

LISLE LIBRARY DISTRICT
BOARD MEETING
December 15, 2021 - 7:00 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., Project Manager [left the meeting at 7:28 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Sullivan reviewed the November billings in December
- b. President Bartelli and Trustee Turner will review the December billings in January

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 17, 2021 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/21, Investment Activity Report, 11/30/21, Current Assets Report, 11/30/21, Revenue Report, 11/30/21, and Expense Report, 11/30/21
- c. Authorize Payment of Bills, 12/15/21

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. Project Status Update - CCS report

Mr. Rogers provided a progress update including information regarding construction documents, a permit fee waiver request, furniture packages, and signage.

Mr. Rogers discussed furniture plans and explained new and existing furniture arrangements. He discussed painting the outdoor stone and mentioned the outdoor green siding samples. Mr. Rogers advised that painting larger areas with the green color would provide a better perspective.

Discussion: President Bartelli asked about power washing the stone. Mr. Rogers said that the stone would be cleaned with an appropriate product. Director Weinstein

reminded the Board that once the stone is painted it is permanent. President Bartelli asked if the stone was already painted or if it was naturally multicolored. Mr. Rogers stated that the stone was natural. Trustee Sullivan suggested that painting the stone would remove the natural element. Vice President Swistak commented that she would like to see a larger area painted green, near the stone. Mr. Rogers mentioned the potential to save money by cleaning the stone and not painting it.

Mr. Rogers provided an update on the pre-qualified general contractor bid process. He advised allowing bids through the 22nd of December.

Discussion: Trustee Sullivan asked if contractors submit bids in electronic or physical format. Mr. Rogers explained that the bids must be sealed physical bids. He explained the bid opening process. Vice President Swistak asked in which order they would be opened. Mr. Rogers stated that they would be opened in alphabetical order.

Mr. Rogers went over the project schedule and project cost summaries, stating that they were tracking on schedule and on budget.

Mr. Rogers provided an overview of upcoming activities including a moving bid package, visit to the Merchandise Mart, RFID and security gate purchases, abatement bids, furniture bid package, and Illinois State Library Live and Learn Grant submittal.

Discussion: President Bartelli asked if department heads would be present at the Merchandise Mart. Mr. Rogers affirmed that department heads would be present. President Bartelli asked about insurance liability. Mr. Rogers explained there would be a contractual requirement to have a contractor submit a 10% bid bond.

Mr. Rogers left the meeting at 7:28 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee had a meeting scheduled for Wednesday, December 29th at 12:00 pm.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee met on December 13th and that the next meeting was scheduled for Thursday, January 13th at 1:00 pm. She provided an overview of the draft fundraising letter for the LiteZilla installation.

7. Staff Reports

Director Weinstein summarized her Director's report. She mentioned that the Library had its Winter Read Kick-off Party on December 3rd. The two-hour event included Winter Read sign up, hot chocolate, fake snow, reindeer, and approximately 600 attendees. Director Weinstein explained the Per Capita Grant application. She provided an update on investments and bond proceeds. Director Weinstein spoke about expanding eNews and eBlasts to include Youth, Teen, and Adult lists. She mentioned that the LLD Kindness Card program launched and that 77 handmade cards were collected. The cards will be mailed to the Chicago-based nonprofit, *Cardz for Kidz*, and distributed to hospitalized children, seniors, and veterans. Card stations are

located in the Adult and Youth Services departments. Director Weinstein mentioned 'Best of 2021' displays in the facility and asked Board members to participate by submitting their 'Best of 2021.'

Discussion: Vice President Swistak asked how long the LLD Kindness Card program would last. Director Weinstein stated that it would be an ongoing program. Trustee Sullivan asked Director Weinstein to provide a summary of the videos discussed at the recent Advocacy and Outreach Committee meeting. Director Weinstein provided a summary including video topics and Board member participation.

Assistant Director McQuillan updated the Board on power outages in the area due to high winds. She stated that she checked on the Library. Library staff and Lisle Police received an alert from the Library's security monitoring company. Building doors were checked and were secure. No power outage occurred.

Discussion: Trustee Sullivan asked if there was a security system that works best with power outages. Director Weinstein discussed the Library's security applications, generators, and RFID keyless entry applications.

8. New Business

a. Approve fundraising effort for facility installation - Action Required

MOTION: Trustee Wynn moved to approve of the fundraising effort as recommended by the LLD Advocacy and Outreach Committee for a special feature installation in the Youth Services Department. Trustee Turner seconded.

Discussion: Trustee Sullivan asked for input on the donation letter. Treasurer Norton asked if the Board was approving the letter or approving the effort as a whole. Director Weinstein explained that the Board was approving of the effort that included the letter. Director Weinstein stated that this was a first wave of fundraising and that the LLD had 10 months to fundraise. Vice President Swistak suggested rewording the last sentence of the letter. The Board agreed. Treasurer Norton suggested removing a word from the first sentence of the letter. The Board agreed.

Roll Call Vote - All Aye. The motion passed.

b. Approve Per Capita Grant - Action Required

MOTION: Secretary Larson moved to approve the 2022 Illinois Public Library Per Capita and Equalization Aid Grant Application. Trustee Sullivan seconded.

Director Weinstein provided an explanation of the Per Capita Grant.

Roll Call Vote - All Aye. The motion passed.

c. Approve 2022 Holiday Closings - Action Required

MOTION: Vice President Swistak moved to approve the Library's holiday closing dates for the 2022 calendar year. Trustee Turner seconded.

Director Weinstein provided an explanation of the 2022 holiday closings.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Secretary Larson mentioned her attendance at the Winter Read Kick-off Party and stated that she was excited to see what the Library has planned for next year. Treasurer Norton commented that she appreciated the progress that has been made regarding the renovation project and for the day-to-day operations. She stated that she appreciated the Advocacy and Outreach Committee. Trustee Sullivan wished everyone a safe and happy holiday. Vice President Swistak commented on her attendance at the Winter Read Kick-off Party. She stated that she was excited about where they were headed with the renovation and was very interested in the construction bids. Vice President Swistak wished everyone a happy holiday and new year.

Trustee Turner mentioned that she had a great time at the Winter Read Kick-off Party. Trustee Wynn commented that she attended the Winter Read Kick-off Party with her family. She stated that she is excited every time she attends a Board meeting and said that she has started volunteering in other ways within the community. Trustee Wynn wished everyone a happy holiday. President Bartelli stated that she appreciates the enthusiasm the Board has for the fundraising effort and wished everyone a happy holiday.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:07 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 19, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees