

LISLE LIBRARY DISTRICT  
BOARD MEETING  
August 17, 2022 - 7:02 p.m.

1. Roll call

Present:

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

Absent:

Lorna Turner - Trustee  
Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director  
Chris Knight - Recording Secretary  
Christina Allegrini - CCS International Inc. [left the meeting at 8:04 p.m.]  
Don McKay - Sheehan, Nagle, Hartray Architects [left the meeting at 8:04 p.m.]

2. Opportunity for visitors to speak - general public comment period

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Wynn reviewed the July billings in August
- b. Trustee Sullivan and Trustee Turner will review the August billings in September

4. Consent Agenda - Action Required

- a. Approve Minutes of the July 14, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 07/31/22, Investment Activity Report, 07/31/22, Current Assets Report, 07/31/22, Revenue Report, 07/31/22, and Expense Report, 07/31/22
- c. Authorize Payment of Bills, 08/17/22

**MOTION:** Vice President Swistak moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

a. Capital Improvement Project

- I. Monthly Project Status Update - CCS Report including schedule, cost and change order log updates

Ms. Allegrini provided an update on the renovation project which included the north entry, elevator pit, cabling, wiring, drywall, and rough-ins for mechanical, electrical, and plumbing. She stated that Phase 1 and Phase 2 appear to be on schedule. Ms. Allegrini mentioned that the project cost summary was tracking on budget.

## II. Masonry Cleaning Alternate - Discussion

Ms. Allegrini asked the Board to discuss the alternate for masonry cleaning. She showed photos of test areas that were power washed.

Discussion: Trustee Sullivan asked if cleaning the masonry at a later date would negatively impact the paint on cedar. Mr. McKay confirmed that power washing at a later date would likely impact the paint and that the cedar would have to be protected which would add cost. Trustee Sullivan asked for the pros and cons regarding the cleaning. Mr. McKay commented that cleaning would positively impact the building's overall aesthetic and that it was the proper time to schedule the power washing. Director Weinstein mentioned that the test area may not have been the best place to test. Assistant Director McQuillan commented that the north side masonry has more dirt and build-up.

Vice President Swistak commented about the new renovation and suggested that the LLD should power wash the stone. Assistant Director McQuillan explained that three cleaning products were used to test and that all three cleaned about the same. Director Weinstein asked about the timing of the power washing. Mr. McKay suggested that the timing is most likely related to the schedule of construction activities.

Treasurer Norton said that she would prefer to wait and see how the budget evolves through the next phase. She asked about the frequency of power washing. Mr. McKay stated that this type of washing may occur every 10 years. Trustee Sullivan suggested that it might not be the right time. Treasurer Norton suggested possibly including power washing in a future budget. Director Weinstein asked if there was an opportunity to spot clean. Mr. McKay suggested that doing only certain areas might show inconsistencies.

President Bartelli asked if the Board needed to come to a consensus at this meeting. Vice President Swistak suggested that the Board was not ready to move forward on this topic. President Bartelli asked if delaying the washing would negatively impact the project. Mr. McKay suggested that delaying may incur costs due to the contractor's "critical path" status. Trustee Sullivan stated that she would like more information regarding cleaning the north side. Director Weinstein stated that she would walk around the building again to determine where most of dirt and build-up occur.

## III. Exterior Signage - Drafts/Discussion

Mr. McKay provided an overview of three exterior signage design concepts.

Discussion: Vice President Swistak mentioned a need for additional text on the Kingston Avenue sign. Mr. McKay explained that it would be modified. Trustee Sullivan commented that concept 1 was appealing and that using the stone pillars worked. President Bartelli stated that she liked concept 3b and would prefer not to utilize the stone pillars.

Secretary Larson commented on the visibility of the sign and suggested making sure it was more visible to the public. President Bartelli asked about costs. Mr. McKay stated that procuring cost estimates via CCS would be the best route. Ms. Allegrini stated that the LLD was working with a signage vendor and that she would forward selected designs to procure cost estimates.

Vice President Swistak asked who would determine the best location of the main sign. Director Weinstein stated that the Board would make that decision with guidance from the project team. Mr. McKay suggested using a mock-up to determine the best placement. Ms. Allegrini reminded the Board about permitting regulations. Treasurer Norton stated that she would like to see cost estimates and asked to eliminate concept 2 as an option. Treasurer Norton suggested concept 1. She mentioned that concepts 3a and 3b looked unfriendly. Trustee Sullivan stated that the size of concept 1 felt appropriate. Secretary Larson stated that was agreeable with 3a and 3b and mentioned that she was agreeable with concept 1, less the stone structure and current location.

Mr. McKay suggested using the base of concept 2 and the sign of concept 1. Vice President Swistak liked Mr. McKay's idea. President Bartelli suggested sharing the information with Trustees Turner and Wynn and procuring costs. Ms. Allegrini asked for direction regarding which concepts to include in cost estimation. Treasurer Norton said that she did not like the combined shape of concept 1 and 2. The Board agreed to pursue cost estimates for modified concepts 1, 2, and 3.

#### IV. Phase 2 Move Planning - Discussion

Ms. Allegrini stated that Phase 2 would begin with closure dates of October 3 through October 12. She commented that some items in Phase 1 would not be fully completed because of long lead times. Ms. Allegrini stated that the south entry would not be available at the beginning of Phase 2.

Ms. Allegrini and Mr. McKay left the meeting at 8:04 p.m.

#### 6. Committee Reports

- a. Finance - Treasurer Norton spoke on behalf of Trustee Turner stating that there was nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that there was a meeting scheduled for Monday, August 29<sup>th</sup> at 10 am.
- c. Physical Plant - Secretary Larson stated that the Committee toured the Library campus and the landscaping along Kingston Avenue.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.
- e. Ad Hoc Committee to Review Minutes - President Bartelli stated that she and Secretary Larson reviewed the fiscal year 2021-22 official Board packets in accordance with the Library's IPLAR documentation. She stated that the Committee had done its work. President Bartelli officially retired the Ad Hoc Committee.

## 7. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Library participated in Lisle's National Night Out on August 2<sup>nd</sup>. She commented that the event was organized by the Lisle Police Department and included other intergovernmental agencies. Director Weinstein mentioned that she met the new Deputy Chief of Police and that Police Chief Licko personally thanked the Library for participating. She commented that LLD staff met over 200 residents, issued 7 new cards, and renewed 8 cards on site.

Director Weinstein also met with the Police Chief Licko in May to talk about active shooter training and security patrols around the Library. Director Weinstein said that she agreed to partner with the Police Department for future programs.

Director Weinstein stated that she and the LLD Department Directors and met with Mr. Rogers to discuss preliminary planning for Phase 2. She explained that they discussed shelving and collection counts, storage, packing/unpacking, and closure. Director Weinstein discussed the southside entrance framing and explained that the fencing will be adjusted so that equipment for the south entry lot work could occur.

Director Weinstein mentioned the new check-out receipts highlighting value and savings. She said that the Illinois Library Association conference runs October 18<sup>th</sup> through the 20<sup>th</sup> in Rosemont. Director Weinstein mentioned Trustee-related sessions and asked Trustees to let her know if they were interested in attending.

Director Weinstein said that at the last Village Board meeting a Village Trustee mentioned a potential grant opportunity for electric vehicle charging stations. Director Weinstein asked Trustees if they would be open to having a charging station on the LLD campus if it did not incur added costs. She said she would like to contact Village Trustees and remind them to keep the Library on their radar when seeking such grants. The Board agreed.

Assistant Director McQuillan stated that Administration staff was preparing for the annual audit. She said that the landscaper would soon come out to assess trimming in the east parking area.

## 8. New Business

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

**MOTION:** Vice President Swistak moved to approve Ordinance 22-04 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, 2022 and ending June 30, 2023. Secretary Larson seconded.

Director Weinstein provided an overview of the tentative Budget and Appropriation Ordinance (B&A).

Discussion: Trustee Sullivan suggested that the line item for gifts was appropriate and that if the Library was gifted more than the amount appropriated, the LLD could spend in the next fiscal year. She asked if the consulting line amount was appropriate. Director Weinstein provided past examples and stated that the B&A could be adjusted if needed. President Bartelli asked about the transfer of funds. Director Weinstein explained why the amounts in the Working Budget and B&A were different. She stated that the fund transfer from the Corporate Fund to the Special Reserve Fund was properly documented per the LLD attorney. Trustee Sullivan asked if expenses were increasing more than anticipated. Director Weinstein

stated that most all expenditures show a percentage increase. President Bartelli asked about onboarding a new outsourced IT vendor. Director Weinstein explained that LLD has been researching other vendors for a year. She stated that there would be a transition period between the current and new vendor.

Roll Call Vote - All Aye. The motion passed.

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

**MOTION:** Trustee Sullivan moved to accept the Illinois Public Library Annual Report as statutorily required and to submit the IPLAR to the State Library as a condition of system membership. Treasurer Norton seconded.

Discussion: Vice President Swistak mentioned that the phone number listed for her was not accurate. Director Weinstein stated that it would be corrected.

Roll Call Vote - All Aye. The motion passed.

- 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 \$8437.44, to be paid to Gail Graziani (August 2022).

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

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

#### 9. Executive Session

**MOTION:** Trustee Sullivan moved to go into Executive Session under 5 ILCS 120/2(c)(21) the 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. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:36 p.m.

The Board came back into Open Session at 8:43 p.m.

**MOTION:** Vice President Swistak moved to release the following Executive Session minutes; February 16, 2022. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Vice President Swistak moved to destroy the following Executive Session recordings more than 18 months old; February 17, 2021. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

#### 10. Opportunity for Trustee comments (five minutes)

Vice President Swistak stated that she enjoyed the Physical Plant Committee meeting and suggested Trustees take another tour of the interior construction site. She commented that Summer Read was a lot of fun and that outside programming has been very successful.

11. Adjourn

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

The meeting adjourned at 8:46 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 21, 2022.

Approved by

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Karen Larson, Secretary of the LLD Board of Trustees