

LISLE LIBRARY DISTRICT  
BOARD MEETING  
August 14, 2019 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Ginger Boskelly - Finance Director  
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. President Hummel and Trustee Duffy reviewed the July billings in August
- b. Secretary Swistak and Trustee Duffy will review the August billings in September

4. Consent Agenda

- a. Approve Minutes of the July 10, 2019 Special Board Meeting
- b. Approve Minutes of the July 10, 2019 Board Meeting
- c. Acknowledge Treasurer's Report, 07/31/19, Investment Activity Report, 07/31/19, Current Assets Report, 07/31/19, Revenue Report, 07/31/19, and Expense Report, 07/31/19
- d. Authorize Payment of Bills, 08/14/19

**MOTION:** Trustee Duffy moved to approve the Consent Agenda. Secretary Swistak seconded.  
Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business: Continuation of discussion regarding capital planning options; presentation

Director Weinstein delivered a presentation reviewing prior facility discussions, the LLD Strategic Plan, and FQC recommendations.

Discussion: Trustee Sullivan asked about circulation processes that eliminate redundancies. Director Weinstein stated that new Page procedures have been executed, planning for RFID has begun, and low bin shelving is scheduled for the Youth Services department. Trustee Sullivan suggested having an RFID presentation in the future. President Hummel asked Board members if they remain open to exploring a downtown concept as well as investigating improving the current facility and campus. He stated that developers have contacted the Library about a downtown concept. He also stated that on different occasions, the Director has met with the Mayor, developers, and Village staff regarding opportunities for the LLD. A majority of Board members stated they were open to both location ideas. Trustee Larson stated she was primarily focused on

the current footprint. Trustee Sullivan stated that she would like a timeframe regarding making a concrete decision. Trustee Duffy mentioned he would like to see more than just concepts and would like tangible numbers and a timeline. Trustee Larson questioned where the Library would be situated in a downtown mixed-use concept. President Hummel and Director Weinstein stated that the Village's Downtown Master-plan is amenable to a mixed-use concept and that an owner's rep would help determine the Library's options.

## 6. Committee Reports

- a. Finance - The Committee did not meet. Director Weinstein stated that the Committee had a meeting date planned but had to reschedule for another date in September. The Committee will review the Library's investment strategy and policies with a representative from Ehlers.
- b. Personnel/Policy - The Committee met on July 12<sup>th</sup>. Secretary Swistak stated that the Committee had discussed a number of policies and that LLD policies, 415 and 830, were on the agenda for the evening. The Committee will meet next on August 26<sup>th</sup> at 6:00 pm.
- c. Physical Plant - The Committee met on August 7<sup>th</sup>. Vice President Bartelli stated that discussion focused on air handler replacement, concrete repairs, a new book drop, storm-water pipe work, and owner's representation. The Committee recommended AHU replacement using the LLD's current vendor Monaco, costs not exceed \$225,000 for the emergency AHU replacement and additional costs not to exceed \$50,000. The curb and sidewalks repair project should not exceed \$12,000 and two book drops are about \$5,100 each. The Committee recommended Director Weinstein prepare an invitational RFP for offset pipe repair work as recommended by FQC. Vice President Bartelli stated that owner's representation costs for a limited project will not exceed \$8,500. Director Weinstein provided an overview of the owner's representation project.

Discussion: Treasurer Norton asked about engaging the preferred firm after the limited project. Director Weinstein stated that the Board could choose to do so and expounded on what owner's representation services can provide an organization. President Hummel mentioned that the preferred firm has worked with various libraries in the area. Members discussed engaging the firm at a Special Board meeting. The Board agreed to give Director Weinstein direction to advance the concrete repairs and book drop project as well as the offset repair project. A majority of the Board agreed that hiring an owner's representative firm would benefit the LLD and gave Director Weinstein direction to hire the preferred firm.

### d. Review of the Minutes: Dissolution of Committee

President Hummel dissolved the Committee to Review Minutes. Treasurer Norton and President Hummel have reviewed the past fiscal year's Board meeting minutes; a requirement for the IPLAR report. The Committee's work is complete.

Discussion: Treasurer Norton asked for clarification regarding the Physical Plant recommendations. President Hummel restated the recommendations. Trustee Sullivan asked how an invitational RFP is different from a general RFP. Director Weinstein explained the difference.

## 7. Staff Reports

Discussion: Trustee Duffy asked if the LLD had a policy for computer replacement. Director Weinstein stated that the LLD does not have a specific policy for computer replacement or other like equipment, however, the new Technology Plan as authored by the LLD IT Manager documents a three to five year replacement schedule for PCs. Trustee Duffy asked about additional cleaning of the public restrooms during the day and costs for such service. Assistant Director McQuillan stated that annual costs for such services calculate under \$10,000 for Monday through Friday cleaning. President Hummel asked if staff monitor and check the restrooms during the day. Director Weinstein confirmed that staff do check the restrooms intermittently throughout the day.

## 8. New Business

- a. Approve LLD Policy 415: Volunteers - Action Required

**MOTION:** Secretary Swistak moved to approve LLD Policy 415: Volunteers. Trustee Duffy seconded.

Discussion: Trustees discussed the possibility of allowing any qualifying member of the public to volunteer at the LLD and to not restrict volunteering to District residents. Trustee Sullivan commented that St. Joan of Arc students should volunteer after school instead of causing disturbances. Secretary Swistak stated that Trustee Sullivan's comments were inappropriate. President Hummel led a discussion regarding broadening the policy's language concerning protected classes. President Hummel and Trustee Duffy suggested edits to LLD Policy 415. The Board agreed to the suggested changes. President Hummel asked Secretary Swistak if she would amend her original motion.

**MOTION:** Secretary Swistak moved to approve LLD Policy 415: Volunteers, as amended. Trustee Duffy seconded.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 830: Employee & Volunteer Reference/Background Checks - Action Required

**MOTION:** Secretary Swistak moved to approve LLD Policy 830: Employee & Volunteer Reference/Background Checks. Trustee Duffy seconded.

Discussion: Director Weinstein stated LLD Policy 830 was a new policy and provided an overview.

Roll Call Vote - All Aye. The motion passed.

- c. Approve emergency replacement of LLD air handling units - Action Required

**MOTION:** Vice President Bartelli moved to approve the emergency replacement of four air handling units using the Library's current vendor Monaco with costs not to exceed \$225,000 and costs not to exceed \$50,000 for supplementary work related to the project. Secretary Swistak seconded.

Discussion: Treasurer Norton stated that she was hesitant to categorize the project as an emergency because the FQC report did not use that specific term. Director Weinstein described the emergency replacement project timeline and also explained the public RFP

process versus conducting this “urgent” project as recommended by FQC. Trustee Duffy and President Hummel agreed that the LLD would, under normal circumstances, conduct a public RFP, but that this project was indeed a priority and was categorized as urgent by FQC. Vice President Bartelli agreed with Trustee Duffy and President Hummel and stated that the Library is a vital resource to the community and that the Board is obligated to advance this project. Trustee Sullivan stated that she was unsatisfied calling the project an emergency due to the lack of attention to HVAC issues by various Committee members and staff over the years. Vice President Bartelli took exception to Trustee Sullivan’s comments. Vice President Bartelli stated that the FQC report clearly recommended that this project was urgent and that Committee members and staff could not professionally assess an HVAC project of this magnitude until the LLD had an objective expert opinion.

Roll Call Vote - Trustee Sullivan - Nay, Trustee Swistak - Aye, Trustee Bartelli - Aye, Trustee Duffy - Aye, Trustee Larson - Aye, Trustee Norton - Abstain, Trustee Hummel - Aye. The motion passed.

President Hummel asked the Board if a five minute break was necessary before proceeding. The Board agreed to recess at 9:10 p.m.

The Board returned and President Hummel called the meeting back to order at 9:17 p.m.

d. Approve tentative Budget and Appropriation Ordinance (B&A) - Action Required

**MOTION:** Trustee Duffy moved to approve the tentative Budget and Appropriation Ordinance. Trustee Larson seconded.

Discussion: Director Weinstein provided an overview of the tentative B&A Ordinance. She reiterated that the appropriation is an allowance and limit. Director Weinstein also stated that the LLD has historically come in under budget year after year. Treasurer Norton stated that she supports the B&A as drafted and was appreciative of the staff overview. Trustee Sullivan asked if line items in the monthly reports could mimic the line items in the B&A. Director Weinstein explained that the attorney advised categorization is appropriate for the document. President Hummel explained monthly report line items. Trustee Sullivan reiterated that she would prefer line by line mirroring in the B&A and to use last year’s actuals to decide amounts. Director Weinstein stated that the B&A is based on the approved working budget not on the previous year’s actuals because the LLD takes into account new projects for the current fiscal year. President Hummel provided further clarification to the B&A document. Trustee Sullivan asked President Hummel if he believes the LLD is operating efficiently. President Hummel stated that the LLD is doing well and that there is always room for improvement.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

e. Accept Illinois Public Library Annual Report (IPLAR) - Action Required

**MOTION:** Trustee Duffy moved to accept the Illinois Public Library Annual Report. Treasurer Norton seconded.

Discussion: Director Weinstein provided an overview of the IPLAR.

Roll Call Vote - All Aye. The motion passed.

- f. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$11,272.74, to be paid to Ginger Boskelly (September 2019).

President Hummel stated that to be compliant with IL Wage Payment and Collection Act (820 ILCS 115/5), the Board acknowledges payment not exceed \$11,272.74 to Ginger Boskelly paid in September 2019. President Hummel thanked Finance Director Boskelly for her service.

- g. Approve Resolution 19-06: Appointing LLD Illinois Municipal Retirement Fund (IMRF) Representative/Authorized Agent (40 ILCS 5/7-135) - Action Required  
**MOTION:** Trustee Duffy moved to approve Resolution 19-06: Appointing LLD Illinois Municipal Retirement Fund Representative/Authorized Agent Tatiana Weinstein. Trustee Larson seconded.

Discussion: Director Weinstein stated that due to the resignation of Finance Director Boskelly, the LLD has an obligation to appoint a replacement IMRF authorized agent via resolution and via IMRF form 2.20.

Roll Call Vote - All Aye. The motion passed.

- h. Semi-annual review of executive session minutes - Action Required
- i. Review of executive session recordings more than 18 months old - Action Required

9. Executive Session

**MOTION:** Trustee Sullivan moved to go into Executive Session according to 5 ILCS 120/2(c) (21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Treasurer Norton seconded.  
Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 9:46 p.m.

The Board came back into Open Session at 10:00 p.m.

**MOTION:** Secretary Swistak moved to release the February 13, 2019 Executive Session minutes. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Secretary Swistak moved to destroy the following Executive Session recordings more than 18 months old; February 8, 2017, August 9, 2017, September 13, 2017, and January 10, 2018. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Duffy stated that he appreciated the discussion regarding the facility and looks forward to all ideas. President Hummel mentioned that the Board had good discussion and accomplished a lot. He also mentioned that he attended the LLD Summer Read wrap-up event. Treasurer Norton stated that she appreciated the work of the Board, the Personnel & Policy Committee, and the Physical Plant Committee. Trustee Sullivan thanked everyone for the great discussion. Secretary Swistak mentioned that she heard very positive feedback regarding the teen coding classes this summer. She also really enjoyed the Summer Read wrap-up event and commented that the youth volunteer program was very gratifying for the kids. She also stated she attended an enjoyable cooking program recently.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 10:07 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 18, 2019.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees