

LISLE LIBRARY DISTRICT  
PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE  
September 17, 2025 - 6:45 p.m.

1. Roll call

Present:

Emily Swistak - President  
Vanessa Berry - Vice President  
Debbie Breihan - Treasurer  
Karen Larson - Trustee [arrived at 6:46 p.m.]  
Vanessa Berry - Trustee  
Liz Sullivan - Trustee

Absent:

Joshua Martin - Secretary

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:** Treasurer Breihan moved to adjourn the meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye

The meeting adjourned at 6:50 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 15, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT  
BOARD MEETING  
September 17, 2025 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Marc Rogers - CCS International Inc. [left the meeting at 7:57 p.m.]  
Sarah Hunt - CCS International Inc. [left the meeting at 7:57 p.m.]  
Craig Most - TERRA Engineering Ltd. [left the meeting at 7:57 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 Larson reviewed the August billings in September.
- b. Secretary Martin and Trustee Larson were scheduled to review the September billings in October. However, Trustee Sullivan will review the billings in place of Trustee Larson.

4. Consent Agenda - Action Required

- a. Approve Minutes of the August 13, 2025 Board Meeting
- b. Approve Minutes of the August 13, 2025 Executive Session
- c. Acknowledge Treasurer's Report, 08/31/25, Investment Activity Report, 08/31/25, Current Assets Report, 08/31/25, Revenue Report, 08/31/25, and Expense Report, 08/31/25
- d. Authorize Payment of Bills, 09/17/25

**MOTION:** Secretary Sullivan moved to approve the Consent Agenda. Vice President Berry seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
  - i. BAS Project Update
  - ii. HVAC Project Update
  - iii. Kingston Lot Development Update & Presentation by Terra Engineering

Mr. Rogers stated that the BAS Project is 99% complete. There is an issue with the parking lot lights that IBS is still working on. The HVAC project is also near completion. 1Source is working on the close-out documents.

Ms. Hunt introduced Craig Most of TERRA Engineering. Mr. Most provided a PowerPoint presentation of two design concepts for the Kingston Lot Development Project. Trustees discussed which design would best facilitate public programming space, picnic areas, walking trail, bench seating, and recreation. Trustees and staff discussed the design concept that best met the public need for this development. CCS and TERRA Engineering stated that they would obtain project estimates and hone the design to the Board's specifications.

Mr. Rogers, Ms. Hunt, and Mr. Most left the meeting at 7:57 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 has nothing to report.

## 7. Staff Reports

### a. Director Report

Director Weinstein stated that she attended the Village of Lisle Branding Meeting. Trustee Sullivan was also in attendance representing the Green Trails HOA. The meeting was attended by several community organizations, and intergovernmental agencies. Attendees participated in marketing exercises. The results will be presented in early 2026.

Fall Fest will be held on Friday, September 26<sup>th</sup> from 5:00 - 7:00 p.m. There will be a campfire story time in Youth Services. Outside, there will be an inflatable slide, live owls presented by the Stillman Nature Center, a pretzel truck, and a pumpkin judging contest.

The LLD will be present at Depot Days on September 20<sup>th</sup>. Staff will provide materials on topics such as blacksmithing and farming, and will highlight ancestry and genealogy databases.

The Piasa Bird wall hanging sustained some damage. Director Weinstein met with a member of the Illini Needlers who is ordering supplies, and will oversee repairs. The artwork is temporarily in storage. Once the Piasa Bird is repaired, an acrylic shield will be placed over the work to protect it. Director Weinstein informed the Board that the Illini Needlers gifted the Piasa Bird to the LLD in 1987. The project took over 25 months to complete, with 35 women performing a total of 3000 stitching hours.

The LLD has partnered with the Lisle Police Department to conduct car seat safety checks in the LLD parking lot on Saturday, September 27<sup>th</sup>. Registration is not required.

Lisle Police Chief Rodriguez will be onsite during our annual staff in-service day in November to review active shooter and bomb threat procedures. More information about staff in-service day will be provided at next month's meeting.

Director Weinstein informed Trustees that she has been exploring grant options to help fund the Kingston Lot Development Project. She is seeking support letters from local legislators and Village officials.

b. Assistant Director Report

Assistant Director Savage stated that the Event Team met to finalize Fall Fest. They have begun planning of our anniversary celebration in December.

Mr. Savage has met with several vendors to discuss contracts for our interior door card access. He is working with the IT Department to determine the best option for the LLD.

During a weekend storm in August, paneling on the east side of the building was damaged. Phoenix Restoration completed the repairs. A claim has been submitted to our insurance agent.

The LLD parking lot was seal coated and restriped over the Labor Day weekend. All work was conducted during the LLD holiday closure.

Otto Baum completed tuckpointing on brickwork on the second story by the north entrance.

Johnson Control was onsite to conduct our annual fire extinguisher inspection. All equipment is up to code.

President Swistak asked how the cleaning crew has been performing. Assistant Director Savage said that he is still working through issues with the crew.

8. New Business

a. Approve the Budget and Appropriation Ordinance 25-04 (B&A) - Action Required

**MOTION:** Treasurer Breihan moved to approve Ordinance 25-04 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, 2025 and ending June 30, 2026. Secretary Martin seconded.

Director Weinstein stated that there were no changes to Budget and Appropriation Ordinance 25-04 since the Board reviewed the draft in August. 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 Paley moved to accept the Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2025-26. Trustee Larson 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. Approve LLD Ordinance 25-06 Special Reserve Fund Revision & Plan - Action Required

**MOTION:** Trustee Sullivan moved to approve LLD Ordinance 25-06 Special Reserve Fund Revision & Plan. Secretary Martin seconded.

Director Weinstein explained that the LLD Special Reserve Fund Revision & Plan is a living document that outlines in general terms, the expenditure of funds for capital projects. The LLD plans to expend

funds to develop the vacant lot on Kingston Avenue and to save for a future boiler replacement project.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Swistak stated that she enjoyed the discussion regarding the Kingston Lot Development Project. She is looking forward to Fall Fest.

Trustee Sullivan had nothing to add.

Trustee Paley had nothing to add.

Secretary Martin was charmed to hear that the Illini Needlers were still going strong after so many decades. He is in awe of the amount of work that went into creating the Piasa Bird wall hanging. He appreciates that steps are being taken to repair and protect the wall hanging.

Trustee Larson had nothing to add.

Treasurer Breihan agreed that she enjoyed the discussion regarding the lot development. She is looking forward to Fall Fest. She is pleased with the LLD's partnership with the Lisle Police Department for the car seat safety check event.

Vice President Berry attended an ILA Program featuring Steve from Blues Clues. She appreciates ILA hosting these programs. She thanked all the Trustees for reading her email regarding the financial and environmental impact of data centers.

10. Adjourn

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

The meeting adjourned at 8:14 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 15, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees