

LISLE LIBRARY DISTRICT
BOARD MEETING
November 19, 2025 - 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

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:20 p.m.]
Sarah Hunt - CCS International Inc. [left the meeting at 7:20 p.m.]
Keven Graham - TERRA Engineering [left the meeting at 7:20 p.m.]
Craig Most - TERRA Engineering [left the meeting at 7:20 p.m.]
Joe Laudont - Lauterbach & Amen [left the meeting at 7:28 p.m.]
Jessica Perrino - Lauterbach & Amen [left the meeting at 7:28 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Berry and Treasurer Breihan reviewed the October billings in November
- b. Trustee Larson and Trustee Paley will review the November billings in December

4. Consent Agenda - Action Required

- a. Approve Minutes of the October 15, 2025 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/25, Investment Activity Report, 10/31/25, Current Assets Report, 10/31/25, Revenue Report, 10/31/25, and Expense Report, 10/31/25
- c. Authorize Payment of Bills, 11/19/25

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

5. Unfinished Business

- a. Capital Improvement Projects: Project Discussions
 - i. CCS - BAS Project Update

Mr. Rogers stated that he and Assistant Director Savage met with IBS to begin training on the new BAS. During training, it was revealed that 24 significant items need to be addressed. IBS acknowledged these items, and placed them on the punch list.

The final inspection of the HVAC installation was completed by the Village. The project has been closed out.

Sarah Hunt introduced Craig Most and Keven Graham of TERRA Engineering

ii. TERRA Engineering - LLD Nature Trail Project - Action Required

Mr. Most reviewed the Nature Trail Project design concept with Trustees.

Mr. Rogers explained that the next step in moving forward with the project was to authorize TERRA Engineering to draft a proposal to create construction documents. He explained the proposal for this phase of the project would be presented to the Trustees at the January or February Board Meeting.

MOTION: Trustee Paley moved to continue working with TERRA Engineering and for them to present a proposal. Vice President Berry seconded.

Roll Call Vote - All Aye. The motion passed

Mr. Rogers, Ms. Hunt, Mr. Graham, and Mr. Most left the meeting at 7:20 p.m.

6. Audit Presentation - Lauterbach & Amen

Mr. Laudont provided an overview of the annual audit including the Independent Auditor's Report, Management's Discussion and Analysis, Statement of Revenues, Expenditures, and Changes in Fund Balances. Lauterbach & Amen have issued an unmodified opinion on the audit, which is the highest opinion a governmental institution can receive. This opinion states that the Library's financial statements are presented fairly and all internal controls are in place. The LLD's financial position is healthy and no immediate recommendations were suggested.

Mr. Laudont and Ms. Perrino left the meeting at 7:28 p.m.

7. Committee Reports

- a. Finance - Trustee Breihan had nothing to report.
- b. Personnel and Policy - Trustee Berry had nothing to report.
- c. Physical Plant – On Treasurer Martin's behalf, Director Weinstein stated that the Committee had nothing to report.

8. Staff Reports

- a. Director Weinstein stated that she attended a selection committee meeting at the College of DuPage for the next District 42 State Representative. There were 5 candidates; each gave a 3-minute speech. The Committee selected Margaret DeLaRosa. The LLD has reached out to Representative DeLaRosa's team to introduce the LLD and to be sure that the LLD is included in the Representative's eBlasts.

The LLD hosted an Intergovernmental Meeting on October 21st. Director Weinstein stated that the summary was within her report. Agency directors stated that they loved the Library and appreciated the renovation.

The Library was closed on November 7th for Staff Development Day. The day started with a meeting where the Director, Assistant Director, and Department Directors updated staff with pertinent Library news. Staff practiced live fire drills, tornado drills, and a Code Adam drill. Staff participated in a session on patron service challenges, and watched a video on First Amendment audits. Chicago

Hearing Society representatives conducted a presentation on Deaf culture, and best ways to communicate with patrons who are hard of hearing. The program was presented in ASL. Sergeant Dexter from Lisle Police Department instructed staff on active shooter procedures, and bomb threat procedures. Director Weinstein and Assistant Director Savage instructed staff on administering NARCAN. The day wrapped up with team building trivia focused on Lisle-area and library-related topics. Director Weinstein thanked Trustees for permitting this full day of training.

Director Weinstein attended the Chamber's Government Affairs Meeting. Police Chief Rodriguez was the special guest at the meeting.

Director Weinstein attended the Village Joint Review Board (JRB) Meeting. During this meeting, the JRB reviewed the three current Village TIFs. The UTI TIF will close early. This property will go back on to the tax rolls after all necessary paperwork is completed. It was also mentioned that a vote will be taken in the near future to extend the Downtown TIF for up to twelve years. All members of the JRB must vote in favor of the extension for the extension to pass. If any member votes no, the TIF will need to be reestablished anew. The vote on the extension might occur in January. More information will be coming so LLD Trustees are able to direct the LLD Director to vote at the next JRB.

Director Weinstein reminded the Board that all Trustees and staff must complete annual sexual harassment prevention training as required by LLD policy.

The LLD's 60th Anniversary Celebration will occur on December 12th, from 5:00 p.m. - 7:00 p.m. This is the Library's Diamond Jubilee. Mayor Mullen will speak on the impact the Library has had on the community. A member of the Lisle Woman's Club will also speak. President Swistak will also say a few words. Winter Bingo will be played in the meeting room with vinyl record prizes donated by Crooked Arm. Children will participate in a "diamond" scavenger hunt in Youth Services. The first 100 people in attendance will receive a commemorative canvas tote bag.

- b. Assistant Director Savage stated that he enjoyed the opportunity to attend the Intergovernmental Meeting. He attended several audit consultations with Lauterbach & Amen and appreciated their thoughtfulness and thoroughness. A representative from LIRA, our property insurer, completed the annual walk-through of the building. Other than two minor items that were immediately addressed, the Library passed the safety inspection with flying colors.

Dhamer Plumbing has ordered the new fixture for the east end men's room. Once the fixture is received, it will be installed. 1 Source replaced a heat pump and fixed valves. The training meeting with IBS turned into a troubleshooting meeting. IBS has been on site working on outstanding items.

9. New Business

- a. Accept Annual Audit - Action Required

MOTION: Trustee Larson moved to accept the Annual Audit. Trustee Sullivan seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 25-05: Tax Levy Ordinance - Action Required

MOTION: Trustee Sullivan moved to adopt Ordinance 25-05: Tax Levy Ordinance for the fiscal year beginning July 1, 2025 and ending June 30, 2026. Trustee Larson seconded.

Director Weinstein provided an overview of Ordinance 25-05, the Tax Levy Ordinance. She explained that the funds levied this year will be utilized in the next fiscal year. Director Weinstein stated that national CPI is approximately 3%, but there is no up-to-date data available for the Midwest region since the summer due to furloughs at the U.S. Bureau of Labor Statistics. This year's Levy shows a 4% increase, which includes anticipated and unexpected increases in the next year. Director Weinstein affirmed that the Ordinance was reviewed by the LLD's Library's attorney, who agreed that the Ordinance is sound and properly prepares the Library for the next fiscal year.

Discussion: Vice President Berry asked if the Midwest region's CPI varies greatly from national CPI. Director Weinstein stated that typically the variance isn't significant, but it does vary region to region.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Certification of Compliance with TITA - Action Required

MOTION: Treasurer Breihan moved to approve the annual Certificate of Compliance with the Truth in Taxation Act (TITA). Trustee Paley seconded.

Director Weinstein provided an overview of the Certification of Compliance with TITA.

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 \$458.60, to be paid to Daniel Chavez.

President Swistak read the acknowledgement aloud.

10. Opportunity for Trustee comments (five minutes)

Treasurer Breihan thanked staff for their work on the audit. She also thanked Vice President Berry for her letter to the Village regarding data centers. She wished everyone a Happy Thanksgiving.

Trustee Larson had nothing to report.

Trustee Paley thanked staff for their work on the audit, and Vice President Berry for her research on data centers. She thanked the Director for sharing Vice President Berry's communication to the Village.

Trustee Sullivan stated that she had a houseguest from Iowa who was amazed that patrons could remotely access the LLD's databases.

Vice President Berry thanked Trustees for reading her letter regarding the potential data center in Lisle.

President Swistak stated that she appreciated that staff could gather for Staff Development Day, and finds great value in providing training in one setting for all staff. She thanked Director Weinstein for her influence and efforts that assisted in the Lisle Police Department hiring a part-time social worker. She is looking forward to the 60th Anniversary Celebration. She wished everyone a Happy Thanksgiving.

11. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Trustee Paley seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:54 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on December 17, 2025.

Approved by

Joshua Martin, Secretary of the LLD Board of Trustees