

LISLE LIBRARY DISTRICT BOARD MEETING

April 16, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Marjorie Bartelli - Vice President
Karen Larson - Treasurer
Liz Sullivan - Secretary
Vanessa Berry - Trustee
Debbie Breihan - Trustee
Josh Martin - Trustee

Also present:

Tatiana Weinstein - Director
Laura Murff - Director of Technical Services [left the meeting at 7:40 p.m.]
Jackie Kilcran - Recording Secretary

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

3. Trustee Recognition

a. Resolution 25-02 - Marjorie Bartelli commendation - Action Required

i. Acknowledgement opportunity for honoree

MOTION: Secretary Sullivan moved to approve Resolution R25-02 - Marjorie Bartelli commendation. Treasurer Larson seconded.

President Swistak read Resolution R25-02 which commended Marjorie Bartelli for her years of service as a Trustee of the LLD, her leadership as President, Vice President, and Secretary of the Board of Trustees, and as Chair of the Physical Plant, Decennial, and Strategic Planning Committees, as well as guiding the LLD through the 2023 renovation project.

Vice President Bartelli asked to present her comments at the end of the meeting.

Roll Call Vote - All aye. The motion passed.

4. Assignments for reviewing monthly accounts payable

- a. Secretary Sullivan and Trustee Berry reviewed the March billings in April
- b. Treasurer Larson and Trustee Martin will review the April billings in May

5. Consent Agenda - Action Required

- a. Approve Minutes of the March 19, 2025 Board Meeting
- b. Acknowledge Treasurer's Report, 03/31/25, Investment Activity Report, 03/31/25, Current Assets Report, 03/31/25, Revenue Report, 03/31/25, and Expense Report, 03/31/25
- c. Authorize Payment of Bills, 04/16/25

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

6. Unfinished Business

a. Capital Improvement Project

- i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Director Weinstein presented the CCS report. She informed Trustees that 30 of 40 VAV boxes have been connected to the new BAS software. IBS has been troubleshooting some wiring issues, causing some delay in completing the project. Once sorted, they will connect the remaining 10 VAV boxes. There will be no extra charge for the troubleshooting.

Delivery of the condensing units will occur within the next week. A crane will be on site to lift the units into the mechanical yards. The installation of all units should be completed in May.

Marc Rogers will be working on a ten-year facility plan with Director Weinstein. Director Weinstein, Assistant Director Savage, and Mr. Rogers will meet in early May to discuss the results of the Community Survey and next steps for developing the Kingston lot.

7. Committee Reports

- a. Finance – Trustee Breihan had nothing to report at this time.
b. Personnel and Policy - Trustee Berry had nothing to report at this time.
c. Physical Plant - Trustee Martin had nothing to report at this time.
d. Strategic Planning - Director Weinstein provided a recap of the Strategic Planning Committee meeting held on April 9, 2025. After reviewing the data from the Community Survey and the four focus groups, the Committee agreed on three major focus areas: Awareness, Resources, and Property. The Committee was asked to submit objectives and approaches. Those results would be discussed at the next Strategic Planning Committee meeting.

8. Staff Reports

a. Directors Report

Director Weinstein thanked Vice President Bartelli for her many years of service and leadership as member of the Board of Trustees. She also thanked Ms. Bartelli for her support of the Library, and for attending programs and events. She stated that the staff appreciates when Trustees utilize the Library and that their event attendance does not go unnoticed.

Director Weinstein stated that the power outage on April 4th left the Library without power until noon. Once the power was restored, it took ninety minutes to reboot the servers and power up all electronic equipment. The Library opened at 1:30PM. The Library is obtaining quotes for a server room generator to keep servers running during outages. This will allow patrons to remotely access the catalog and databases during an outage, and reduce the time to reopen the Library once power is restored.

Trustee Martin requested information about cloud-based servers for comparison purposes.

Director Weinstein stated that the Library would host a volunteer Hokusai community art program on April 17th. She expects between 30 to 36 people to attend. The Lisle Woman's Club has 16 members scheduled to attend. Director Weinstein stated that she is picking up approximately 60 completed banners from Lisle Elementary, Junior High, and High School as well.

Director Weinstein featured the bench purchased by the Lisle Woman's Club. The bench will be situated in the South vestibule of the building. She thanked the Club for their generous donation. She also highlighted a painting of a sea turtle painted by local artist Sue Thomas. Ms. Thomas donated the painting to the LLD. It will hang in the Youth Services Department over Jack and Jill's tanks. Director Weinstein thanked Ms. Thomas for her donation.

Director Weinstein said that the LLD had a very successful National Library Week. The week wrapped up with a Storytime visit from Mouse from *If you Give a Mouse a Cookie*. Mouse took photos and provided cookie treats to all attendees. In the lobby, there was a cookie jar guessing game, and a Library themed crossword puzzle.

b. Assistant Directors Report

In Assistant Director Savage's absence, Director Weinstein informed the Board that both she and Assistant Director Savage attended an online OMA webinar presented by the Illinois Attorney General's Office.

During the annual roof inspection, Metalmaster Roofmaster noted crumbling mortar on one side of the building. A masonry company was called onsite to assess the deterioration and determine the best course of action. The proposal will be presented at the next Physical Plant Committee meeting.

The electrician was out to repair lighting in the north parking lot. It was determined that squirrels chewed the wiring. The electrician will return to install rodent barriers.

Assistant Director Savage has submitted a claim to ComEd for repairs required as a result of a previous power outage that was ComEd's responsibility.

c. Director of Technical Services Report

Director Murff provided an interactive presentation of the new Aspen catalog overlay still in development. She performed a general book search in the current catalog and using the new overlay. Ms. Murff also performed a search using "Hokusai" as the search term. Along with materials in the collection, the Library's Hokusai program also came up in the results. If a patron clicked on the Hokusai program, the patron would be redirected to the program registration page.

Ms. Murff explained that link language, color schemes, and placards are still being developed.

Trustee Breihan asked when the catalog will go live. Ms. Murff explained the plan is to go live for Summer Read. Trustee Berry asked if the catalog overlay will integrate with the LLD mobile app. Ms. Murff affirmed yes.

Trustee Martin asked about more titles being available via Hoopla and Kanopy. Ms. Murff explained that both providers negotiate with the vendors and gain access to content packages that they then provide to libraries.

Director of Technical Services Murff left the meeting at 7:40 p.m.

9. New Business

- a. Announcement for Request for Proposal (RFP) for Library cleaning services.

President Swistak read the announcement for the Request for Proposal (RFP) for Library cleaning services. The notice will appear in the local newspaper and on the LLD website on Friday, April 19, 2025.

10. Opportunity for Trustee comments (five minutes)

President Swistak stated that she was excited to see the new catalog overlay and appreciated the demonstration by Director of Technical Services Murff. She thanked Vice President Bartelli for her eight years of service to the LLD. She said she was grateful to have worked with Marjorie throughout the renovation and stated that she will be missed.

Trustee Berry thanked Vice President Bartelli for welcoming her when she joined the Board of Trustees. She also thanked her for her years of service. She said that she heard a child wanted to “check out” the LLD’s turtles Jack and Jill, and that the child thought they should be part of the circulating collection. She also stated that she is excited to see the Hokusai banners displayed at Gallery 777.

Trustee Martin was happy to see the cross functionality and ease of use of the catalog overlay. He thanked Vice President Bartelli for her leadership. He thanked her for her support and presence at Library events.

Trustee Breihan thanked Vice President Bartelli for welcoming newer members on the Board. She thanked her for her leadership. Trustee Breihan appreciated the catalog overlay demonstration. She enjoyed the quarterly reports. She appreciated the outreach the Library performs to members of the community of all ages. She was happy to see 25 residents of Brookdale register for Library cards. She said she loves the new bench donated by the Lisle Woman’s Club. She is pleased that the Library provides a place for the community to gather and meet.

Secretary Sullivan said she appreciated the quarterly reports and the online catalog demonstration. She thanked Vice President Bartelli for her years of leadership and her input through the years.

Treasurer Larson said she liked the catalog redesign and feels the patrons will love the new browsing experience. She said that Vice President Bartelli will be very much missed.

Vice President Bartelli thanked Director of Technical Services Murff for her presentation of the catalog overlay. She stated that she enjoyed the quarterly reports. She said that she was grateful to have served the residents of Lisle and for being able to contribute to the Library. She has appreciated the opportunity to work with the other Trustees. She thanked Director Weinstein for her support and for her outstanding leadership. She thanked Assistant Director Savage for his support. She thanked Treasurer Larson, Secretary Sullivan, and President Swistak for the success of the 2023 renovation. She said she is excited to see what the future holds for the Library, and wished the current Trustees much success.

11. Adjourn

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

The meeting adjourned at 7:49 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on May 21, 2025.

Approved by

Secretary of the LLD