

LISLE LIBRARY DISTRICT
BOARD MEETING
December 21, 2022 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - Vice President
Karen Larson - Secretary
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee

Absent:

Marjorie Bartelli - President
Jenny Norton - Treasurer

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:30 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 Wynn reviewed the November billings in December
- b. Trustee Sullivan and Trustee Turner will review the December billings in January

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 16, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/22, Investment Activity Report, 11/30/22, Current Assets Report, 11/30/22, Revenue Report, 11/30/22, and Expense Report, 11/30/22
- c. Authorize Payment of Bills, 12/21/22

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

5. *And # 6 were combined: Unfinished Business and Capital Improvement Project.*

6. Capital Improvement Project

- a. Monthly Project Status Update - CCS Report including schedule and budget update

Mr. Rogers reported on updates that included demolition in Phase 2, interior framing, carry-over work from Phase 1, canopy paint, and asphalt work. He commented on construction scheduling and material delays and projected substantial project completion in February or early March.

Discussion: Vice President Swistak asked about the east restroom floor drain. Mr. Rogers described a two-foot piece of corroded pipe. Director Weinstein mentioned that the floor tile was replaced around 2007 and since that time she remembered a quick fix tile repair was made near the drain. Mr. Rogers stated that a scope camera would be used to assess the pipe's overall condition.

Secretary Larson asked about installation and access regarding the south entrance. Mr. Rogers explained the fabrication and installation of the stairs and entry doors. Trustee Sullivan asked about material delays. Mr. Rogers commented on the difficulties regarding supply chain.

Mr. Rogers mentioned upcoming activities including carry-over Phase 1 work and ongoing Phase 2 work. He stated that there were no major changes to the project cost summary and explained material testing costs.

Discussion: Trustee Sullivan asked about a change in the budget under Financing Costs. Mr. Rogers explained the original projection of \$15,000 and its reduction.

Mr. Rogers stated that bid alternates could wait until the end of the project and provided an update on change orders.

b. Monument Sign Award Recommendation - Action Required

Approval to award and enter into an agreement with Integrity Sign Company for Monument Sign Services, with Library Director as contract signatory, for a sum of \$8,700 for the base bid scope of services plus add alternate number 1.

MOTION: Trustee Sullivan moved to award and enter into an agreement with Integrity Sign Company for Monument Sign Services, with Library Director as contract signatory, for a sum of \$8,700 for the base bid scope of services plus add alternate number 1. Secretary Larson seconded.

Mr. Rogers stated four firms submitted on-time bids and that he held scope review calls with the two lowest bidding firms. He commented that both firms fabricate in-house, were committed to all of the scope of work being requested, and committed to a reasonable timetable. Mr. Rogers stated that he would like to bring a finalized design package for Board approval in January. He mentioned that it would take 6-8 weeks from permit approval to installation. Mr. Rogers talked about the production process and provided an overview of design aspects such as colors and lighting.

Discussion: Vice President Swistak asked for clarification regarding the images within the packet. Mr. Rogers provided clarification. Director Weinstein asked about Trustee input regarding the final design and color choices. Mr. Rogers suggested having initial meetings with Administration and then have a selection package prepared for Board approval.

Vice President Swistak asked Trustees for their opinions on the concepts. Trustee Wynn appreciated the size of one of the concepts and stated that it would be easier to see. Trustee Turner stated that she preferred concept two. Trustee Sullivan asked for clarification. Mr. Rogers described the add alternate mentions. Trustee Sullivan stated that she was agreeable to both concepts. Secretary Larson said she preferred concept two. Vice President Swistak stated that she preferred concept two. She mentioned that President Bartelli shared that she was in favor of concept two.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:30 p.m.

7. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan shared a donation program brochure from the Downers Grove Park District. Director Weinstein suggested scanning the brochure and sharing it with Trustees via email. Trustee Sullivan agreed.

8. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Library implemented Multi-Factor Authentication (MFA) for email, financial accounts, security accounts, and IT accounts in accordance with requirements of the LLD's insurance carrier. Director Weinstein provided an update on meetings facilitated by the Village regarding the College of DuPage's upcoming Andy Warhol exhibit. She mentioned the meetings discussed a pop art challenge. The College of DuPage will provide a 4x4 window cling featuring four Lisle "celebrities." Director Weinstein stated that the Village was in favor of the Library hosting the window cling.

Discussion: Trustee Sullivan suggested an all-ages scavenger hunt as part of the exhibit activities. Director Weinstein stated she would bring the suggestion up at a future meeting.

Director Weinstein commented on air flow fluctuations in the Administrative Office and back of house areas. She mentioned that Board meeting dates for January and February were changed to Tuesday, January 24th and Tuesday, February 21st. Both changes will be publicized in the Daily Herald. Director Weinstein discussed the annual report in the packet which visually recaps the previous fiscal year.

Director Weinstein provided an overview of her goals for the remainder of the fiscal year. The goals included planning a successful grand opening, developing a marketing plan for the Library, launching a new website in 2023, and having the Library conduct its own Strategic Plan program instead of hiring a consultant.

Discussion: Secretary Larson agreed with Director Weinstein's goal list. Trustee Sullivan commented that she appreciated the goals as listed. Trustee Turner stated that she agreed with the goals and especially appreciated staff being involved in strategic planning. Trustee Wynn appreciated that staff would be involved with Trustees as stakeholders. Vice President Swistak agreed that the goals were very appropriate and thoughtful.

Vice President Swistak asked Trustees if they had any suggestions for Board-directed goals. Trustee Sullivan stated that she would like to see a goal regarding effective fundraising in conjunction with the Advocacy and Outreach Committee. Vice President Swistak asked if this goal was something she envisioned for the remaining 6 months of the current fiscal year or to be part of the next fiscal year. Trustee Sullivan commented that it would be more appropriate to get through the renovation and set fundraising goals next year. Trustee Sullivan asked Director Weinstein for input. Director Weinstein suggested creating an objective within a new Strategic Plan that focused on fundraising. The Board agreed with this suggestion. Trustee Sullivan spoke about idiosyncrasies when downloading audiobooks. Director Weinstein suggested that she and Trustee Sullivan discuss techniques for downloading after the meeting. Vice President Swistak asked for consensus regarding the Director's goals. The Board agreed on the goals as presented.

Assistant Director McQuillan stated that Monaco visited the LLD to assess the HVAC fluctuations in the back of house areas. She mentioned that they replaced an actuator, which regulates temperatures. Assistant

Director McQuillan stated that she attended a property insurance meeting with LIRA and Gallagher. She commented that the pricing for the next calendar year would hold steady due to the implementation of MFA, less claims, and a reduction in extreme losses.

9. New Business

a. Approve 2023 Holiday Closings - Action Required

MOTION: Trustee Sullivan moved to approve the Library holiday closing dates for the 2023 calendar year. Trustee Wynn seconded.

Director Weinstein provided an overview of the 2023 Holiday Closings.

Roll Call Vote - All Aye. The motion passed.

b. Acknowledge Annual Treasurer's Report

Vice President Swistak acknowledged the Annual Treasurer's Report. She stated that the report was a recap of disbursements and expenditures from the previous fiscal year as prepared by the LLD's outsourced financial team Sikich. Sikich prepares the report after the official audit.

10. Opportunity for Trustee comments (five minutes)

Trustee Turner stated that she hopes everyone stays safe and wished everyone a good holiday season. Trustee Sullivan stated her appreciation for the media posts in the packet. Secretary Larson thanked everyone for their hard work this year and wished everyone a safe holiday. Trustee Wynn wished everyone a safe holiday. Vice President Swistak stated that she was looking forward to continued progress on the renovation. She wished everyone a wonderful holiday season and happy new year.

11. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Secretary Larson seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:59 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 24, 2023.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees