

LISLE LIBRARY DISTRICT
BOARD MEETING
March 19, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Marjorie Bartelli - Vice President
Karen Larson - Treasurer
Liz Sullivan - Secretary
Vanessa Berry - Trustee

Absent:

Debbie Breihan - Trustee
Josh Martin – Trustee

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:09 p.m.]

2. Opportunity for visitors to speak - general public comment period

None

3. Assignments for reviewing monthly accounts payable

- a. President Swistak and Trustee Martin reviewed the February billings in March
- b. Secretary Sullivan and Trustee Berry will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 19, 2025 Board Meeting
- b. Approve Minutes of the February 19, 2025 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/25, Investment Activity Report, 02/28/25, Current Assets Report, 02/28/25, Revenue Report, 02/28/25, and Expense Report, 02/28/25
- d. Authorize Payment of Bills, 03/19/25

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

5. Capital Improvement Project

- a. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Mr. Rogers stated that the BAS Project is underway. 41 of 45 VAV boxes have been installed. IBS is troubleshooting the software to ensure proper operations. The IBS project should wrap-up around mid-April.

1Source Mechanical is scheduled to start the HVAC replacement project in the next week. This will be back-of-house work in preparation for installing the condensing units once they arrive.

Director Weinstein mentioned that the temperature in a second-floor study room has not been regulated as of yet. Mr. Rogers stated that this was noted and is part of the troubleshooting process. Vice President Bartelli asked if the boilers will be part of the ten-year plan. Assistant Director Savage stated that the boilers are operational, but a flame sensor failed. It has been repaired. Director Weinstein affirmed that the boilers would be part of the ten-year plan.

Mr. Rogers left the meeting at 7:09 p.m.

6. Committee Reports

- a. Finance – President Swistak stated that there was nothing to report at this time.
- b. Personnel and Policy - Trustee Berry stated that the Committee met on March 12, 2025 and reviewed several policies, which would be presented to the Board later in the meeting.
- c. Physical Plant – President Swistak stated that there was nothing to report at this time.
- d. Strategic Planning - President Swistak stated that the Committee would meet on April 9, 2025. Director Weinstein added that the survey has closed and that there were over 400 responses. She also stated that four Trustees volunteered to participate in the focus groups and that more information would be coming soon.

7. Staff Reports

- a. Director Weinstein stated that there was a power outage on March 5th. The outage was caused by an underground ComEd failure. ComEd provided the LLD with a generator. The Library operated on generator power from 12:30 - 4:00 p.m., then transitioned back to ComEd power. Director Weinstein has asked the IT Manager to provide a FY25-26 budget number for a server room generator to keep computers and telephones operational in the event of another outage.

The LLD is hosting a volunteer Hokusai community art banner program. Volunteer artists can attend the program and paint canvas banners that were purchased by the Village of Lisle. Completed banners will be displayed in the downtown area, as well as at Gallery 777 during June and July. Community members unable to attend the program can pick up a banner at the Library and complete them at home. The Village will host a Hokusai kick-off event on May 24th.

The Lisle Woman's Club donated \$270.00 to the LLD for the purchase of bench that will be located in the south entrance vestibule. The bench has been received, and the LLD is waiting on the donation plaque that will be mounted on the bench. In 2008, the Lisle Woman's Club donated the bench that is currently in the north entrance vestibule.

National Library Week runs from April 6 - 12 this year. The LLD is planning a week of activities, such as an all-ages crossword puzzle contest, a guessing jar, and a Storytime visit by the Mouse from "If You Give a Mouse a Cookie."

In the past week, the LLD received a \$100.00 donation via the website's donation button. Another patron made a \$10.00 in-person donation after picking up publicly available tax forms. The LLD also received a \$200.00 donation from a patron who told staff they "value the library greatly."

Vice President Bartelli suggested that the Library or Trustees might decorate a Hokusai banner. Director Weinstein stated that banners are available for anyone to pick-up and she liked Vice President Bartelli's suggestion.

- b. Assistant Director Savage informed Trustees that relevant staff attend bi-weekly meetings with ByWater Solutions regarding the upcoming Aspen catalog overlay. Progress is going well.

LaForce was on site to troubleshoot the Youth Services automatic door. They found a defective chip in the opener's mechanism. They have ordered a replacement.

IBS is working on the BAS installation. They had to replace an actuator in Meeting Room A that fried during the recent power outage. Assistant Director Savage will submit a claim to ComEd for the costs to repair.

Terrance Electric was on site to relocate conduit so IBS could install a new controller on a VAV box. They were also on site during the power outage and determined the problem was a ComEd failure, rather than an LLD issue.

1Source Mechanical will start the HVAC Replacement Project in the next week.

10. New Business

- a. Approve LLD Policy 720: Investments - Action Required

MOTION: Trustee Berry moved to approve revisions to LLD Policy 720: Investments. Vice President Bartelli seconded.

Discussion: Director Weinstein stated that Policy 720: Investments was revised with input from Tami Olszewski of Ehlers Investment Partners. The Finance Manager title was removed and now includes an Illinois Sustainability Act reference. It also informs the community that the LLD undergoes an annual audit and where to locate LLD financial documents.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 200: Board of Trustees Bylaws - Action Required

MOTION: Treasurer Larson moved to approve revisions to LLD Policy 200: Board of Trustees Bylaws. Trustee Berry seconded.

Discussion: Director Weinstein explained that the Policy underwent substantial formatting changes. The Policy references the ALA Bill of Rights and the LLD Resolution adopting the ALA Bill of Rights.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 201: Board of Trustees Code of Conduct & Ethics - Action Required

MOTION: Vice President Bartelli moved to approve revisions to LLD Policy 201: Board of Trustees Code of Conduct & Ethics. Trustee Berry seconded.

Director Weinstein stated that edits were made regarding areas of the Library that have changed due to renovation. The Policy will now permit another person to pick up Trustee materials if authorized.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 325: Schedule of Fines, Fees, & Financial Transactions – Action Required
MOTION: Secretary Sullivan moved to approve revisions to LLD Policy 325: Schedule of Fines, Fees, & Financial Transactions. Treasurer Larson seconded.

Director Weinstein explained that the biggest change to Policy 325: Schedule of Fines, Fees & Financial Transactions was to remove the \$5.00 processing fee for lost or damaged materials. There were also formatting changes.

Roll Call Vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Trustee Berry is very happy with the new website design. She finds the layout more user friendly and feels it highlights the collection much better than the previous arrangement.

Vice President Bartelli thanked the Personnel & Policy Committee for their work on the policy revisions. She also commended the Library for working through the power outage.

Treasurer Larson had nothing to add.

Secretary Sullivan thanked the Personnel & Policy Committee for their efforts on the policy revisions.

President Swistak stated that she is pleased with the recent donations. She thanked the community members for their generosity. She too, is enjoying the new website and appreciates the new color palette. She saw the bench donated by the Lisle Woman's Club. She is looking forward to it being placed in the vestibule.

12. Adjourn

MOTION: Secretary Sullivan moved to adjourn the meeting. Treasurer Larson seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:37 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on April 16, 2025.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees