LISLE LIBRARY DISTRICT
BOARD MEETING
July 15, 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

   Also present:
   Tatiana Weinstein - Director
   Will Savage - Assistant Director
   Jackie Kilcran - Recording Secretary
   Marc Rogers - CCS International Inc. [left the meeting at 8:22 p.m.]
   Bryon Krebs - CCS International Inc. [left the meeting at 8:22 p.m.]
   Craig Most - TERRA Engineering [left the meeting at 8:22 p.m.]
   Katie McMahon - Director of Youth Services [left the meeting at 8:37 p.m.]

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

3. Presidential appointment of LLD standing committees: Personnel & Policy, Finance, and Physical Plant

   President Swistak appointed Vice President Berry as Chair of the Personnel & Policy Committee, and Treasurer Breihan and Trustee Paley as members.

   President Swistak appointed Treasurer Breihan as Chair of the Finance Committee, and Trustee Paley and Trustee Sullivan as members.

   President Swistak appointed Secretary Martin as Chair of the Physical Plant Committee, and Vice President Berry, Trustee Larson, and Trustee Sullivan as members.

   President Swistak stated that the President is an ex-officio voting member of all committees, and that the Director and Assistant Director are ex-officio non-voting members of all committees.

4. Presidential appointment to review FY25/26 Board minutes

   President Swistak stated that two Trustees are required to review the minutes to ensure they are signed and that they properly reflect the year. She appointed Vice President Berry and Trustee Sullivan to complete the review before the next Board meeting. This task is also required prior to the Board accepting the IPLAR.

5. Assignments for reviewing monthly accounts payable
   a. Trustee Larson and Trustee Sullivan reviewed the June billings in July
   b. Vice President Berry and Trustee Paley will review the July billings in August

6. Consent Agenda - Action Required

a. Approve Minutes of the June 17, 2026 Board Meeting (Part 1)
b. Approve the Minutes of the June 24, 2026 Board Meeting (Part 2)
c. Approve Minutes of the June 24, 2026 Executive Session
d. Acknowledge Treasurer's Report, 06/30/26, Investment Activity Report, 06/30/26, Current Assets Report, 06/30/26, Revenue Report, 06/30/26, and Expense Report, 06/30/26
e. Authorize Payment of Bills, 07/15/26

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

7. Unfinished Business
    a. Capital Improvement Project
        i. Capital Projects - Progress Update - CCS Report

        Mr. Rogers reported that all BAS system close-out documents have been received. Test and balance work will be coordinated with One Source Mechanical. The BAS one-year warranty with IBS began on June 5, 2026.

        ii. Kingston Lot Development Project

        Craig Most of TERRA Engineering presented options for bridge styles, material, decking, and railings. After discussion, Trustees concurred on a Pratt truss bridge with concrete decking. More details will be presented at the August meeting.

        Mr. Most also presented options for the turtle play feature. The Trustees concurred on one of the choices.

        Mr. Most presented options for benches, picnic tables, and lights. The Trustees requested more information and pricing for the August meeting.

        Mr. Rogers, Mr. Krebs, and Mr. Most left the meeting at 8:22 p.m.

8. Committee Reports
    a. Finance - Treasurer Breihan had nothing to report.
    b. Personnel and Policy - Vice President Berry had nothing to report.
    c. Physical Plant - Secretary Martin had nothing to report.

9. Staff Reports

    a. Director Weinstein stated that staff are wrapping up fiscal year financial reports, and preparing for the upcoming audit. Audit fieldwork is scheduled for September.

    The Library hosted *Mondays with Margaret* on June 29th. Representative Margaret DeLaRosa's team spoke with community members in the Ginkgo Study Room.

    Director Weinstein met with Terri Caraballo, Director of Senior Services at Lisle Township to discuss ways the LLD can inform patrons of senior services offered by the Township and the LLD.

    The Director and the Administrative Office Manager met with Tami Olszewski from Ehlers Investment Agency on July 1st in preparation for the Kingston Lot Development Project.

Sixteen staff and 6 Trustees walked in the Village of Lisle's 4th of July Parade. Community members were very happy to see the Library in the parade.

Illinois State Senator Laura Ellman, and members of Senator Tammy Duckworth's office will be at the LLD on August 6. They will host a townhall meeting from 5:30 - 7:00pm in the Meeting Room.

b. Assistant Director Savage stated that the BAS installation has been completed. Final balance testing is underway.

   Annual maintenance was completed on the Meeting Room partition. The vendor installed a new seal along the partition door.

   Terrance Electric completed small indoor repairs. A bucket truck has been scheduled to replace light pole bulbs and install caps to prevent rodent infestation.

   Best Quality Cleaning started janitorial services on July 1st.

   The Event Team decorated book carts for the 4th of July Parade. The Team is finalizing plans for Fall Fest, which will occur on September 26th. There will be a petting zoo, an obstacle course, and apple cider donuts.

c. Katie McMahon, Director of Youth Services, presented the YS *Page Turners* program; a year-long reading program for students in grades K - 12. This program is in its third year. The program challenges students to read 12 books over the course of the year. Staff look at statistics to determine monthly topics and encourage students to step out of their comfort zones and read books on various subjects. Twenty-six students are on track to finish the program next month.

   Ms. McMahon left the meeting at 8:37 p.m.

10. New Business

   a. Discussion regarding donations and the LLD flagpole.
      President Swistak discussed LLD Policy 735 Donation and Gifts. She mentioned that the Library received an America 250 flag donation prior to the 4th of July. President Swistak suggested that the Personnel and Policy Committee commit to drafting a policy on flags at their next meeting. Trustees agreed with her suggestion.
   b. Adopt Resolution R26-02: A resolution authorizing the preparation and filling of the Budget and Appropriation Ordinance (B&A) - Action Required
      MOTION: Secretary Martin moved to approve Resolution 26-02: A resolution authorizing the preparation and filing of the Budget and Appropriation Ordinance (B&A). Trustee Sullivan seconded.

      Director Weinstein explained that this resolution alerts the public that we are preparing the legal authorization to expend funds.

      Roll Call Vote - All Aye. The motion passed.

   c. Approve Public Notice of Hearing on B&A - Action Required
      MOTION: Trustee Paley moved to approve the Public Notice of Hearing on the B&A. Secretary Martin seconded.

Director Weinstein stated that the Public Notice alerts the public that we shall have a draft B&A and that there are 30 days to review the document before the public hearing.

Roll Call Vote - All Aye. The motion passed.

d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) – payment shall not exceed $1772.01, to be paid to Jessica Shubert.

President Swistak read aloud the acknowledgement of payment to Jessica Shubert.

11. Opportunity for Trustee comments (five minutes)

Treasurer Breihan stated that she loved participating in the 4th of July Parade. She is looking forward to the World Languages collection.

Trustee Paley agreed with Treasurer Breihan's comments. She also said she is excited for the Kingston Lot Development Project to begin.

Trustee Larson had no comments.

Trustee Sullivan said that walking with the Library in the parade is one of her favorite events of the year.

Secretary Martin stated that he enjoyed the staff reports. He enjoyed walking in the parade.

Vice President Berry said she attended the LLD's Craft and Coffee program. She said attendees were recommending different LLD programs to each other. She is also excited for the World Languages collection.

President Swistak stated that she enjoyed participating in the 4th of July Parade. She is looking forward to Fall Fest, and the Kingston Lot Development Project. She thanked the Trustees for their thoughtful participation in the capital project discussion.

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

The meeting adjourned at 8:48 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on August 12, 2026.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees