

LISLE LIBRARY DISTRICT
BOARD MEETING
September 21, 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
Lorna Turner - Trustee
Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:43 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Trustee Sullivan and Trustee Turner 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 17, 2022 Board Meeting
- b. Approve Minutes of the August 17, 2022 Executive Session
- c. Acknowledge Treasurer's Report, 08/31/22, Investment Activity Report, 08/31/22, Current Assets Report, 08/31/22, Revenue Report, 08/31/22, and Expense Report, 08/31/22
- d. Authorize Payment of Bills, 09/21/22

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. Monthly Project Status Update - CCS Report including schedule, cost, and change order log updates

Mr. Rogers provided an update on the renovation project which included finishes, north entry steel fabrication, abatement, and Phase 2 planning. Mr. Rogers stated that project completion is slated for February. Mr. Rogers discussed temporary occupancy planning and the main sign design. He mentioned that the north side canopy work would continue during the move.

Discussion: Secretary Larson asked if the elevator would be installed in December. Mr. Rogers confirmed it would be installed in December and discussed the south entry stairway. President Bartelli asked about the canopy materials. Mr. Rogers stated that cedar would line the canopy. Vice President Swistak asked about the canopy and roof regarding rain and snow. Mr. Rogers stated that the roof and canopy were two

independent structures and that the canopy would utilize the existing gutter systems. Director Weinstein mentioned that the south entry canopy would have a glass enclosure. Mr. Rogers mentioned that the RFID system was scheduled to be installed on October 10th. Trustee Sullivan asked about the RFID equipment. Mr. Rogers explained the equipment for the RFID material sorter.

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

Discussion: Trustee Sullivan asked if the Library would have sufficient electrical capacity. Mr. Rogers explained that project engineers were tasked to add additional outlets throughout the facility. Director Weinstein reiterated the facility assessment report's confirmation that the building receives appropriate power.

II. Exterior Signage Options & Discussion

Mr. Rogers provided an overview of five design concepts with price ranges. He asked the Board to narrow down options to move forward with detailed development and pricing.

Discussion: Director Weinstein asked about vendor pricing. Mr. Rogers stated that he'd attempt to get quotes from five vendors; three vendors at minimum. Director Weinstein asked about the condition of the existing pillars. Assistant Director McQuillan stated that the pillars need tuckpointing. Trustee Sullivan asked about sign sizes. Mr. Rogers provided estimates of sizes.

President Bartelli asked about the yellow coloring within the concepts. Director Weinstein stated that the coloring is to show contrast and that actual color choices would be made after the Board determined a design. Treasurer Norton asked about restrictions regarding moving the sign. Mr. Rogers stated that he understood that the Village would need to be involved if the sign moved to a significantly different location. Secretary Larson asked about costs. Mr. Rogers stated that he could procure more accurate pricing after the Board selected a design. President Bartelli asked Board members to pick two concepts to procure quotes.

After Trustee discussion and agreement, President Bartelli asked for quotes for concepts 2 and 3c. Treasurer Norton said she would also like to receive a quote for a sign that used the existing pillars. Mr. Rogers affirmed the Board's requests.

III. Phase 2 Move Planning Discussion

Mr. Rogers provided an overview of the proposed closing and move for Phase 2.

Discussion: Treasurer Norton asked Mr. Rogers for the pros and cons regarding a slightly shorter or longer close. Mr. Rogers stated that the LLD could potentially do a shorter close of 6-7 days but advised against it. He stated that the 8th day would be a day to make sure everything operated correctly. Treasurer Norton asked if there was flexibility in the proposed dates. Mr. Rogers stated the dates were based on Camosy estimates for safe patron entry. Director Weinstein explained that the newsletter with

the proposed dates would be sent as soon as the Board voted. She stated that staff would be scheduled accordingly.

IV. Library Closure - Action Required

MOTION: Trustee Sullivan moved to approve the Library closure to move from Phase 1 to Phase 2 of the renovation project with closure dates of October 19th through October 28th. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:43 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that there were several policies up for discussion and approval. She commented that she and Director Weinstein would work on scheduling the next meeting where the Committee would work on revamping the Director's job description.
- c. Physical Plant - Secretary Larson stated that the Committee had a meeting on September 14th. She said that they discussed the roof inspection report and repairs, landscape options on Kingston Avenue, and received facility updates from Assistant Director McQuillan.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report. She mentioned that she would like to continue fundraising efforts in the future.

7. Staff Reports

Director Weinstein summarized her Director's report. She stated that four Board seats would be up for election during the Consolidated Election next year. Director Weinstein mentioned that candidate packets were available at the Library and on the Library website.

Director Weinstein mentioned that she attended the monthly Lisle Women's Club meeting. She said that she updated the club on the renovation, answered questions, and that the LLD gained a new book club member as a result of attending the meeting.

She commented that she and the Department Directors met with Mr. Rogers and Hallett Movers to discuss the Phase 2 move. Director Weinstein stated that staff would be on premises during the majority of the closure. She commented that the IT Manager and staff would be helping with office computer configuration. Director Weinstein said that Library materials would continue to be ordered, patron emails would be addressed, and the LLD would continue to receive deliveries. She mentioned that some staff would attend ILA and that there will be staff training, including sexual harassment and safety/security training during the closure.

Director Weinstein stated that the drive aisle work on the south side of the building has been completed to address the stormwater repairs per the FQC facility report recommendation. She mentioned that the LLD was transitioning from one outsourced IT company to another. Director Weinstein commented that Current Technologies has already been on the construction site and would assist the IT Manager with server room configuration.

Director Weinstein mentioned that the Library had several outreaches where staff visited Villa St. Benedict, Lisle High School, Giant Steps, St. Joan of Arc, and KinderCare Daycare. She stated that new cards were issued and renewed, staff talked about book groups, discussed home delivery, and conducted Storytimes.

Director Weinstein spoke about the Library's civic services such as notary and license plate sticker renewal. She shared revenue statistics over the past two years for license plate sticker renewals. Director Weinstein asked the Board about selling sheets of garbage stickers. She asked Trustees for their opinion regarding charging a processing fee. Director Weinstein mentioned that Jewel and the Village do not charge a surcharge for selling garbage stickers. She stated that the Village would be implementing an online service to purchase products that would charge a fee.

Discussion: Vice President Swistak mentioned that the Township and Walgreens may sell stickers as well. Trustee Sullivan suggested charging \$1.00 to cover processing fees. Trustee Turner asked if the Library should offer stickers. Director Weinstein stated that the LLD was looking to offer more conveniences. She mentioned that the LLD was soon to purchase a new cash register that worked with Polaris and allowed for better itemization of charges. Trustee Sullivan spoke about the convenience of buying stickers at the Library. Vice President Swistak suggested a flat fee. President Bartelli commented that it would be a convenient service and would be well received by the residents. Assistant Director McQuillan mentioned that the license plate sticker renewals doubled from the previous 30 days. Trustee Wynn said she was neutral to the idea of garbage stickers. Treasurer Norton suggested it was another way to increase foot traffic. The Board agreed to sell garbage stickers and to have Director Weinstein determine the amount to charge for processing.

Director Weinstein reminded the Board that they would be meeting next month at the Senior Center at the Lisle Park District.

Discussion: Vice President Swistak commented on moving from Phase 1 to Phase 2 and that the Library's configuration would not be fully complete until after the renovation was fully complete. Director Weinstein described consolidating shelving and areas where staff will be temporarily stationed during Phase 2.

Assistant Director McQuillan stated that the west side landscaping project would be completed within the next 10 days. She mentioned that the landscaper would be removing dead trees, cleaning up growth around some of the trees, and planting six small evergreens. Assistant Director McQuillan commented that they would move the fuchsia peonies from the east door to the north west corner. She mentioned that the Library will receive a new Knox box. Assistant Director McQuillan commented that a wasp nest was removed by a pest control technician. She stated that the wasps were white faced hornets.

8. New Business

- a. Approve LLD Policy 315: Loan Periods - Action Required

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 315: Loan Periods. Trustee Sullivan seconded.

Director Weinstein provided an overview of revisions made to LLD Policy 315: Loan Periods.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 330: RAILS Fines and Fees - Action Required

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 330: RAILS Fines and Fees. Trustee Sullivan seconded.

Director Weinstein provided an overview of revisions made to LLD Policy 330: RAILS Fines and Fees.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 675: Keys & Keyless Access Systems - Action Required

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 675: Keys & Keyless Access Systems. Secretary Larson seconded.

Director Weinstein provided an overview of revisions made to LLD Policy 675: Keys & Keyless Access Systems.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 680: Property Damage - Action Required

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 680: Property Damage. Trustee Wynn seconded.

Director Weinstein provided an overview of revisions made to LLD Policy 680: Property Damage.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 700: Expenditures, Contracts, & Grants - Action Required

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 700: Expenditures, Contracts, & Grants. Secretary Larson seconded.

Director Weinstein provided an overview of revisions made to LLD Policy 700: Expenditures, Contracts, & Grants.

Roll Call Vote - All Aye. The motion passed.

- f. Approve LLD Policy 710: Fund Balances - Action Required

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 710: Fund Balances. Treasurer Norton seconded.

Director Weinstein provided an overview of revisions made to LLD Policy 710: Fund Balances.

Roll Call Vote - All Aye. The motion passed.

- g. Approve LLD Policy 715: Accounts Payable & Payroll - Action Required

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 715: Accounts Payable & Payroll. Trustee Wynn seconded.

Director Weinstein provided an overview of revisions made to LLD Policy 715: Accounts Payable & Payroll.

Discussion: Trustee Sullivan suggested using the word 'following' instead of 'next' in the last sentence of item A. The Board agreed. Trustee Turner commented that the motion would have to be amended.

MOTION: Vice President Swistak moved to approve revisions to LLD Policy 715: Accounts Payable & Payroll as amended. Trustee Wynn seconded.

Roll Call Vote - All Aye. The motion passed.

President Bartelli said she thought Ordinance R-3 from July 1983 was well written.

h. Adopt Ordinance 22-04: Budget and Appropriation - Action Required

MOTION: Treasurer Norton moved to adopt LLD Ordinance 22-04 the Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Secretary Larson seconded.

Director Weinstein provided an overview of Ordinance 22-04: Budget and Appropriation.

Roll Call Vote - All Aye. The motion passed.

i. Approve Certificate of Estimated Revenue - Action Required

MOTION: Treasurer Norton moved to approve the Certificate of Estimated Revenue for fiscal year 2022-23. Trustee Wynn seconded.

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

Roll Call Vote - All Aye. The motion passed.

j. Approve LLD Ordinance 22-05: Transferring funds to Special Reserve - Action Required

MOTION: Treasurer Norton moved to approve LLD Ordinance 22-05: Transferring funds to Special Reserve, an authorization to transfer \$1,010,000.00 from the Corporate Fund to the Special Reserve Fund. Trustee Sullivan seconded.

Director Weinstein provided an overview of Ordinance 22-05: Transferring funds to Special Reserve.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Trustee Wynn stated that it was good to be present for the updates since missing the last meeting. She said that it was great to have Mr. Rogers on the team. Trustee Turner said she appreciated all of the updates. Vice President Swistak stated she was excited for the renovation and looked forward to the new landscaping on the west side. Trustee Sullivan commented on the increased program attendance and increased use of the Museum Adventure Pass program due to increased ticket availability. Treasurer Norton stated that she greatly appreciated the Physical Plant Committee update. President Bartelli stated that she attended Depot Days and saw the LLD booth. She complimented the Physical Plant Committee for a great meeting and the Personnel and Policy Committee for the updated policies.

10. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Vice President Swistak seconded.
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:32 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 27, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees