

LISLE LIBRARY DISTRICT
BOARD MEETING
July 16, 2025 - 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 7:10 p.m.]
John Ferrari - Director of Youth Services [left the meeting at 7:47 p.m.]
Mary Jo Mullen - Mayor, Village of Lisle [left the meeting at 7:47 p.m.]

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

3. 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

4. Consent Agenda - Action Required

- a. Approve Minutes of the June 18, 2025 Board Meeting
- b. Approve Minutes of the June 18, 2025 Executive Session
- c. Approve Minutes of the June 23, 2025 Special Board Meeting
- d. Acknowledge Treasurer's Report, 06/30/25, Investment Activity Report, 06/30/25, Current Assets Report, 06/30/25, Revenue Report, 06/30/25, and Expense Report, 06/30/25
- e. Authorize Payment of Bills, 07/16/25

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

5. Unfinished Business

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

Mr. Rogers reported that all BAS system devices and software have been installed. IBS continues to troubleshoot programming issues. The HVAC system condensing units have been installed. 1Source Mechanical is completing punch list items. A lot development project introductory meeting is scheduled for July 17th. Mr. Rogers will walk the lot with the designers. He expects a design update in September.

ii. BAS Network Cable Discussion

Mr. Rogers explained that the wiring on the first floor BAS system is not connected in a closed loop. This is interrupting communications between the software and the VAV boxes. It will take about two weeks to correctly wire the system and test. Mr. Rogers is recommending contracting IBS to complete this work.

iii. IBS Proposal Approval - New BACnet wiring to VAVs and FPBs - Action Required
Approval of the Interactive Building Solutions proposal dated 6/26/2025 to replace the 1st floor BACnet wiring in the sum of \$22,640.00.

MOTION: Secretary Martin moved to approve the Interactive Building Solutions proposal dated 6/26/2025 to replace the 1st floor BACnet wiring in the sum of \$22,640.00. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

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

6. Committee Reports

- a. Finance - Treasurer Breihan stated she has decided to forgo a meeting prior to the preparation of the B&A. The B&A will be presented to the full Board in August.
- b. Personnel and Policy - Vice President Berry stated that the Committee would be meeting on August 4th at 7:00 p.m.
- c. Physical Plant - Secretary Martin had nothing to report.
- d. Strategic Planning - President Swistak stated that the Committee would be meeting on July 22, 2025 at 7:00 p.m.

7. Staff Reports

- a. Director Weinstein thanked the Trustees who walked in the 4th of July Parade. She recapped the Special Board Meeting on June 23rd. Mayor Mullen attended to answer questions regarding the Village East Ogden Avenue TIF. Director Weinstein discussed attending the Joint Review Board meeting on June 25th. Director Weinstein voted in favor of the TIF per the LLD Board vote. The East Ogden TIF will go to the Village Board for approval. There was a presentation of the Route 53 TIF at the JRB meeting. Director Weinstein emailed the Village requesting more information on the Route 53 TIF. The response from the Village was provided to each Trustee. The Route 53 TIF vote will occur at the next JRB meeting on July 23rd.

The Strategic Planning Committee met on June 23rd. The Committee provided input for the Draft Strategic Plan. The Committee will meet on July 22nd to review the Draft.

Director Weinstein, Assistant Director Savage, and Marc Rogers attended an introductory meeting with TERRA Engineering. They discussed the community survey and general plans for the Kingston lot. A site walk through is scheduled for July 17th.

Director Weinstein attended an ILA Workshop focusing on fundraising. The workshop discussed Library Friends groups, how to reinvigorate stagnant groups, and how to form a new group.

On July 15th, Director Weinstein and Assistant Director Savage attended the Emergency Management Training Exercise Meeting at Benedictine University. The meeting was hosted by the Lisle Police Department and was attended by intergovernmental agencies and other local businesses. They reviewed policies and procedures, and attendees participated in threat scenarios.

- b. Assistant Director Savage stated that the Event Team met to discuss Fall Fest, which will occur on Friday September 26th at 7:00 p.m. Fall Fest will feature a campfire story time, an inflatable slide, a live owl exhibit, and an Auntie Anne's Pretzel Truck.

Johnson Controls was on site to conduct annual radio monitoring compliance testing. The LLD passed all testing and is compliant. Window tinting was completed on the 11 South facing windows on the second floor. 1Source has completed their punch list items. Assistant Director Savage will be scheduling the final inspection with the Village. IBS completed troubleshooting of program sequencing issues on the 2nd floor. The system is currently functioning properly.

- c. John Ferrari, Director of Youth Services, presented the new Sensory Cool Down Kits that will be available in the Youth Services Department. This resource is for patrons with ASD (Autism Spectrum Disorder). The kits contain noise cancelling headphones, a communication menu, a weighted lap blanket, and a bubble timer for in-library use. Other items in the kit include sunglasses, fidget toys, and a stress ball shaped like a heart, all of which can be taken home.

The Sensory Cool Down Kits are a tool to aid patrons and parents in enjoying the Library. The kits will soon be on display and accessible to all.

8. New Business

- a. Adopt Resolution R25-04: A resolution authorizing the preparation and filling of the Budget and Appropriation Ordinance (B&A) - Action Required
MOTION: Vice President Berry moved to approve Resolution 25-04: 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.

- b. 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. Treasurer Breihan seconded.

Director Weinstein informed the Trustees that the Public Notice alerts the public that we are going forward with the B&A and that they have 30 days to review the document before the public hearing.

Roll Call Vote - All Aye. The motion passed.

- c. Village of Lisle Route 53 TIF - Action Required

President Swistak invited Mayor Mullen to begin the discussion. Mayor Mullen said that a number of taxing bodies asked why the Hyatt Hotel and Honda dealership were included within the TIF boundary.

She stated that the hotel is privately owned but licensed to use the Hyatt name. The occupancy rate has been low compared to surrounding hotels. The inclusion in the TIF is so that there is incentive to refurbish or repurpose the building. She explained that the Honda dealership has been advised (by Honda Corporate) that they are required to have 600 spaces or they will have to move. By putting Honda in the TIF District, this will encourage Honda to relocate across the street, rather than leave the community.

Treasurer Breihan asked about the flood plain remediation. Mayor Mullen said she is very confident that it can be properly addressed.

Trustee Larson asked if the Hyatt met the “but for” test for the TIF. The Mayor affirmed that it meets the test. Trustee Larson asked why the Board received the Village information so late. The Mayor explained that the Village Manager could not provide the information any sooner.

President Swistak asked the Trustees if they were ready to cast their vote in support, or against, the TIF. The Trustees affirmed that they were ready. When polled, Trustees Swistak, Berry, Breihan, Martin, Paley, and Sullivan voted “aye.” Trustee Larson voted “nay.” Director Weinstein will vote in favor of the TIF on behalf of the Library at the next Joint Review Board Meeting.

9. Executive Session - Action Required

MOTION: Trustee Sullivan moved to go into Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:47 p.m.

MOTION: Secretary Martin moved to return to Open Session. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

The Board came back into Open Session at 8:00 p.m.

10. Opportunity for Trustee comments (five minutes)

Trustee Sullivan said she enjoys the quarterly reports. She said she appreciates knowing what each department is working on.

Secretary Martin said he appreciated the quarterly reports. He said he enjoyed YS Director Ferrari’s report and appreciates the dedication to inclusivity.

Vice President Berry said she enjoys the quarterly presentations by the Department Directors. She stated that she is very happy with the Aspen catalog overlay product.

Trustee Larson said she is very impressed with the Sensory Cool Down Kits.

Trustee Paley stated that she agrees with the other Trustees’ sentiments. She said enjoyed the reports and the presentation.

Treasurer Breihan said that she noticed the alternate language brochures. She said she appreciated that the Library is attentive to the community's needs. She said she is pleased to see the "Book a Librarian" service. She said that the one-on-one help with technology is a great service for senior patrons. She thanked the Director for her work, and for her and the Assistant Director's participation at the Emergency Management Meeting.

President Swistak said she enjoyed walking in the 4th of July Parade. She stated that the community always enthusiastically responds to the Library at the parade. She said that YS Director Ferrari's presentation was wonderful.

11. Adjourn

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

The meeting adjourned at 8:06 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on August 13, 2025.

Approved by

Joshua Martin, Secretary of the LLD Board of Trustees