

LISLE LIBRARY DISTRICT
BOARD MEETING
April 19, 2023 - 7:01 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Jenny Norton - Treasurer
Karen Larson - Secretary
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:32 p.m.]

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

3. Trustee Recognition

a. Resolution 23-01 - Jenny Norton commendation - Action Required

MOTION: Vice President Swistak moved to approve Resolution 23-01 - Jenny Norton commendation.
Secretary Larson seconded.

Vice President Swistak read aloud Resolution 23-01.

i. Acknowledgement opportunity for honoree

Treasurer Norton stated that being on the Board was a highlight of her life. She commented that serving on the Board was much more than she expected. She thanked the citizens of Lisle for their support and appreciated their feedback. Treasurer Norton thanked the Board, LLD staff, Sikich, Ehlers, Lauterbach & Amen, Sheehan Nagle Hartray, Camosy, and CCS. She also thanked the Lisle Woman's Club, past Board members, and her family for their support.

Roll Call Vote - All Aye. The motion passed.

b. Resolution 23-02 - Lorna Turner commendation - Action Required

MOTION: Trustee Sullivan moved to approve Resolution 23-02 - Lorna Turner commendation.
Secretary Larson seconded.

Trustee Sullivan read aloud Resolution 23-02.

i. Acknowledgement opportunity for honoree

Trustee Turner stated that she appreciated the confidence the Board had when she was appointed to the Board. She commented that it was a wonderful two years and an amazing

experience. Trustee Turner stated that she appreciated new friendships that came with the position.

Roll Call Vote - All Aye. The motion passed.

- c. Resolution 23-03 - Sara Wynn commendation - Action Required

MOTION: Secretary Larson moved to approve Resolution 23-03 - Sara Wynn commendation. Treasurer Norton seconded.

Secretary Larson read aloud Resolution 23-03.

- i. Acknowledgement opportunity for honoree

Trustee Wynn stated that she loved serving on the Board and was sad to no longer serve. She was very glad to be a part of the renovation. Trustee Wynn thanked everyone and stated that being on the Board felt like being part of a family. She said she would continue to advocate for the Library.

Roll Call Vote - All Aye. The motion passed.

- 4. Assignments for reviewing monthly accounts payable

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

- 5. Consent Agenda - Action Required

- a. Approve Minutes of the March 15, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 03/31/23, Investment Activity Report, 03/31/23, Current Assets Report, 03/31/23, Revenue Report, 03/31/23, and Expense Report, 03/31/23
- c. Authorize Payment of Bills, 04/19/23

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

Roll Call Vote - All Aye. The motion passed.

- 6. Unfinished Business

- a. Capital Improvement Project

- i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Mr. Rogers provided a progress update regarding substantial completion and punch list items. He stated that the LLD staff did great preparing for the re-opening. Mr. Rogers commented on upcoming activities including signage installation, exterior signs, ongoing punchlist, close-out documentation, and final occupancy. He mentioned that there was contingency remaining in the project budget. Mr. Rogers stated that contingency may come down, but the project continues to be on budget.

He provided an update on change orders including replacing non-compatible fire alarm devices, adding a vacuum breaker to existing water heater, crack repair in receiving room floor, outdoor program area infills, additional fire alarm devices, and elevator inspection and storage costs. He commented that CCS would close out the project appropriately. Mr. Rogers stated that he would continue to provide a monthly report. He thanked Board members for the opportunity to work with them.

Discussion: Vice President Swistak asked for an update on the north entrance railing. Mr. Rogers stated that Camosy brought in a third-party company to treat the rails with a special chemical so that the rust does not return. Vice President Swistak mentioned a separation on a portion of the railing. Mr. Rogers stated that he would have the architects take a look at it. Board members thanked Mr. Rogers for his work.

Mr. Rogers left the meeting at 7:32 p.m.

7. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that an April 18 meeting was cancelled. She explained that the current Board should complete the Director's evaluation before the new Board is seated. Board members reviewed possible dates for a Special Board meeting. They agreed on holding a Special Board meeting on Monday, May 8.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

8. Staff Reports

Director Weinstein announced that, after 32 dedicated years of service, Assistant Director McQuillan has decided to retire. She thanked Assistant Director McQuillan for graciously announcing her retirement early. She mentioned that Assistant Director McQuillan would be on staff until May 31 and that she assist in training her successor. Director Weinstein announced that Will Savage was hired as the new Assistant Director.

Director Weinstein commented on the great work conducted by LLD staff during the closure. She stated that the soft open was wonderful, with many compliments from patrons. She mentioned that the Grand Opening would take place on April 22 at 11 am. She provided an overview of the event, beginning with a Special Board meeting in the Meeting Room at 10:45 am. She stated that approximately 200 personalized letters were sent out to residents on Front Street and Kingston Avenue, Lisle Woman's Club members, LiteZilla donors, and other community organizations. Director Weinstein commented that the Library was recently promoted in the Daily Herald, The Patch, and is boosting Grand Opening social media posts.

Director Weinstein mentioned that 5th Grade, District 202, students were exhibiting their art via a Lisle Woman's Club art contest in the Youth Services department. Director Weinstein commented that photos from the Library's past and present would be featured in the Meeting Room. She mentioned that artist, Ellen Rottsoik, was able to install her work in Gallery 777 in time for the Grand Opening and the art would continue to be on display for two months. Director Weinstein mentioned the public information screens would feature a slideshow showcasing photos from the groundbreaking all the way through the renovation's completion.

Director Weinstein commented that the Library would host an unveiling of the Lisle community Warhol window cling on Saturday, May 20 at 11 am. Family members of the honorees have been invited to the ceremony. Director Weinstein stated that brief biographies of the four honorees will be read aloud, booklet handouts about the honorees would be available for attendees, Warhol and pop art displays would be in the building, and light refreshments would be provided. She discussed a Village-wide program for discounts at local businesses involving taking selfies at the LLD window cling and presenting it to participating businesses. The Library will also hold a variety of programs that are Warhol and pop art related.

She mentioned that the Director of Technical Services, Laura Murff, was awarded a scholarship to attend the IUG (Innovative Users Group) conference in Phoenix, Arizona. Director Weinstein congratulated her and stated that this was Laura's the first time attending the IUG conference.

Director Weinstein commented that it had been a pleasure working with the outgoing Trustees. She thanked them for supporting the project, the Library, and staff.

Discussion: President Bartelli asked which families of the honorees would be present at the event. Director Weinstein stated that she was unsure if the family of Joy Morton would attend, but family members of the other honorees would be present. Trustee Sullivan asked if the businesses participating in the discounts were just in downtown Lisle. Director Weinstein stated that business from all over Lisle were participating and that the details were still being gathered.

Assistant Director McQuillan stated that Bear Landscaping planted a variety of perennial plants, shrubs, and grasses around the new outdoor area on the east side. She mentioned that annual flowers would be planted later, once it warms up. Assistant Director McQuillan commented that HVAC filters were replaced as part of the punchlist, post-construction. She mentioned that tree trimming would occur at the east and south parking lots to take care of overhanging branches.

Discussion: President Bartelli asked if additional landscaping would occur on the south side. Assistant Director McQuillan stated that this is ongoing as part of the Camosy project. President Bartelli asked if the peony plants were salvageable. Assistant Director McQuillan commented that they were saved and transplanted near the large feature rock near the Front Street entrance.

9. New Business

a. Announcement for Request for Proposal (RFP) for Library cleaning services

President Bartelli announced that, per statute, the Library was requesting proposals for cleaning services. She explained that information was available via lislelibrary.org under the *About Us* tab and by clicking on the Financial Information link.

b. Draft Working Budget FY23/24 - discussion

Director Weinstein provided an overview of expenses and revenues of the Draft Working Budget FY23/24.

Discussion: Treasurer Norton recommended that the Board look back at the FQC report to assess Special Reserve funds for projects post-renovation. She mentioned the increased investment in technology and asked if costs could be spread out over a number of years.

c. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$3139.64, to be paid to Taylor Habal (May 2023).

President Bartelli read aloud the acknowledgement of payment to Taylor Habal for earned/unused vacation time.

10. Opportunity for Trustee comments (five minutes)

President Bartelli thanked the Department Directors for their quarterly reports. She stated that she was looking forward to the Grand Opening and mentioned the Daily Herald article publicizing the event. Secretary Larson commented that she would miss Trustees Norton, Turner, and Wynn. She stated that she was excited for the Grand Opening. Treasurer Norton commented on the yellow flowers she received. Trustee Sullivan said she was thankful for the quarterly reports. She requested that Circulation add a chart for the number of license renewal stickers for each quarter. Trustee Sullivan asked that the Police Department and Park District be thanked for the use of their facilities. Trustee Sullivan thanked Trustees Norton, Tuner, and Wynn.

Vice President Swistak Stated she was very excited for the Grand Opening. She commented on use of new study areas, self-check, and new signage. Vice President Swistak thanked Trustees Norton, Turner, and Wynn for serving on the Board. Trustee Turner mentioned that it has been an exciting two years. She commented about getting to know LLD staff and thanked them for being so pleasant and helpful. Trustee Wynn stated she was looking forward to the Grand Opening. She thanked everyone and expressed good wishes for the incoming Trustees.

11. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:21 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on May 17, 2023.

Approved by

Secretary of the LLD Board of Trustees