

LISLE LIBRARY DISTRICT
BOARD MEETING
December 18, 2024 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:10 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Trustee Berry and Trustee Breihan reviewed the November billings in December
- b. Treasurer Larson and Trustee Martin will review the December billings in January
Discussion: President Swistak noted a scrivener's error on the December 18, 2024 agenda.

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 20, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/24, Investment Activity Report, 11/30/24, Current Assets Report, 11/30/24, Revenue Report, 11/30/24, and Expense Report, 11/30/24
- c. Authorize Payment of Bills, 12/18/24

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

Roll Call Vote - All Aye. The motion passed.

5. New Business

- a. Capital Improvement Project/Program Discussion
 - i. General Improvement Program Summary
 - ii. Executive Report
 - iii. Mechanical Equipment Replacements
- b. Approve HVAC system upgrade project bid award - Action Required
Approval of the HVAC system upgrade project bid award to 1Source Mechanical Inc. in the sum of \$261,000.00 for Base Bid CU 1E & 2E and CU 1W & 2W scope.

Marc Rogers stated that the BAS submittals were received. Elara Engineering is reviewing the submittals. The project should start in late January or early February, and conclude in late March or early April.

The LLD received bids for the HVAC condensing unit project. The combined BAS and condensing unit project is tracking under budget.

1Source Mechanical Inc. submitted the lowest qualified bid for the HVAC replacement project. Elara Engineering reviewed the scope, and it was deemed complete. Elara checked references for 1Source Mechanical. A decision needs to be made regarding replacing units in phases or at one time. There is a \$4,000.00 discount to replace all four condensing units at the same time.

Mr. Rogers noted that the condensing units will operate on a new type of refrigerant. In the future, another type of refrigerant will be available. It was suggested that replacing all four condensing units at one time was most cost effective.

MOTION: Vice President Bartelli moved to approve the HVAC system upgrade project bid award to 1Source Mechanical Inc. in the sum of \$261,000.00 for the Base Bid CU-1E & 2E and CU-1W and 2W scope. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:10 p.m.

6. Committee Reports

- a. Finance – Trustee Breihan stated that the Committee will schedule a meeting in the new year.
- b. Personnel and Policy - Trustee Berry had nothing to report at this time.
- c. Physical Plant - Trustee Martin stated that the Committee will schedule a meeting in the new year.
- d. Strategic Planning - Director Weinstein stated that the survey was finalized, and there was a soft-launch at Winter Fest.

7. Staff Reports

a. Director Report

Director Weinstein stated that the Consolidated General Election will occur on April 1, 2025. There will be three Trustee seats open, and four candidates running. The Certification of Ballot has been filed with the DuPage County Board of Elections. There were no objections.

The LLD had several helpful interactions with the Woodridge Police Department Social Worker in November. The social worker assisted a patron who was experiencing homelessness. There is a need in Lisle regarding homeless populations and for those suffering with mental health issues. Director Weinstein stated that she was also appreciative of the support received from the Lisle Police Department. She has reached out to the Village of Lisle to encourage hiring a social worker for the police force like many other communities.

Director Weinstein, Assistant Director Savage, Vice President Bartelli and Trustee Berry attended the ILA Legislative Lunch on December 3rd. They sat with trustees from Helen Plum Library and Illinois Representative Terra Costa Howard. Topics of discussion were legislative initiatives such as state grant programs, report requirement amendments, hiring certified or licensed school librarians, and increasing broadband internet access to public libraries.

Director Weinstein mentioned community partnerships with Brookdale Senior Living. The LLD will conduct two outreach programs in January and February to help residents in accessing the LLD's digital collection, teach internet safety, and to register residents for the LLD Home Delivery Service. Students from the College of DuPage Library Technical Assistant's Program visited the LLD. Director Weinstein met with the students to discuss library administration, and give them a tour of the facility. Four volunteers from the Lisle Woman's Club assisted at Winter Fest in the Bingo room and at the photo booth. Director Weinstein thanked the Woman's Club for holiday treats they provided to staff.

Director Weinstein recapped Winter Fest. There were approximately 500 attendees, 115 of whom completed the scavenger hunt, and 23 people completed the online Strategic Planning Survey. Director Weinstein thanked Trustee Berry for stationing the survey booth. The Bingo activity was very popular with patrons of all ages. The LLD will consider more Bingo programs in the future. She reminded all Trustee's to register for Winter Read.

Discussion: Vice President Bartelli stated that she was interested to learn about the 708 Mental Health Board. Director Weinstein stated that the 708 Board was created by Lisle Township. The Village of Lisle may be able to utilize funds or grants via the 708 Board.

b. Assistant Director Report

Assistant Director Savage reported that he met with representatives from Simplex and Johnson Controls regarding fire and burglar monitoring. He is waiting for quotes to upgrade our services. LIRA, LLD's insurance agency, conducted an annual walk-through of the building looking for hazards and general safety conditions. There were no deficiencies noted. During the LIRA walk-through, the LLD had a surprise inspection from the Lisle-Woodridge Fire District. Three firefighters and six medics inspected the building. Assistant Director Savage stated that the purpose was to familiarize themselves with the building in preparation of being called out for an emergency. The LLD passed the inspection with no deficiencies.

A power outage caused issues with the HVAC system. Sendra and IBS, the company who will be upgrading the BAS system, came out to troubleshoot the issue and the system is currently operational.

Terrance Electric installed proper emergency lighting over all electrical panels. With this item completed, the 2019 FQC Report is officially finalized.

8. New Business

a. Approve 2025 Holiday Closings - Action Required

MOTION: Trustee Breihan moved to approve the Library holiday closing dates for the 2025 calendar year. Trustee Martin seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

b. Acknowledge Annual Treasurer's Report

President Swistak acknowledged the Annual Treasurer's Report. She stated that this financial report is compiled by LLD's outsource financial team, Sikich, using audited numbers, human resource information, and vendor disbursements.

- 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 \$1503.42, to be paid to Chitra Gnanaratne (January 2025).

Director Weinstein stated that Ms. Gnanaratne has worked at the LLD for 20 years. She will be retiring in January.

9. Opportunity for Trustee Comments (five minutes)

Trustee Berry thought Winter Fest was great. She enjoyed talking with the patrons. Patrons of all ages took the survey. She is excited to see the results after the full launch.

Trustee Martin commended Assistant Director Savage on passing the fire inspection with no deficiencies.

Trustee Breihan appreciated the efforts of Director Weinstein regarding the homeless patron. Trustee Breihan noted that as a result of Director Weinstein reaching out to DuPage County Board Representative Paula Deacon Garcia, Ms. Garcia connected with DuPage PADs staff. They informed Ms. Garcia that they needed to allocate more funding to address specific housing needs. Ms. Garcia was able to assist, resulting in 87 people obtaining temporary housing during this cold season.

Secretary Sullivan thanked the Director for her work. She wished everyone a happy holiday.

Vice President Bartelli thought Winter Fest was great. She said she loved the churros. She wished everyone a happy holiday.

President Swistak appreciated the LLD reaching out to Brookdale Senior Living. She was thrilled to see so many people at Winter Fest and patrons enthusiastically completing the scavenger hunt. She wished everyone a safe and happy holiday.

10. Adjourn

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

The meeting adjourned at 7:29 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on January 15, 2025.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees