

LISLE LIBRARY DISTRICT
PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE
September 18, 2024 - 6:45 p.m.

1. Roll call

Present:

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

Absent:

Joshua Martin - Trustee

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary

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

President Swistak invited the public to address the LLD Board of Trustees. No visitors were present for the public hearing.

3. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 6:50 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 16, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
BOARD MEETING
September 18, 2024 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Marc Rogers - CCS International Inc. [left the meeting at 7:21 p.m.
Jackie Kilcran – Recording Secretary

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 August billings in September.
- b. Secretary Sullivan and Trustee Berry will review the September billings in October.

4. Consent Agenda - Action Required

- a. Approve Minutes of the August 14, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 08/31/24, Investment Activity Report, 08/31/24, Current Assets Report, 08/31/24, Revenue Report, 08/31/24, and Expense Report, 08/31/24
- c. Authorize Payment of Bills, 09/18/24

MOTION: Secretary Sullivan moved to approve the Consent Agenda. Treasurer Larson seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Close-Out Progress Update
 - ii. General Capital Improvement Program Summary
 - iii. Mechanical Equipment Replacements Bid Discussion - including BAS and HVAC Bid Status

Mr. Rogers stated that the final payment to Camosy was made. Mr. Rogers said that he has been working to find a solution for the water seepage near the foundation.

Mr. Rogers outlined capital improvement projects for in the next ten years which may include a new roof, atrium windows, boiler, and condensing units.

Mr. Rogers outlined details for the BAS bids that were received. CCS is reviewing the bid documents and will present recommendations to the Board at a future meeting.

Mr. Rogers stated that the LLD received four bids for HVAC replacement. One contractor has withdrawn their bid. Mr. Rogers said that he would have more details to present at the October meeting.

Mr. Rogers left the meeting at 7:21 p.m.

6. Committee Reports

- a. Finance - Trustee Breihan stated the Committee is planning to meet in November.
- b. Personnel and Policy - Trustee Berry stated the Committee will meet on October 3rd at 7:00 p.m.
- c. Physical Plant - Trustee Martin stated the Committee will meet on November 6th at 7:00 p.m.
- d. Strategic Planning Committee - Director Weinstein stated that she would contact members in the near future to schedule the next meeting.

7. Staff Reports

Director Weinstein provided an overview of the Summer Read Program statistics. She stated that Fall Fest will occur on September 27, from 5:00 - 7:00 p.m. This is an all-ages event which will feature a petting zoo, Jasper Rabbit Storytime, Cheesie's Food Truck, temporary tattoo station, and a fall themed craft.

Director Weinstein stated that the Lisle Woman's Club book art that was gifted to the LLD is now in an acrylic case displayed in the Oak Study Room.

Illinois Representative Terra Costa Howard visited the LLD to create a video highlighting the unique services the Library provides. However, shortly after her arrival, a neighborhood-wide power outage occurred. As a result, the next day, Director Weinstein created a flyer with hyperlinks noting the unique services and she sent that to the Representative's office for use on social media.

Director Weinstein has been meeting with Village staff and some business to discuss another community-wide art event. The College of DuPage plans to exhibit the art of Katsushika Hokusai in 2025. The event team is planning for a spring event highlighting Japanese culture and art.

Director Weinstein stated that Lauterbach & Amen have been on site performing audit field work. The audit will be presented to the Board at the November meeting.

Jason Grau, Inclusion Facilitator at Lisle Jr. High, visited the LLD with Life Skills students for a tour. Director Weinstein toured the students and they were very interested to learn about Library services and meet staff.

Assistant Director Savage stated that Dhamer Plumbing was out to replace sensors on the toilets near the meeting rooms. Dhamer will provide a quote to replace all the remaining sensors.

The defective light fixture still under warranty has been received. Terrance Electric will replace the fixture and install new lighting over the Adult non-fiction DVDs during the next scheduled visit.

Metalmaster Roof Master cleaned the gutters. They will return to adjust the sheet metal on the gutters over the receiving door.

Concrete repair work in the cross walk, light pole base, as well as backer rod replacement, will be scheduled in the next few weeks.

8. New Business

- a. Approve tentative Budget and Appropriation Ordinance 24-046(B&A) - Action Required

MOTION: Trustee Martin moved to approve Ordinance 24-06 a Tentative Budget and Appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025. Secretary Sullivan seconded.

Director Weinstein stated that there were no changes to Budget and Appropriation Ordinance 24-06 since the Board last reviewed the draft. She also reiterated that the LLD attorney reviewed the document.

Roll Call Vote - All Aye. The motion passed.

- b. Approve Certificate of Estimated Revenue - Action Required

MOTION: Trustee Breihan moved to accept the Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2024-25. Trustee Martin seconded.

Director Weinstein stated that the Certificate of Estimated Revenue numbers come directly from the Board-approved working budget revenue documents.

Roll Call Vote - All Aye. The motion passed.

- c. Approval for closing Library for Staff Development Day - Action Required

MOTION: Secretary Sullivan moved to approve closing the LLD on Friday, October 11, 2024 for Staff Development Day. Treasurer Larson seconded.

Director Weinstein outlined training activities scheduled for the day and mentioned that closing the Library required Board approval per policy.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Trustee Breihan said she was disappointed that she couldn't attend Fall Fest.

Trustee Martin stated that he is looking forward to Fall Fest.

Trustee Berry said she spoke with a resident in unincorporated Lisle who obtained an LLD card by paying the tax bill method fee for a card. She said that they are thrilled with the LLD.

Secretary Sullivan stated that she spoke with a group of people who told her they love the LLD.

Treasurer Larson said she is looking forward to Fall Fest.

Vice President Bartelli said she is looking forward to Fall Fest.

President Swistak stated that she met with an instructor at parent-teacher night at her son's school. The instructor stated that he loves the LLD and everything it has to offer.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:42 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 16, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees