

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 21, 2026 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Vanessa Berry - Vice President  
Debbie Breihan - Treasurer  
Josh Martin - Secretary  
Karen Larson - Trustee  
Laura Paley - Trustee  
Liz Sullivan – Trustee

Absent: none

Also present:

Tatiana Weinstein – Director  
Will Savage – Assistant Director  
Mark Ritzman - Attorney at Law [left the meeting at 8:16 p.m.]  
Marc Rogers - CCS International, Inc. [left the meeting at 8:27 p.m.]  
Craig Most - TERRA Engineering LTD. [left the meeting at 8:27 p.m.]  
Elizabeth Hopkins - Director of Adult Services [arrived at 8:18 p.m.] [left the meeting at 8:40 p.m.]  
Jackie Kilcran - Recording Secretary

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

3. Executive Session

**MOTION:** Trustee Breihan moved to go into Executive Session under 5 ILCS 120/2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Vice President Berry seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:01 p.m.

The Board came back into Open Session at 8:17 p.m.

Open Session - Return to Agenda Item 4

4. Assignments for reviewing monthly accounts payable

- a. Trustee Larson and Trustee Sullivan reviewed the December billings in January
- b. President Swistak and Trustee Paley will review the January billings in February

5. Consent Agenda - Action Required

- a. Approve Minutes of the December 17, 2025 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/25, Investment Activity Report, 12/31/25, Current Assets Report, 12/31/25, Revenue Report, 12/31/25, and Expense Report, 12/31/25

- c. Authorize Payment of Bills, 01/21/26

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

## 6. Unfinished Business

- a. Capital Improvement Project: Monthly Program discussion
  - i. BAS Replacement Project
  - ii. LLD Nature Trail Project

Mr. Rogers stated that IBS continues to visit on a weekly basis to troubleshoot the BAS, and complete punch list items.

TERRA Engineering presented a proposal for the Nature Trail's next steps. The LLD did not receive the OSLAD parks grant. Mr. Rogers asked about proceeding with the project. Director Weinstein suggested the Finance Committee meet with the LLD investment advisor to discuss financial planning for the project, along with other anticipated capital projects. Trustees agreed to have the Finance Committee discuss advancing the project.

Mr. Rogers and Mr. Most left the meeting at 8:27 p.m.

## 7. Committee Reports

- a. Finance - Trustee Breihan had nothing to report, but is looking forward to scheduling a meeting.
- b. Personnel and Policy - Trustee Berry stated the Committee met in January to revise several policies and that the Director would address each policy later in the meeting. Another meeting will be scheduled soon.
- c. Physical Plant – Trustee Martin had nothing to report

## 8. Staff Reports

- a. Director Weinstein stated that a plaque that listed LLD Board Presidents, and their terms of service, is undergoing a design modernization. Once complete, the plaque and the proclamation the LLD received from Senator Ellman will be displayed in the meeting rooms.

She stated that the policies reviewed in the Personnel & Policy Committee, and the status of the Village of Lisle Downtown TIF, would be discussed later in the meeting.

- b. Assistant Director Savage stated that plumbers have been on site in attempts to repair the east end men's restroom. A commercial plumber was secured. New solenoids need to be ordered to repair the toilets. He is awaiting pricing and availability of the required parts.

1 Source Mechanical is scheduled to visit and adjust actuator rods that control air handler unit dampers. They will also address the hot water pump that is not drawing enough hot water to properly heat the storage room.

Metalmaster Roofmaster was on site to perform semi-annual preventative maintenance.

- c. Director of Adult Services, Elizabeth Hopkins, featured LLD Stay Sharp Kits. These kits are designed for people with memory loss, or other cognitive issues. The kits contain a book and several activities centered around a single theme, such as gardening, travel, or outer space. The kits encourage conversation, relaxation, and memory stimulation. The Adult Service Department has received positive feedback from patrons who appreciate these kits.

President Swistak said that she is impressed with the Stay Sharp Kits. She thanked the Adult Services Department for the wonderful 60<sup>th</sup> Anniversary slide show. Trustee Breihan appreciated the Stay Sharp Kits and said she would promote them. Vice President Berry is pleased that the Library is meeting the needs of all community members.

9. New Business

- a. Appoint Committee to prepare FY2026/27 Working Budget

President Swistak appointed a Committee of the Whole to prepare the Working Budget for Fiscal Year 2026-27.

- b. Village Downtown TIF Extension - Discussion

Director Weinstein stated that she provided Trustees a Downtown TIF Extension PPT presentation from the Village JRB meeting. Included, was a letter from the Village, asking each unit of local government to extend the Downtown TIF, by signing the letter. If one entity chooses not to sign the letter, the Village will have to reissue a new TIF for the Downtown. Trustees are encouraged to email Director Weinstein with any questions, and she will forward them to the Village prior to the February LLD Board meeting, where Trustees will vote to support or oppose the Downtown TIF Extension/Letter.

- c. Approve Per Capita Grant - Action Required

**MOTION:** Trustee Breihan moved to approve the 2026 Illinois Public Library Per Capita and Equalization Aid Grant Application. Trustee Sullivan seconded.

Director Weinstein provided an overview of the 2026 Illinois Public Library Per Capita and Equalization Aid Grant Application. She affirmed that the LLD complies with all required core standards.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 100: Vision, Mission, & Values - Action Required

**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 100: Vision, Mission, & Values. Trustee Sullivan seconded.

Director Weinstein explained the Policy had a title change, and was updated to reflect the language and spirit of the LLD Strategic Plan.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 300: Library Cards - Action Required

**MOTION:** Vice President Berry moved to approve revisions to LLD Policy 300: Library Cards. Trustee Paley seconded.

Director Weinstein explained that the Policy was revised to include some areas of unincorporated Woodridge. A statement about automatic card renewals was also added.

President Swistak asked that areas of unincorporated Lisle also be included in the wording.

Roll Call Vote - All Aye. The motion passed.

- f. Approve LLD Policy 340: Internet Access & Public Computer Use - Action Required  
**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 340: Internet Access & Public Computer Use. Treasurer Breihan seconded.

Director Weinstein explained the Policy was revised to include WiFi and mobile printing. The Policy was reorganized for better clarity.

Roll Call Vote - All Aye. The motion passed.

- g. Approve LLD Policy 342: Social Media - Action Required  
**MOTION:** Trustee Sullivan moved to approve revisions to LLD Policy 342: Social Media. Vice President Berry seconded.

Director Weinstein explained that the Policy was revised for better clarity. It outlines responsibilities and also references the Public Relations Policy.

Roll Call Vote - All Aye. The motion passed.

- h. Approve LLD Policy 400: Public Relations - Action Required  
**MOTION:** Treasurer Breihan moved to approve revisions to LLD Policy 400: Public Relations. Trustee Paley seconded.

Director Weinstein explained that the Policy was revised to reflect a more current definition of public relations. It provides guidelines for staff in case of emergencies, legal issues, and inquiries by the media.

President Swistak suggested a grammatical change.

Roll Call Vote - All Aye. The motion passed.

- i. Authorize the revocation of LLD Policy 410: Cooperative Endeavors - Action Required  
**MOTION:** Trustee Sullivan moved to revoke Policy 410: Cooperative Endeavors. Trustee Paley seconded.

Director Weinstein explained that this Policy was very short and that similar statements were rooted within the LLD Strategic Plan and Policy 100: Vision, Mission, & Values.

Roll Call Vote - All Aye. The motion passed.

- j. Approve LLD Policy 665: Recordings - Photography, Audio & Video - Action Required  
**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 665: Recordings - Photography, Audio & Video. Trustee Sullivan seconded.

Director Weinstein explained that the Policy was revised to reference other appropriate and related policies. The Policy was reworded for clarity. It also includes a new statement about outdoor events.

Roll Call Vote - All Aye. The motion passed.

- k. Approve LLD Policy 310: Privacy- Action Required  
**MOTION:** Trustee Sullivan moved to approve LLD Policy 310: Privacy. Trustee Larson seconded.

Director Weinstein explained that the Policy was created to satisfy new requirements by various vendors. There are references to State law, public computers, security cameras, patron accounts, and credit card use. This Policy also references other LLD policies that include privacy/confidentiality statements.

Roll Call Vote - All Aye. The motion passed.

- l. Approve LLD Policy 420: Extension of Services to Benedictine University Students - Action Required  
**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 420: Extension of Services to Benedictine University Students. Treasurer Breihan seconded.

Director Weinstein explained that this Policy was revised to remove faculty from the service model. It also states that students will be responsible for materials checked out on their cards.

President Swistak suggested a grammatical change.

Roll Call Vote - All Aye. The motion passed.

- m. Approve LLD Policy 655: Piano Use - Action Required  
**MOTION:** Trustee Sullivan moved to approve revisions to LLD Policy 655: Piano Use. Trustee Paley seconded.

Director Weinstein explained that the Policy was revised to remove outdated information. It clarifies that reserving the Meeting Room for piano use is limited to two, one-hour sessions per month. While discussing this Policy, it was determined that the Committee will revisit the Use of Meeting Room and Study Rooms Policy at a future meeting.

Roll Call Vote - All Aye. The motion passed.

#### 10. Opportunity for Trustee comments (five minutes)

Vice President Berry thanked staff for their assistance in relocating a data center interest meeting from the Oak Study Room to the main Meeting Room. She also thanked Trustee Sullivan and the Lisle Woman's Club for sharing the Meeting Room space by dividing the room for her data center interest group.

Trustee Martin had no comments.

Trustee Sullivan thanked Director Weinstein and the Personnel and Policy Committee for their efforts.

Trustee Larson had nothing at this time.

Trustee Paley thanked Director Weinstein for her efforts this month.

Treasurer Breihan thanked the Personnel and Policy Committee for their work. She thanked President Swistak for her editorial expertise.

President Swistak thanked the Trustees for their attentiveness and participation in the meeting. She thanked the Director and Assistant Director for their leadership. She thanked Adult Services Director, Elizabeth Hopkins, for presenting the Stay Sharp Kits.

11. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 9:06 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on February 18, 2026.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees