

LISLE LIBRARY DISTRICT
BOARD MEETING
August 14, 2024 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Marjorie Bartelli - Vice President
Liz Sullivan - Secretary
Vanessa Berry - Trustee [arrived at 7:01 p.m.]
Debbie Breihan - Trustee
Joshua Martin - Trustee

Absent

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [arrived at 7:41 p.m., left the meeting at 8:00 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Breihan reviewed the July billings in August
- b. President Swistak and Trustee Martin will review the August billings in September

4. Consent Agenda - Action Required

- a. Approve Minutes of the July 17, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 07/31/24, Investment Activity Report, 07/31/24, Current Assets Report, 07/31/24, Revenue Report, 07/31/24, and Expense Report, 07/31/24
- c. Authorize Payment of Bills, 08/14/24

MOTION: Trustee Breihan moved to approve the Consent Agenda. Secretary Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Trustee Breihan had nothing to report.
- b. Personnel and Policy - Trustee Berry had nothing to report.
- c. Physical Plant - Trustee Martin had nothing to report.
- d. Strategic Planning - President Swistak stated that the Strategic Planning Committee will meet on August 27th at 7:00 p.m.
- e. Committee to Review Minutes - President Swistak stated that Treasurer Larson and Secretary Sullivan completed the review of the minutes. She officially retired the committee.

6. Staff Reports

- a. Director's Report
Director Weinstein stated that the dedication of the LLD Oak Study Room to the Lisle Woman's Club was a wonderful success, and thanked the Woman's Club for their years of support.

Director Weinstein said that on July 23rd, Representative Terra Costa Howard met with constituents at the Library. Ms. Howard and her staff will be at the Library on August 15th to take pictures and video of the unique services the LLD offers, such as license sticker renewals, seed library, art prints, notary services, and LiteZilla. The intention is to promote these services on the Representative's social media pages.

Director Weinstein said that she was contacted by licensed social worker, Felicia Acosta of the Woodridge Police Department. Ms. Acosta's service area includes Lisle Township. As the LLD is within Lisle Township's boundaries, the LLD is able to contact Ms. Acosta for assistance if needed (if available). Director Weinstein stated that during a crisis or emergency situation at the Library, LLD staff contact police or emergency responders as a situation necessitates. She stated that she supports having licensed social workers as key personnel within local police departments.

Director Weinstein stated the LLD participated in the August 6th National Night Out Event at the Lisle Police Department. The Director was able to speak to various police officers and volunteers at the event. Staff interacted with hundreds of Lisle residents that evening.

Director Weinstein stated that Summer Read has officially wrapped up. The program was very successful. She will provide statistics at the next board meeting.

b. Assistant Director's Report

Assistant Director Savage stated that a representative of the DuPage County Registrar's Office came to the LLD and trained staff to become voter registrars. The LLD now has 9 staff who may act as voter registrars.

Assistant Director Savage stated that he attended the bi-annual LIRA building insurance meeting. The topics of discussion included post-disaster cleanup, and steps to get a building up and running again.

Sendra Services found excessive condensation on the server room AC lines. They split the lines and reinsulated them to remedy the moisture issues. Westside Rub-R-Wall came to assess a crack in the west side mechanical room. Assistant Director Savage said he expects a proposal for repair soon. Terrance Electric was on site to assess electrical issues in the YS storage area, and the pergola area. Warranty claims have been submitted for the malfunctioning fixtures. Once the warranty claims have been approved, Terrance will return to complete repairs.

The American Red Cross contacted the LLD. A location they had scheduled with for a donation drive cancelled last minute. The LLD was able to provide meeting room space. The Red Cross was able to collect donations from 25 participants.

7. New Business

- a. Approve tentative Budget and Appropriation Ordinance 24-06 (B&A) - Action Required
MOTION: Secretary Sullivan moved to approve Ordinance 24-06 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, 2024 and ending June 30, 2025. Trustee Martin seconded.

Director Weinstein provided a comprehensive overview of the tentative Budget and Appropriation Ordinance 24-06 (B&A).

Roll Call Vote - All Aye. The motion passed.

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

MOTION: Trustee Breihan 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. Trustee Berry seconded.

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

Roll Call Vote - All Aye. The motion passed.

Executive Session

MOTION: Secretary 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. Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:31 p.m.

The Board came back into Open Session at 7:41 p.m.

Open Session

- c. **MOTION:** Trustee Breihan moved to release the following Executive Session minutes; February 21, 2024. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

- d. **MOTION:** Secretary Sullivan moved to destroy the following Executive Session recording more than 18 months old; February 21, 2023. Vice President Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

8. Unfinished Business

- a. Capital Improvement Project

- i. Monthly Project Status Update - CCS Report including progress, budget updates, and capital program/HVAC schedule.

Mr. Rogers stated that Camosy has been paid in full. The renovation project is complete. The project was completed at \$114,000 under budget.

Mr. Rogers stated that the RFPs for the HVAC and BAS projects have been published in the newspaper and on our website. All bids are due by September 4th. Bids will be discussed at the next Board Meeting.

- ii. Vacant Lot Planning Discussion

Mr. Rogers presented budgeted numbers for the Kingston lot development project. He presented budgeted numbers for installing a pedestrian bridge from the parking lot to the

lot. Mr. Rogers suggested continuing the conversation at the next board meeting after the HVAC/BAS bids are received/reviewed.

Mr. Rogers left the meeting at 8:00 p.m.

9. Opportunity for Trustee comments (five minutes)

Trustee Breihan stated that she is enthusiastic about developing the Kingston lot. She stated that she is pleased that the LLD has 9 staff who are trained to register patrons to vote and suggested that the LLD promote this service via social media.

Trustee Martin thanked the Director for her presentation and work on the B & A Ordinance.

Trustee Berry thanked the staff for the great job on the Summer Read Program. She felt the prizes selected for youth readers were great incentives to keep them reading.

Secretary Sullivan said she was pleased with the dedication of the Oak Study Room to the Lisle Woman's Club and thanked the Library for their efforts.

Vice President Bartelli said she thought the dedication ceremony was a success. She enjoyed meeting members of the Woman's Club.

President Swistak said she enjoyed the dedication ceremony and appreciated hearing about the history of the founding of the LLD at the event. She thanked all the participants for making the dedication so successful.

10. Adjourn

MOTION: Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded.
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:04 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on September 18, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees