

LISLE LIBRARY DISTRICT  
BOARD MEETING  
October 15, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Vanessa Berry - Vice President  
Debbie Breihan - Treasurer  
Josh Martin - Secretary  
Laura Paley - Trustee  
Liz Sullivan - Trustee

Absent

Karen Larson - Trustee

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:07 p.m.]  
Paul Hurt - Director of Circulation Services [arrived at 7:10 p.m., left the meeting at 7:26 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Secretary Martin and Trustee Sullivan reviewed the September billings in October
- b. Vice President Berry and Treasurer Breihan will review the October billings in November

4. Consent Agenda - Action Required

- a. Approve Minutes of the September 17, 2025 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 17, 2025 Board Meeting
- c. Acknowledge Treasurer's Report, 09/30/25, Investment Activity Report, 09/30/25, Current Assets Report, 09/30/25, Revenue Report, 09/30/25, and Expense Report, 09/30/25
- d. Authorize Payment of Bills, 10/15/25

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

5. Unfinished Business

- a. Capital Improvement Project
  - i. BAS update
  - ii. HVAC Update
  - iii. LLD Nature Trail Development (Kingston lot)

Mr. Rogers informed Trustees that IBS continues to troubleshoot issues with the BAS. There is an ongoing issue with controls and temperature gauges with the boiler.

The HVAC equipment installation is complete. The closeout documents are being prepared and final payment will be made.

The Nature Trail Development (Kingston lot) OSLAD grant application has been submitted. TERRA Engineering provided support to complete the application. There were five thematic areas highlighted in the grant which included the following: open green programming space, nature trail and accessible bridge, story board experience with native plantings, nature-themed play area, and the shaded picnic seating, reading benches and game space. It will be a few months before grant awards are announced.

There will be a closeout update at the November Board Meeting on the initial design phase of the project. Recommended next steps will be suggested at the December or January meeting.

Mr. Rogers left the meeting at 7:07 p.m.

#### 6. Committee Reports

- a. Finance - Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry had nothing to report.
- c. Physical Plant - Secretary Martin had nothing to report.

#### 7. Staff Reports

- a. Director Weinstein informed Trustees that 700-750 people attended Fall Fest. Patrons provided positive feedback on the live owls, pretzel truck, fall-themed photo booth, inflatable slide, and pumpkin judging contest. Director Weinstein stated that the Adult Services' pumpkin received the most votes.

The Downtown Lisle Hokusai installation has been removed. However, the Japanese garden will remain. Director Weinstein attended a meeting at the Village to review budgeted items, storage of reusable items, and options for the volunteer-created banners. After speaking with Village Manager Cook, Director Weinstein was told that the banners displayed at the LLD will be picked up by Village staff.

Lauterbach & Amen auditors were on site in September to conduct fieldwork. Director Weinstein and the Office Manager were interviewed separately for a fraud/risk assessment. The audit will be presented to the Trustees in November.

The LLD partnered with the Lisle Police Department for a car seat safety check on September 27<sup>th</sup> in the LLD parking lot. Drivers met with certified officers who checked vehicles for proper seat setup.

Staff from Circulation and Adult Services attended the annual Lisle Depot Days on September 20<sup>th</sup>. They brought along materials that aligned with the Depot Days theme.

On September 18<sup>th</sup> staff visited Villa St. Benedict and informed residents of the LLD Home Delivery Service. Staff spoke to 15 residents, and issued 8 new library cards. She also mentioned that YS staff have conducted multiple outreaches to the schools.

Director Weinstein stated that the LLD Nature Trail OSLAD Grant Application has been submitted. She thanked Marc Rogers and Sarah Hunt for their assistance in completing the application, as well as TERRA Engineering for their input. She thanked Senator Laura Ellman, Representative Terra Costa-Howard, Village of Lisle Mayor Mary Jo Mullen, and Village Manager Jeffrey Cook for their letters of

support. If awarded, the LLD could receive up to \$548,937.50 in grant funding. Award notices take approximately two to three months for the DNR to review.

Director Weinstein stated that the LLD partnered with 13 other libraries on a RAILS commuter ad on Metra trains. The ad features a QR code that passengers can utilize to connect to our digital platforms and services.

- b. Assistant Director Savage stated that Phoenix Restoration has been on site to measure the window in the south entrance. The window is laminated glass, and does not pose a safety hazard. A new window will be ordered and Phoenix Restoration will install it once received.

J & J Tree Removal has done fall tree pruning and trimming. Jim Dhamer Plumbing repaired a leaking spigot, a leaking water heater, and adjusted the east end men's restroom fixtures.

1 Source Mechanical replaced bearings on the hot water pump that provides heat to the west end of the building. Once they replaced the bearings, hot water flushing exposed several other leaking valves. All have been repaired.

- c. Director of Circulation Services Paul Hurt

Paul Hurt, Director of Circulation Services, informed Trustees about the community outreach that Circulation staff participated in, such as visits to the French Market, National Night Out, Depot Days, the Senior Resource Fair, and Villa St. Benedict. Staff spoke with over 1000 residents.

Mr. Hurt informed Trustees that the LLD was one of the first libraries in Illinois to sell Illinois license plate renewal stickers. He provided an overview of the process. Since starting the program in December of 2020, the LLD has sold over 1900 Illinois license plate stickers.

Mr. Hurt left the meeting at 7:26 p.m.

## 8. New Business

- a. Approve Resolution 25-05: Resolution to Determine Estimate of Funds - Action Required  
**MOTION:** Trustee Sullivan moved to approve Resolution 25-05, a Resolution to Determine Estimate of Funds needed for the 2025-26 fiscal year. Secretary Martin seconded.

Director Weinstein provided an overview of Resolution 25-05: Resolution to Determine Estimate of Funds which indicates not-to-exceed amounts for the upcoming levy.

Roll Call Vote - All Aye. The motion passed.

- b. Approval for closing Library for Staff Development Day - Action Required  
**MOTION:** Secretary Martin moved to approving closing the LLD on Friday, November 7, 2025 for Staff Development Day. Trustee Sullivan seconded.

Director Weinstein reviewed the agenda for Staff Development Day which will include training for fire, Code Adam and tornado drills. There will be a session on challenges while serving the public. Staff will review best practices regarding 1<sup>st</sup> Amendment audits. The Chicago Hearing Society will give a presentation about serving the Deaf community. Lisle Police Department Sergeant James Dexter will

review active shooter training and bomb threat protocols. There will be a NARCAN training session for all staff. The day will conclude with a team building exercise.

President Swistak stated that she was impressed with the training agenda, and thought the opportunity for all staff to attend the training together was valuable.

Secretary Martin asked who would be paying for the opioid antagonist doses. Director Weinstein stated that costs can range around \$50.00 per pack, and that it was not yet determined if the LLD would absorb the cost, or if the State or County would assist. She mentioned that the County would offer starter packages for libraries.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Swistak stated that she enjoyed Fall Fest. She thanked the staff for putting on such a successful event. She is looking forward to the next library-wide program in December. She also thanked the Director and staff for the work on the grant application.

Trustee Sullivan stated that she enjoys the quarterly reports, and finds them informative.

Trustee Paley said she loved Fall Fest. She was impressed by the pumpkin decorating. She enjoyed the owls. She has been impressed with the homesteading programs. She also thanked the Director for the grant submission. She stated that she understands the amount of work that goes in to applying for grants.

Secretary Martin had nothing to report.

Treasurer Breihan also thanked the Director for the grant submission. She thought Fall Fest was great. She was impressed to hear that Adult Services is discussing ways to limit lines at future programs. She also enjoys receiving the newsletter.

Vice President Berry enjoyed Fall Fest. She is impressed that the LLD is using the community survey results in program planning, and that community input is having an impact.

10. Adjourn

**MOTION:** Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:38 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on November 19, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees