

LISLE LIBRARY DISTRICT BOARD MEETING

May 20, 2026 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President

Vanessa Berry - Vice President

Debbie Breihan - Treasurer

Karen Larson - Trustee

Laura Paley - Trustee

Liz Sullivan - Trustee

Absent:

Josh Martin - Secretary

Will Savage - Assistant Director

Also present:

Tatiana Weinstein - Director

Jackie Kilcran - Recording Secretary

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

3. Assignments for reviewing monthly accounts payable

a. Treasurer Breihan and Trustee Sullivan reviewed the April billings in May

b. Trustee Larson and Trustee Paley will review the May billings in June

4. Consent Agenda - Action Required

a. Approve Minutes of the April 15, 2026 Board Meeting

b. Acknowledge Treasurer's Report, 04/30/26, Investment Activity Report, 04/30/26, Current Assets Report, 04/30/26, Revenue Report, 04/30/26, and Expense Report, 04/30/26

c. Authorize Payment of Bills, 05/20/26

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

5. Unfinished Business

a. Capital Improvement Project

i. BAS Updates

Director Weinstein delivered Mr. Rogers' report. IBS will be in the building on June 5<sup>th</sup> to complete punch list items, and to conduct training.

ii. Kingston Lot Development Updates

Director Weinstein stated that CCS and TERRA Engineering have a design phase meeting scheduled for June 1<sup>st</sup>.

## 6. Committee Reports

- a. Finance – Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry stated that the Committee met and that Director Weinstein would report on policies later in the meeting.
- c. Physical Plant - President Swistak stated that there was nothing to report.

## 7. Staff Reports

### a. Director's Report

Director Weinstein provided a recap of National Library Week. The LLD hosted an author talk with best-selling novelist Mary Kubica at the Lisle High School auditorium. Over 150 people attended the event. Youth Services held a fidget prize scavenger hunt with 420 participants. There was a departmental door decorating contest. Over 200 patrons voted on their favorite door decor. Youth Services was declared the winner. There was a community art project where 82 patrons painted mini canvases. An exhibit of the art was held in the LLD lobby later in the week. The Lisle Woman's Club helped host the exhibit; 50 people attended. The week concluded with a well-attended Storytime which included a visit from Elephant and Piggie characters.

Director Weinstein attended the Joint Review Board Meeting on April 28<sup>th</sup>. The JRB voted on the reestablished Route 53 TIF. The TIF will move to the Village Board for a vote. A draft IGA was discussed regarding sharing a portion of the tax increment with affected taxing bodies. More information about the IGA is expected this summer.

On April 29<sup>th</sup> the LLD hosted IL Representative Margaret DeLaRosa, the Sierra Club, and the Citizens Utility Board to discuss data centers and their impact on communities. The program centered around the Power Act, pending legislation, environmental impacts, and resident utility bills.

The LLD partnered with the Lisle Township 708 Mental Health Board to host a teen program. Participants viewed a lecture by Catherine Price, the author of "The Amazing Generation." The program focused on teens finding other types of enjoyment in a screen-filled world.

### b. Assistant Director's Report

Director Weinstein delivered Assistant Director Savage's report. She stated that the malfunctioning backflow device was repaired On May 14<sup>th</sup>. The roofing company completed flashing repairs on the west side of the building. The Lisle Woman's Club has offered to partner with the LLD to install a rain barrel. The roofing company is preparing a quote for installation of a new downspout on the south side of the building to accommodate the rain barrel. Mr. Savage conducted a walk through of the building with 16 cleaning service vendors. All bids were submitted by May 18<sup>th</sup> and unsealed the same day. The property was fully mulched at the beginning of May. The parking lot was restriped. The pest control company was out to treat wood areas of the building where

carpenter bees have created holes/nests. The event team met to finalize Summer Read Kick-off plans. The event is scheduled for May 30<sup>th</sup> in the north parking lot.

8. New Business

- a. Approve the Salary Scale for FY 2026-27 - Action Required

**MOTION:** Treasurer Breihan moved to approve the FY 2026-27 Salary Scale. Trustee Paley seconded.

Director Weinstein recommended a 3% adjustment for the next fiscal year. This is in line with CPI, and provides competitive starting salaries and reasonable ceilings as compared to other libraries in the area.

Roll Call Vote - All Aye. The motion passed.

- b. Approve the FY 26-27 Working Budget - Action Required

**MOTION:** Trustee Paley moved to approve the Lisle Library District FY 26-27 Working Budget. Trustee Sullivan seconded.

Director Weinstein stated that the Working Budget was not modified since the comprehensive presentation at the April 2026 Board meeting. Projected revenue estimates exceed projected expenditures. The budget is balanced.

Roll Call Vote - All Aye. The motion passed.

- c. Award Cleaning Service Contract effective - 7/1/26 - Action Required

**MOTION:** Trustee Larson moved to award a twelve-month cleaning service contract to Best Quality Cleaning from July 1, 2026 to June 30, 2027 for nightly Library cleaning and weekday porter service totaling \$44,760 effective July 1, 2026. Treasurer Breihan seconded.

Director Weinstein stated that the LLD issued an RFP in April for cleaning services for the 26/27 fiscal year. Best Quality Cleaning presented the lowest qualified, responsible, and responsive bid. Best Quality Cleaning provided a complete bid package. Assistant Director Savage called all references.

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 \$393.12, to be paid to Koko Stubitsch.

President Swistak read aloud the acknowledgement of payment to Koko Stubitsch.

- e. Approve LLD Policy 650: Use of Meeting & Study Rooms, and Form - Action Required

**MOTION:** Trustee Sullivan moved to approve revisions to LLD Policy 650: Use of Meeting & Study Rooms, and Form. Trustee Larson seconded.

Director Weinstein stated that the Policy had been revised to include hourly and monthly limits on meeting room reservations. The Policy now includes food and beverage clarifications, including prohibiting open flames. The inter-office form used for room reservations was modified.

Roll Call Vote - All Aye. The motion passed.

f. Approve LLD Policy 902: Accessibility - Action Required

**MOTION:** Treasurer Breihan moved to approve revisions to LLD Policy 902: Accessibility. Trustee Paley seconded.

Director Weinstein stated that the Policy, previously named Library Service and the American with Disabilities Act (ADA), underwent a title change to be retitled Accessibility. The Policy now addresses digital access compliance. The meeting and program section was revised to align with OMA regulations regarding accommodations. A section on service animals was included.

Roll Call Vote - All Aye. The motion passed.

g. Approve LLD Policy 610: Patron Code of Conduct - Action Required

**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 610: Patron Code of Conduct. Trustee Larson seconded.

Director Weinstein stated the Policy was revised to include a statement on the prohibition of open flames on LLD property. The section on proper attire was revised. The Policy states that standard grocery shopping carts are not permitted in the building and cannot obstruct public walkways. Other clarifications were made to improve readability.

Roll Call Vote - All Aye. The motion passed.

h. Approve LLD Policy 425: Membership in Professional Associations - Action Required

**MOTION:** Trustee Sullivan moved to approve revisions to LLD Policy 425: Membership in Professional Associations. Treasurer Paley seconded.

Director Weinstein stated that the Policy was revised to include a new introductory paragraph. It addresses both staff and Trustee memberships. It explains how to request a membership and how to opt out of a membership.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Swistak expressed that the June agenda will include the election of Officers. The Board will also go into Executive Session for the Director's evaluation. President Swistak will email each Trustee the Director Evaluation Form within the next week. It will be due back to the President by June 15<sup>th</sup>.

President Swistak shared that she was asked to speak to a group of Scouts at the LLD. They asked questions about elected officials and the election process. President Swistak had a wonderful experience with an Adult Services Librarian who assisted her with putting a hold on a graphic novel that has not yet been released.

Treasurer Breihan thanked Administrative Office Manager Kilcran for her work. She also thanked the Personnel and Policy Committee for their work on the policy revisions. She received the June/July LLD Connections Newsletter and is excited about upcoming programs. She is looking forward to Summer Read Kick-off.

Trustee Paley is excited for Summer Read. She enjoyed National Library Week. She attended the Mary Kubica event and thought it was fantastic. She praised Xavier for hosting the author talk.

Trustee Larson also thanked the Administrative Office Manager Kilcran. She was also excited to see the LLD Connections Newsletter.

Trustee Sullivan thanked the Personnel and Policy Committee for the policy revisions.

Vice President Berry attended the data center program at the LLD facilitated by IL Representative Margaret DeLaRosa. There was a huge turnout with attendees from many local communities. She shared that she had an excellent interaction with a Youth Services librarian who helped create a reading recommendation list based on very specific criteria. Vice President Berry is eager to hear the results of the Village Planning & Zoning Commission meeting on not permitting data centers in Lisle. She is looking forward to Summer Read. The fidget cube that was awarded during the YS scavenger hunt is popular in her family.

#### 10. Adjourn

**MOTION:** Trustee Sullivan moved to adjourn the meeting. Treasurer Breihan seconded. Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:36 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on June 17, 2026.

Approved by

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Secretary of the LLD