

LISLE LIBRARY DISTRICT
BOARD MEETING
August 13, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Vanessa Berry - Vice President
Josh Martin - Secretary
Laura Paley - Trustee
Liz Sullivan - Trustee

Absent

Debbie Breihan - Treasurer
Karen Larson - Trustee

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:03 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Berry and President Swistak reviewed the July billings in August
- b. President Swistak and Trustee Sullivan will review the August billings in September

4. Consent Agenda - Action Required

- a. Approve Minutes of the July 16, 2025 Board Meeting
- b. Approve Minutes of the July 16, 2025 Executive Session
- c. Approve Minutes of the July 22, 2025 Strategic Planning Committee Meeting
- d. Acknowledge Treasurer's Report, 07/31/25, Investment Activity Report, 07/31/25, Current Assets Report, 07/31/25, Revenue Report, 07/31/25, and Expense Report, 07/31/25
- e. Authorize Payment of Bills, 08/13/25

MOTION: Secretary Martin moved to approve the Consent Agenda. Vice President Berry seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Projects
 - i. BAS Project Update

Mr. Rogers stated that the new wiring of the BAS system is complete. IBS continues to work on communication bugs in the system. Once complete, IBS will conduct staff training on the system.

ii. HVAC Project Update

Mr. Rogers stated that 1Source Mechanical completed all punch list items. Close out documents should be completed in the next few weeks.

iii. Kingston Lot Development Update

Mr. Rogers stated that Library Administration has met several times with the design team. He expects to present design concepts to the Board at the September meeting.

Mr. Rogers left the meeting at 7:03 p.m.

6. Committee Reports

- a. Finance - President Swistak stated there was nothing to report in Treasurer Breihan's absence.
- b. Personnel and Policy - Vice President Berry stated that the Committee met on August 4, 2025, and that Director Weinstein would present the proposed revisions to the policies discussed later in the meeting.
- c. Physical Plant - Trustee Martin had nothing to report.
- d. Strategic Planning - President Swistak stated that the Strategic Planning Committee has finalized the draft 2025 - 2028 Strategic Plan. It will be voted on later in the meeting. President Swistak officially retired the Strategic Planning Committee.
- e. Committee to Review Minutes - President Swistak stated that both she and Trustee Paley completed the review of the minutes. She officially retired the Committee.

7. Staff Reports

a. Director's Report

Director Weinstein restated that she and Assistant Director Savage attended the Emergency Management Training Scenario and Tabletop Exercise Meeting at Benedictine University. She stated that she appreciated that the Lisle Police Dept. included the Library in emergency management meetings.

Summer Read 2025 was very successful. 1,512 patrons participated in the program.

Director Weinstein attended an Intergovernmental Meeting at Village Hall.

Director Weinstein stated that she and Assistant Director Savage had several meetings with TERRA Engineering staff regarding the Kingston lot development. They discussed the community survey and the desires of residents/staff. Director Weinstein met with the neighbor whose property is adjacent to the Kingston lot. The neighbor to the south is very supportive of the project.

The LLD partnered with the West Suburban Food Pantry Junior Committee. A donation box was placed in the lobby to collect school supplies. The LLD also partnered with Metropolitan Family Services. With assistance from DuPage County Board member Paula Deacon Garcia, a donation box has been placed in the lobby to collect personal care items for residents in need.

On August 5th, LLD Staff members Angela, Rochelle, and Mallory attended the National Night Out Event and spoke to over 500 community members. Director Weinstein also attended the event and

met with several officers from the Lisle Police Department, Mayor Mullen, IL Representative Terra Costa Howard, and IL Senator Laura Ellman.

b. Assistant Director's Report

Assistant Director Savage reiterated that he, Director Weinstein, and Mr. Rogers met several times with TERRA Engineering staff regarding the Kingston lot development project.

Mr. Savage stated that the 2025 IPLAR has been completed. He thanked IT Staff and Department Directors for gathering all the statistics necessary to complete the report.

The parking lot will be resealed and restriped over Labor Day weekend, August 31st, and September 1st, while the Library is closed.

There was a defective freeze stat on one of the air handler units. IBS replaced the part and the air conditioning is operating correctly.

Trustee Sullivan asked why IPLAR items 25.1 - 25.5 were not completed. Assistant Director Savage said that those items would be checked off after the Trustees accepted the IPLAR. Vice President Berry noted an error in Trustee Larson's term ending date. Assistant Director Savage stated that the error would be corrected.

8. New Business

a. Approve tentative Budget and Appropriation Ordinance 25-04 (B&A) - Action Required

MOTION: Vice President Berry moved to approve Ordinance 25-04 a Tentative Budget and Appropriation 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, 2025 and ending June 30, 2026. Secretary Martin seconded.

Director Weinstein provided a comprehensive overview of the tentative Budget and Appropriation Ordinance 25-04 (B&A).

Roll Call Vote - All Aye. The motion passed.

b. Accept Illinois Public Library Annual Report (IPLAR) - Action Required

MOTION: Trustee Sullivan moved to accept the Illinois Public Library Annual Report as statutorily required and to submit the IPLAR to the State Library as a condition of system membership as amended. Trustee Paley seconded.

Director Weinstein provided an explanation of the Illinois Public Library Annual Report (IPLAR).

Roll Call Vote - All Aye. The motion passed.

c. Adopt 2025 - 2028 Strategic Plan - Action Required

MOTION: Trustee Paley moved to adopt the LLD 2025 - 2028 Strategic Plan. Secretary Martin seconded.

Director Weinstein explained the final draft Strategic Plan was presented at the last Strategic Planning Committee Meeting. Once adopted, the Strategic Plan will be posted on the website, provided to the public in paper format, and promoted on social media.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 610: Patron Code of Conduct - Action Required

MOTION: Secretary Martin move to approve revisions to LLD Policy 610: Patron Code of Conduct. Vice President Berry seconded.

Director Weinstein explained that the Patron Code of Conduct has been revised to adjust behavior guidelines. The policy also clarifies the dress code.

President Swistak noted a scrivener's error.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 815: Personal Vehicle Use for Library Activities - Action Required

MOTION: Trustee Paley moved to approve revisions to LLD Policy 815: Personal Vehicle Use for Library Activities. Trustee Sullivan seconded.

Director Weinstein explained that the title of the policy was changed. The policy has been reformatted. The policy now includes volunteers. The term Finance Director has been removed from the policy.

Roll Call Vote - All Aye. The motion passed.

- f. Approve LLD Policy 830: Employee & Volunteer Reference/Background Checks - Action Required

MOTION: Trustee Sullivan moved to approve revisions to LLD Policy 830: Employee & Volunteer Reference/Background Checks. Secretary Martin seconded.

Director Weinstein explained that the term Finance Director was removed from the policy. The policy clarifies the procedures for receiving, reviewing, and storing background checks.

Roll Call Vote - All Aye. The motion passed.

- g. Approve LLD Policy 850/sec. 14e: Floating Holidays - Action Required

MOTION: Secretary Martin moved to approve revisions to LLD Policy 850/sec. 14e: Floating Holidays. Vice President Berry seconded.

Director Weinstein explained that the policy was revised to include Juneteenth as a Floating Holiday.

Roll Call Vote - All Aye. The motion passed.

- h. Approve LLD Policy 850/sec. 14h: Insurance - Action Required

MOTION: Trustee Paley moved to approve revisions to LLD Policy 850/sec. 14h: Insurance. Trustee Sullivan seconded.

Director Weinstein explained that the policy was revised to add clarification for retirees who continue to utilize the LLD's health insurance programs at their own cost.

Trustees asked that the section include the phrase, "as defined in Section 14.h. i".

MOTION: Trustee Paley moved to approve revisions to LLD Policy 850/sec. 14h: Insurance as amended. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

President Swistak asked for a motion to address agenda item 9, Executive Session. She stated that the Board would return to regular session to complete New Business items 8i and 8j.

9. Executive Session

MOTION: Trustee Sullivan moved to go into Executive Session under 5 ILCS 120/2(c)(21) the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Vice President Berry seconded. Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:32 p.m.

The Board came back into Open Session at 7:40 p.m.

Open Session - Return to New Business

8. New Business

i. Semi-annual review of executive session minutes - Action Required

MOTION: Vice President Berry moved to release the following Executive Session minutes; February 19, 2025. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

j. Review of executive session recordings more than 18 months old - Action Required.
There was no action on any recordings.

10. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated she was impressed to see the increase in computer and technology class attendance.

Trustee Paley said that she spoke to a neighbor who raved about the new interactive play materials and toys in the Youth Services Department.

Secretary Martin thanked everyone involved in the 2025 - 2028 Strategic Plan preparation. He enjoyed the process. He is looking forward to the vacant lot development.

Vice President Berry thanked everyone for their efforts on a successful Summer Read Program.

President Swistak thanked the Personnel & Policy Committee for a great job revising the policies. She thanked the Assistant Director and the Department Directors for preparing the IPLAR Report. She was thrilled with the Summer Read Program this year. She is looking forward to Fall Fest.

11. Adjourn

MOTION: Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:46 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on September 17, 2025.

Approved by

Joshua Martin, Secretary of the LLD Board of Trustees