a clearinghouse where companies could look for RFQs. Mr. Harwood explained that there are companies that distribute RFQs to general contractors so that they don't miss the opportunity.

iv. Approve publication of a RFQ for bidders to prequalify for the LLD renovation project - Action Required

MOTION: Treasurer Norton moved to approve publication of a RFQ for bidders to prequalify for the LLD renovation project. Trustee Wynn seconded. Roll Call Vote - All Aye. The motion passed.

President Bartelli asked when the Board would see paint samples. Mr. Rogers stated that paint cans were ready for pickup. He commented that paint samples would be ready for the meeting in October. Mr. Rogers stated that Director Weinstein, CCS, architects, and a civil engineer would be at the Village Board meeting on Monday for the Special Use approval.

Mr. Harwood, Mr. Rogers, and Mr. Shanahan left the meeting at 7:23 p.m.

6. Committee Reports

- a. Finance - Trustee Turner stated the Committee met on Tuesday, September 7th with Mr. Rogers and staff from Ehlers. She mentioned that the Committee discussed the progress of the renovation project and investment strategies to maintain returns. Trustee Turner stated that Director Weinstein provided an overview of the B&A and the Committee provided feedback regarding providing additional information in the presentation.
- b. Personnel and Policy - Vice President Swistak stated that she had nothing to report. She mentioned she would speak with Director Weinstein about scheduling a meeting.
- c. Physical Plant - Secretary Larson stated that she had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee met on Wednesday, August 25th and discussed various methods of communication for reaching out to different groups within the community.

Discussion: Vice President Swistak stated that she was excited about the Advocacy and Outreach Committee. Treasurer Norton asked about the next meeting. Director Weinstein stated that she would discuss a date with the Committee Chair soon. President Bartelli asked about the next Open House. Director Weinstein stated that the end of October had been discussed but no date has been set. She commented that the Committee also discussed renovation videos. Trustee Turner discussed conducting the Open House on a Saturday. Director Weinstein mentioned she was connecting with Mr. Rogers and the architects to secure a date.

7. Staff Reports

Director Weinstein provided a summary of her Director's report. She stated that she and Mr. Rogers attended the Planning and Zoning public hearing in August, leaving with a recommendation for the Village to approve a special use permit. Director Weinstein commented that they would be appearing before the Village Board on September 20th. She referenced the second Open House held on August 30th, the Board Special Board meeting on September 1st to review outcomes, and that on September 21st, the Department Directors will meet again with the architects to review workspace areas.

Director Weinstein stated that the Library's auditors, Lauterbach and Amen, were stationed in the building for a few days to complete their field work. She mentioned that the lead auditor was very pleased with the Library's processes, would help with any documentation regarding the renovation, and would present the audit to the Board in October.

Director Weinstein commented that she was invited by the Lisle Woman's Club to present the LLD's renovation plans. She mentioned that the Library has partnered with the Lisle Township Food Pantry by hosting a donation box for personal care products. Director Weinstein stated that September was National Library Card Sign-up Month. She explained how District residents can sign up for a card and use the Library's app to create a digital barcode.

Director Weinstein discussed social media campaigns for National Library Card Sign-up Month, the LLD's photo booth, and library memory videos which included staff and Trustees. She mentioned an outreach to Villa St. Benedict where staff met with 28 residents, registered 9 new cards, and renewed 17 cards, and that 5 residents signed up for the Library's Home Delivery Services. She stated that the Library will station a table at Lisle Depot Days on the 19th and 20th to register patrons for cards and distribute Library literature. She said

that the Library would conduct its first Fall Fest on Friday at 5 p.m. The event will have a churro truck, autumn crafts, card registration, and a petting zoo.

Discussion: Vice President Swistak asked if the Board would receive feedback from the meeting with the architects and Department Directors. Director Weinstein explained that SNHA would summarize feedback at the next Board meeting. Trustee Sullivan suggested double-checking the numbers on the monthly Circulation statistical report regarding registered borrowers. Treasurer Norton asked about the digital barcode. Director Weinstein stated that the LLD has had the service for about a year.

Assistant Director McQuillan updated the Board on the facility. She stated that a section of the fence on the east side of the Library's parking lot fell down and had been repaired. Assistant Director McQuillan commented that Patriot Electric was scheduled to fix three lights in the south parking lot. She mentioned that the Lisle-Woodridge Fire Department completed their fire safety inspection and stated that everything was in proper working order.

Assistant Director McQuillan stated that she and Administrative Office Coordinator Kilcran met with the auditor and talked about organizing documents in relations to the renovation project. She mentioned that the auditor provided good suggestions and best practices for tracking during a renovation. She said that Sikich also has experience with construction project documentation.

Discussion: President Bartelli asked about the wiring documentation. Assistant Director McQuillan explained that Salas O'Brien looked at all electrical outlets and diagramed them. Trustee Sullivan asked if they anticipate any problems with the wiring. Director Weinstein stated that they don't see any problems. Trustee Sullivan asked about preparing areas for future IT enhancements. Director Weinstein said that the renovation will provide the infrastructure should the Library want to improve or add technology. Treasurer Norton congratulated Assistant Director McQuillan on the successful safety inspection. She asked about the IT support contract. Assistant Director McQuillan stated that OSG is interested in keeping the LLD's business.

8. New Business

a. Adopt Ordinance 21-04: Budget and Appropriation - Action Required

MOTION: Treasurer Norton moved to adopt Ordinance 21-04: Budget and Appropriation. Vice President Swistak seconded.

Director Weinstein provided a summary of Ordinance 21-04: Budget and Appropriation.

Discussion: Treasurer Norton stated that she appreciated the overview and summary documents. She said that the appropriation column was a ceiling and that the LLD has historically been conservative compared to peers regarding the ceiling limits. Treasurer Norton asked if ceilings have ever been reached. Director Weinstein stated that the LLD has come close with certain line items. Director Weinstein stated that the main challenge is making sure that the public understands that the appropriation is not an intention to spend, instead, it is in place to allow for necessary flexibility. Treasurer Norton pointed out that there were missing cell lines on the document. Director Weinstein stated that staff would correct the lines. Trustee Sullivan asked Director Weinstein to explain the IMRF acronym. Treasurer Norton stated that she appreciated the footnotes in the Ordinance.

Roll Call Vote - All Aye. The motion passed.

b. Approve Certificate of Estimated Revenue - Action Required

MOTION: Trustee Turner moved to approve Certificate of Estimated Revenue. Trustee Sullivan seconded.

Director Weinstein provided an overview of the Certificate of Estimated Revenue.

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 \$5,904.68, to be paid to Anne Loeding-Foster (September 2021).

President Bartelli read aloud the acknowledgement of payment to Anne Loeding-Foster for earned/unused vacation time.

9. Opportunity for Trustee comments (five minutes)

Secretary Larson stated that she was excited about the renovation and could not wait to see the color choices. She mentioned looking forward to the Fall Fest on Friday. Treasurer Norton agreed with Secretary Larson. Trustee Sullivan stated that she appreciated the project schedule that CCS provided. She commented that she was comfortable with the pace of the project. Director Weinstein commended Mr. Rogers for keeping the architects on schedule.

Vice President Swistak mentioned tool lending collections at other libraries. She stated that she was glad to see the Library continuing to provide take home kits and expanding programming efforts. Vice President Swistak mentioned that she was excited for Fall Fest on Friday night and pleased with the project process. Trustee Turner stated that she was looking forward to the Village meeting on Monday night. Trustee Wynn stated that she appreciated the Youth Services book bags. Trustee Wynn said she also appreciated reviewing bills.

President Bartelli discussed an October 7th meeting and asked about availability for an alternate meeting date. Director Weinstein asked that Board members email her their availability. President Bartelli mentioned that she and Trustee Wynn attended the citizen police academy which also included fire department staff. President Bartelli stated that she was excited to attend the Fall Fest.

10. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 8:08 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 20, 2021.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees