

LISLE LIBRARY DISTRICT
BOARD MEETING
April 18, 2022 - 7:02 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Karen Larson - Secretary
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee [arrived at 7:17 p.m.]

Absent:

Jenny Norton - Treasurer

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager

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

3. Assignments for reviewing monthly accounts payable

- a. Secretary Larson and Trustee Wynn reviewed the March billings in April
- b. President Bartelli and Trustee Sullivan will review the April billings in May

4. Consent Agenda - Action Required

- a. Approve Minutes of the March 16, 2022 Board Meeting
- b. Approve Minutes of the March 21, 2022 Special Board Meeting
- c. Acknowledge Treasurer's Report, 03/31/22, Investment Activity Report, 03/31/22, Current Assets Report, 03/31/22, Revenue Report, 03/31/22, and Expense Report, 03/31/22
- d. Authorize Payment of Bills, 04/18/22

MOTION: Secretary Larson moved to approve the Consent Agenda. Trustee Turner seconded.

Discussion: Vice President Swistak noted a scrivener's error in the March 16, 2022 Board meeting minutes.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report

Mr. Rogers provided an update regarding the Phase 1 move, abatement, construction, and sanitary line. He stated that there were no changes to the schedule. Mr. Rogers provided an overview of upcoming activities including signage design, workstations, shelving, wall framing, electrical/plumbing rough-ins, and site logistics. He discussed work on the north

drive aisle for a sanitary connection and stated that there may be a temporary shutdown of the aisle.

Discussion: Trustee Sullivan asked how the public was informed about the Library closure. Director Weinstein stated that signs were on all public doors and the LLD posted information on various social media platforms. President Bartelli asked about the southeast parking lot fencing. Mr. Rogers said that it is where incoming construction materials will be stored.

Mr. Rogers stated that the project continues to track on budget. He provided an overview of change orders.

Discussion: Trustee Turner commented that she saw someone looking within the LLD dumpsters. Director Weinstein asked Assistant Director McQuillan to have the Facility Monitors move the dumpster signs that indicate dumpsters are only for LLD purposes.

ii. General Furniture Bid Package Award Recommendation - Action Required

MOTION: Vice President Swistak moved to approve the agreement with Midwest Office Interiors, Inc. for the FF&E General Furniture bid package for the lump sum of \$142,107.05, with Board President as signatory to the contract. Trustee Wynn seconded.

Mr. Rogers provided a summary and informed the Board about a furniture deduct of -\$7,111.08. President Bartelli asked about the budget. Mr. Rogers explained that the budget was a target number and mentioned that similar furniture could be purchased for a lower price.

Roll Call Vote - All Aye. The motion passed.

iii. Shelving Bid Package Award Recommendation - Action Required

MOTION: Vice President Swistak moved to approve the agreement with Bradford Systems Corporation for the FF&E Shelving bid package for the lump sum bid amount of \$143,745.75, with Board President as signatory to the contract. Trustee Wynn seconded.

Mr. Rogers provided a summary and informed the Board on deducts to the sum of -\$3,467.20 regarding panel and metal finish changes.

Roll Call Vote - All Aye. The motion passed.

6. Committee Reports

- a. Finance - Trustee Turner stated that the Committee had a meeting scheduled for the next week.
- b. Personnel and Policy - Vice President Swistak stated that the Committee met on April 7th. She provided an overview of discussion points on the Director's evaluation and administrative salary study. She mentioned that Committee members were assigned homework regarding input on broad evaluation categories and rating number preferences. She stated that the Committee would work on a draft at their next meeting. She discussed meeting dates and said Director Weinstein would confirm dates/times with members soon.
- c. Physical Plant - Secretary Larson had nothing to report.

d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

7. Staff Reports

Director Weinstein summarized her Director's report. She reminded the Board that officials and staff have until May 2nd to submit completed Statement of Economic Interest forms. Director Weinstein stated that the DuPage Arts Foundation would award the LLD \$2,500 once the Library reaches \$12,500 of the LiteZilla goal amount. She mentioned that the Library has currently collected \$11,200. Director Weinstein said that she contacted the Lisle Community Service Corporation about a potential grant for assistance with the LiteZilla and that they would need to work with the Friends of the Library. She informed the Board that the Live and Learn Grant award decision should come sometime in May.

She stated that the Library had its ceremonial groundbreaking on March 21st. She mentioned that the Library highlighted the Illinois Digital Heritage Hub (IDHH) on social media which featured the Library's 1979 groundbreaking. Director Weinstein lauded the numerous views on social media regarding the LLD's March 21st groundbreaking video and floorplan/demo slideshows. She mentioned that two videos featuring Trustees would be coming soon.

Director Weinstein commented that a printed summary about the renovation was available at all of the public services desks and available in a PDF format on the LLD website. She discussed the temporary staff work spaces.

She spoke about the process of implementing a donate button on the LLD website and stated that she thinks it could launch within a week or two. Director Weinstein discussed the Museum Adventure Pass program and stated that the Library was pursuing access to more passes.

Assistant Director McQuillan shared two updates. She mentioned that the atrium windows were fixed by Des Plaines Glass. She stated that Des Plaines Glass will propose a maintenance plan. She said that in March there were issues with light poles in the east lot and that the electrician found the cause. She stated that the electrician disconnected the pole and installed a new line, which restored light to the east poles.

8. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated that she appreciated the quarterly reports. She asked about the differences in the digital resources that were added in the third quarter within the Technical Services report. Assistant Director McQuillan suggested that it involved vendors and availability. Vice President Swistak mentioned that she appreciated the construction videos and the Library Stories features on Facebook and Instagram. She said she enjoyed looking through the windows into the construction area. Trustee Turner mentioned that the Lisle Woman's Club would have a pop-up flower arranging event at Villa St. Benedict and at the Library. Trustee Wynn stated that she was pleased to see the construction through the windows and thanked everyone for their work. President Bartelli commented that the renovation has been exciting. She stated that she appreciated the quarterly reports. President Bartelli asked when Trustees could tour the construction area. Mr. Rogers confirmed that it would be arranged.

9. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 7:57 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on May 16, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees