

LISLE LIBRARY DISTRICT BOARD MEETING

May 21, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President

Karen Larson - Treasurer

Liz Sullivan - Secretary

Vanessa Berry - Trustee

Debbie Breihan - Trustee

Josh Martin - Trustee

Laura Paley - Trustee

Also present:

Tatiana Weinstein - Director

Will Savage - Assistant Director

Jackie Kilcran - Recording Secretary

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

3. Election of Officers - Action Required

Election of LLD President, Vice President, Secretary, Treasurer for 12-month terms.

MOTION: Trustee Berry moved to nominate Emily Swistak as LLD Board President. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Swistak moved to elect Vanessa Berry LLD Vice President. Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Sullivan moved to elect Karen Larson LLD Treasurer. Trustee Berry seconded.

Roll Call Vote - Trustee Swistak - Nay, Trustee Larson - Aye, Trustee Sullivan - Aye, Trustee Berry - Nay, Trustee Breihan - Nay, Trustee Martin - Nay, Trustee Paley - Nay. The motion failed.

MOTION: Trustee Martin moved to elect Debbie Breihan LLD Treasurer. Trustee Breihan seconded.

Roll Call Vote - Trustee Swistak - Aye, Trustee Larson - Abstain, Trustee Sullivan - Nay, Trustee Berry - Aye, Trustee Breihan - Aye, Trustee Martin - Aye, Trustee Paley - Aye. The motion passed.

MOTION: Trustee Breihan moved to elect Trustee Martin as LLD Secretary. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

4. Assignments for reviewing monthly accounts payable

a. Trustee Larson and Trustee Martin reviewed the April billings in May

b. Trustee Berry and Trustee Breihan will review the May billings in June

5. Consent Agenda - Action Required

- a. Approve Minutes of the April 16, 2025 Board Meeting
- b. Acknowledge Treasurer's Report, 04/30/25, Investment Activity Report, 04/30/25, Current Assets Report, 04/30/25, Revenue Report, 04/30/25, and Expense Report, 04/30/25
- c. Authorize Payment of Bills, 05/21/25

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

6. Unfinished Business

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

Director Weinstein delivered Mr. Rogers' report. The BAS project is substantially complete. IBS is still in the process of adjusting software settings. Training on the software will occur once the entire system is performing as expected.

Two of the new condensing units have been installed. 1Source Mechanical awaits the delivery of certain valves. Once the valves have been received, the remaining two condensing units can be installed. The project is expected to conclude mid-June.

7. Committee Reports

President Swistak provided an overview of all committees. She will appoint chairs and members in June for FY25-26. She asked Trustees to email Director Weinstein their committee preferences.

- a. Finance – Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry had nothing to report.
- c. Physical Plant - Secretary Martin stated that the Committee will meet on June 4, 2025 at 7:00 p.m.
- d. Strategic Planning - Director Weinstein stated that the Committee will meet on June 23, 2025 at 7:00 p.m.

8. Staff Reports

- a. Director's Report

Director Weinstein stated that she attended the quarterly intergovernmental meeting on April 22 and she provided a summary of each agency's updates.

Vice President Berry asked why the Township would no longer record their meetings. Director Weinstein explained that the new supervisor stated that the Township no longer has the expertise to properly record meetings.

Director Weinstein summarized the Hokusai volunteer banner program hosted by the LLD. Thirty-six patrons gathered to decorate Hokusai canvases. In total, the Village collected 114 completed banners which included artists from the LLD, Lisle Senior High, Junior High, and Elementary School. The LLD is in the process of installing banners in

Gallery 777. On May 24th at 10:00 a.m. the Village will host a Hokusai kick-off event in downtown Lisle. Director Weinstein will speak on behalf of the LLD to inform the public of the LLD's participation. Other speakers will include the curator of the Cleve Carney Museum of Art at the College of DuPage, and other businesses who participated. There will be a Japanese-inspired garden, a Hokusai tunnel, a virtual reality experience, a cherry blossom photo wall, and flags displaying Hokusai facts and art techniques. The LLD supplied the text for the flags and signage.

On May 13th, Director Weinstein attended a Village Joint Review Board meeting. Members of the Board include the Village, the LLD, the Lisle Park District, the Lisle Woodridge Fire District, Lisle Township, DuPage County, Lisle School District 202, Community College District 502, and Lisle resident, Joe Broda. The topic of the meeting was the proposed East Ogden Avenue TIF District. The TIF will be discussed later in the Board meeting.

b. Assistant Director's Report

Assistant Director Savage reported that he attended the Northern Illinois Facility Managers quarterly meeting. This group of library assistant directors and facility managers share approaches to solving facility problems, share resources, and provide recommendations for vendors.

Assistant Director Savage and Marc Rogers met with IBS to discuss the BAS software. IBS is still troubleshooting communication errors in the software. Both Mr. Savage and Mr. Rogers believe these issues will be resolved in the next week or so.

A window tinting company came out and installed a protective film on the upper level Adult Services windows. This film blocks 90% of UV rays while only blocking 10% of natural light. This will help prevent sun damage and fading to book spines and labels.

Johnson Controls and Taylor Plumbing were out to conduct state mandated annual fire alarm and sprinkler testing.

Terrance Electric was out to assess damage to light poles caused by squirrels. They are also reviewing current wiring schematics throughout the building to determine a way to streamline the current layout.

Summer Read Kick-off is on May 31st, from 10-12. There will be a corn dog truck, summer read sign up, a foam party for kids, a live musician, a photo booth, and a mosaic mural art project for patrons. The pieces of the mural will be assembled to create a large version of the LLD Hokusai-inspired logo.

9. New Business

a. Salary Scale FY2025-26

Approve updated salary scale for FY2025-26

MOTION: Treasurer Breihan moved to approve the FY2025-26 Salary Scale. Trustee Larson seconded.

Director Weinstein recommended a 3% increase for the next fiscal year. This is in line with CPI, and provides competitive starting salaries, comparable to other libraries in the area. The scale also identifies the 'ceiling' of job descriptions.

Roll Call Vote - All Aye. The motion passed.

b. Draft Working Budget FY24/25 - discussion

Director Weinstein explained that the working budget is created with input from all department directors, outsourced financial advisors, and other outsourced professionals. She reviewed the draft expenses and revenue in detail. Overall, the expenses show an increase of 2.96%, an increase of \$140,000 from last fiscal year. The revenue budget shows an increase of 3.04%, an increase of \$143,000 from the previous fiscal year. The LLD has provided a balanced working budget draft. The Board will vote on the budget at the June Board Meeting.

c. Award Cleaning Service Contract effective - 7/1/25 - Action Required

Award six-month cleaning contract to ECO Clean from July 1, 2025 - December 31, 2025 for nightly Library cleaning and weekday porter service totaling \$18,372 effective 7/1/25.

MOTION: Vice President Berry moved to award a six-month cleaning service contract to Eco Clean from July 1, 2025 to December 31, 2025 for nightly Library cleaning and weekday porter service totaling \$18,372 effective July 1, 2025. Trustee Martin seconded.

Director Weinstein explained that the LLD issued an RFP in April for cleaning service for the 25/26 fiscal year. ECO Clean presented the lowest qualified bid. ECO Clean is our current cleaning vendor, and there have been some service issues. Assistant Director Savage has had ongoing conversations with the management of ECO Clean to ensure service is satisfactory and is comfortable agreeing to a sixth-month contract with ECO Clean, with an option to renew.

Roll Call Vote: All Aye. The motion passed.

d. Proposed Lisle East Ogden Avenue Tax Increment Financing (TIF) District by the Village of Lisle - discussion

Director Weinstein provided an overview of the Joint Review Board (JRB) meeting where JRB members reviewed the Village's East Ogden Avenue TIF PowerPoint presentation. Director Weinstein shared that most JRB members had questions and concerns about the impact of the proposed TIF on taxing bodies.

LLD Trustees asked about existing businesses included within the TIF boundary, other means of Village funding for improvements, how many businesses and homes were included, and how many of those homes were occupied or vacant.

At the conclusion of the discussion, Trustees continued to have concerns about what impact a TIF of this size would have on the LLD, suggested the Village seek other funding sources for

Village improvements, agreed that TIFs made sense for truly blighted areas, and still had questions about including new/active businesses within the TIF. Director Weinstein said that she would summarize the Board's comments for the next JRB meeting scheduled for June 3rd.

- e. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) – payment shall not exceed \$113.97, to be paid to Amanda Turnbull.

President Swistak read aloud the acknowledgement of payment to Amanda Turnbull.

- f. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) – payment shall not exceed \$2819.65, to be paid to Tiffany Song.

President Swistak read aloud the acknowledgement of payment to Tiffany Song.

10. Opportunity for Trustee comments (five minutes)

President Swistak welcomed Trustee Paley. She thanked the Trustees for electing her as President for a second term. She is looking forward to Summer Read Kick-off. She reminded Trustees that the Director's evaluation will take place in June, and to look for an email from her regarding evaluation information.

Vice President Berry welcomed Trustee Paley and thanked Trustees for electing her as Vice President.

Trustee Sullivan had no comment.

Treasurer Breihan welcomed Trustee Paley. She also congratulated President Swistak and Trustee Sullivan on being elected for another term. She is looking forward to Summer Read. She thanked the Director for her work on the budget draft, the TIF, and the Hokusai event.

Trustee Paley thanked the Trustees for welcoming her. She stated that since she moved to Lisle, the Library has always been a welcoming place and looks forward to serving on the Board.

Trustee Larson welcomed Trustee Paley and congratulated the newly elected Trustees.

Secretary Martin welcomed Trustee Paley. He said that he appreciates the Hokusai-themed Summer Read t-shirt and the creativity that staff bring to community events. He stated that he hopes the Joint Review Board keeps constituents in mind when making economic development decisions that affect the various taxing bodies. He also suggested that the Village should look to alternative funding sources for Village improvements. He is looking forward to Summer Read and the Hokusai installation.

11. Adjourn

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

The meeting adjourned at 8:16 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on June 18, 2025.

Approved by

Josh Martin, Secretary of the LLD