

LISLE LIBRARY DISTRICT  
BOARD MEETING  
April 21, 2021 - 7:01 p.m.

1. Roll call

Present:

Thomas Hummel - President  
Marjorie Bartelli - Vice President (via GoToWebinar)  
Jenny Norton - Treasurer (via GoToWebinar)  
Emily Swistak - Secretary (via GoToWebinar)  
Thomas Duffy - Trustee (via GoToWebinar)  
Karen Larson - Trustee (via GoToWebinar)  
Liz Sullivan - Trustee (via GoToWebinar)

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Chris Knight - Recording Secretary  
Marc Rogers - CCS International Inc., Project Manager  
Don McKay - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:02 p.m.]  
Eric Penney - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:02 p.m.]  
Amy Schmieding - Sheehan, Nagle, Hartray Architects; Project Manager (via GoToWebinar) [left the meeting at 9:02 p.m.]

2. Opportunity for visitors to speak

President Hummel provided an overview of the LLD's Public Comment Policy.

Six visitors addressed the Board. The first visitor suggested only spending reserve funds on the renovation. He mentioned that he hadn't received any mailings regarding the renovation and hoped that the LLD would do better with communications. He also recommended that the Board find another financial advisor. The second visitor suggested that the financial advisor do another analysis with new assumptions. He commented on various expenditures and stated that he wasn't against the renovation, but was against raising taxes. The third visitor stated she was unhappy with the lack of communication regarding the renovation and suggested rethinking the needs of the Library. The fourth visitor stated that she has lived in Lisle for many years and recommended a referendum.

The fifth visitor discussed employee furniture costs and suggested reconsidering expenses. She asked if there would be decreases in square footage. The sixth visitor mentioned living within her family's means and to treat the renovation like a personal checking account. President Hummel noted that the Board received emails that supported the renovation and a few that did not.

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Secretary Swistak reviewed the March billings in April
- b. President Hummel and Trustee Sullivan will review the April billings in May

4. Consent Agenda - Action Required

- a. Approve Minutes of the March 17, 2021 Board Meeting
- b. Approve Minutes of the March 24, 2021 Special Board Meeting

- c. Approve Minutes of the April 7, 2021 Special Board Meeting
- d. Acknowledge Treasurer's Report, 03/31/21, Investment Activity Report, 03/31/21, Current Assets Report, 03/31/21, Revenue Report, 03/31/21, and Expense Report, 03/31/21
- e. Authorize Payment of Bills, 04/21/21

**MOTION:** Trustee Larson moved to approve the Consent Agenda. Vice President Bartelli seconded. Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project - discussion/CCS, SNH
  - i. Concept Design, Budget, Schedule, and Funding

Mr. Rogers discussed what would be included in a \$7.7 million project package; explained the project scope, budget, schedule, and summary of funding options.

Mr. McKay provided a description of Library improvements, overview of the lower and upper floor plans, and presented 3D renderings of the exterior.

Discussion: Treasurer Norton asked about the east canopy. Mr. McKay stated that the schematic phase would determine if the canopy could be repurposed or if there was no longer a need for a canopy. Trustee Duffy asked about additional parking spaces on the north side lot. Mr. McKay discussed making the entries as convenient as possible. Trustee Larson asked for clarification about deliveries received in the north lot. Director Weinstein stated that the Library receives a couple deliveries a day and truck sizes are of the UPS variety. Vice President Bartelli asked about the drive-up window lanes and traffic flow. Mr. McKay explained safety and traffic matters regarding those lanes.

Secretary Swistak commented on the sidewalk leading from the north lot to the east lot. She also remarked on the six extra parking spaces in the north lot. Trustee Duffy asked about space allocation with a 60% increase to Youth Services. Mr. Rogers explained that an increase of space in Youth Services would not result in a loss of total square footage and that space would be reallocated throughout the building. Trustee Sullivan suggested orienting all renovation diagrams in the same direction. Treasurer Norton asked for a square foot comparison of departments before and after renovation. Mr. McKay stated that a comparison would be provided.

President Hummel commented on the north parking lot, outside programming space, restrooms, and sewer cover in the south lot. Secretary Swistak asked about natural light opportunities at the entrances. Mr. McKay stated that the intent is to provide appropriate sightlines and abundant natural light at the entrances. President Hummel discussed the north parking lot capacity. Trustee Duffy discussed patron behavior regarding parking and signage. Secretary Swistak remarked that downtown Naperville and Downers Grove libraries do not have convenient parking near their front doors. Treasurer Norton asked about updates for study rooms or other program spaces.

Mr. Rogers and Director Weinstein discussed room flexibility for mobile maker space opportunities. Director Weinstein affirmed that the renovation would plan for more connectivity throughout the building. President Hummel mentioned that he was firm about borrowing only \$1 million and explained his reasoning. Trustee Sullivan asked for clarification on the special reserve fund balance at the time of contribution. Mr. Rogers provided an explanation.

President Hummel asked about grants. Mr. Rogers discussed two grant options; The Construction Act Grant and Live and Learn Grant. Trustee Sullivan asked about prepaying debt. Mr. Rogers suggested asking the financial advisors. Trustee Sullivan asked about corporate fund balances. Mr. Rogers stated that funds are typically transferred from the corporate fund to the special reserve fund and then paid out from the special reserve fund for auditing purposes. Trustee Sullivan suggested a cash flow analysis. President Hummel stated that he was comfortable with corporate fund balances after the transference of funds. President Hummel asked the Trustees if they were agreeable to a \$1 million dollar debt certificate. There was consensus on a \$1 million dollar certificate.

President Hummel asked about changing financial advisors. Mr. Rogers stated that the prospect would have to be researched. Mr. Rogers discussed approving the project budget and reviewing consultant contracts. President Hummel asked if there was an opportunity to develop in downtown Lisle, would the Board be able to pivot in that direction. Mr. Rogers affirmed yes, but explained that there would be a cost to redesign the project.

Mr. McKay, Mr. Penney, and Ms. Schmieding left the meeting at 9:02 p.m.

## ii. Communications Plan

Director Weinstein provided background on the agenda item and mentioned that Vice President Bartelli suggested using a flyer from Villa Park to spark conversation about reaching out to residents.

Discussion: Vice President Bartelli discussed including information for property owners and their tax bills. Secretary Swistak stated that she felt the Board should do something similar to Villa Park as well as other outreach opportunities. Trustee Sullivan agreed with Vice President Bartelli and Secretary Swistak and talked about the spread of misinformation. Treasurer Norton agreed that a communication plan is needed and encouraged more public feedback. President Hummel asked about community feedback regarding the building design. Director Weinstein stated that the schematic design phase would be a six-month process and that communication would be ongoing. Mr. Rogers affirmed that the design process would include public feedback. Director Weinstein suggested re-engaging the Friends of the Lisle Public Library, Lisle Woman's Club, reaching out to intergovernmental leaders, and to the general populace. Trustee Duffy suggested having a draft plan for the next meeting. He discussed creating awareness, and providing informative facts. Trustee Larson agreed to bring awareness, facts, and engagement to avoid public misconceptions.

Vice President Bartelli asked for consensus on creating a draft plan. The Board agreed and requested Director Weinstein have a draft by the next meeting.

6. Committee Reports

- a. Finance - Treasurer Norton stated that there were no updates.
- b. Personnel/Policy - Secretary Swistak stated that there were no updates but there is a possibility of scheduling a meeting in the near future.
- c. Physical Plant - Vice President Bartelli stated that there were no updates.

7. Staff Reports

Director Weinstein stated that the LLD received 33 emails since April 7<sup>th</sup> regarding the renovation; 22 in favor and 11 opposed. She addressed a few of the public comments from previous meetings regarding information about the 2007 interior remodel, Naperville renovation cost comparisons, patron registration index cards, foot traffic, number of card holders, and physical resources. Director Weinstein reported increased statistics regarding curbside pick-up, license plate sticker renewals, number of material holds, notary usage, home delivery, YouTube views, and LLD app downloads.

Assistant Director McQuillan stated she had nothing to add to her report.

8. New Business - None

9. Opportunity for Trustee comments (five minutes)

Trustee Larson stated that she thought the evening's meeting went very well, looks forward to a communications plan, and enjoyed reading the emails the Board received. Treasurer Norton stated she was happy to receive public feedback since the last meeting. She stated that she continues to encourage feedback and feels that the District would benefit the most from a project that addresses necessary maintenance and invests in facility improvements that are fiscally attainable. Trustee Sullivan stated that it was a great meeting. She said she was eager to pitch in and help wherever needed. Secretary Swistak stated she was excited to see an increase in purchases of nonfiction books for Youth Services and books in other languages. She shared a Library experience where her son was trying find a book and the Youth Services staff helped. Secretary Swistak stated that she appreciated the community feedback and looks forward to a communications plan to ensure factual information reaches all stakeholders. She thanked Trustee Duffy and President Hummel for their service on the Board.

Vice President Bartelli thanked staff, CCS, and SNH. She stated that she recently toured the inside and outside of the facility with Director Weinstein and that it was helpful in identifying renovation improvement points. Vice President Bartelli said she was looking forward to a communication plan. She thanked department heads for their quarterly reports and remarked about adding a new book vendor. Vice President Bartelli thanked Trustee Duffy and President Hummel for their service on the Board.

President Hummel asked Trustees if they wanted the renovation emails summarized for public comment. Board members discussed the issue and decided to not include email summaries in public comment. President Hummel stated that the Board reduced the tax levy while maintaining and improving services. He explained that the Library is funded with property taxes and that taxes would eventually need to increase due to inflation and cost of living. President Hummel stated that this month's meeting may be his last Board meeting.

Trustee Duffy stated that it was his last meeting. He commented on the renovation and that it would be one of the biggest ventures the Library accomplishes. He stated the Board has examined every angle, vetted every option, and that it was time to invest in the community, because it is very much needed. Trustee Duffy thanked and complimented each Board member as well as the Director and staff.

10. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 10:01 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on May 19, 2021.

Approved by

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\_\_\_\_\_, Secretary of the LLD Board of Trustees