

LISLE LIBRARY DISTRICT  
BOARD MEETING  
February 16, 2022 - 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

Absent:

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 8:24 p.m.]  
Eric Penney - Sheehan, Nagle, Hartray Architects (via GoToWebinar) [left the meeting at 7:33 p.m.]  
Magda Hebal - Sheehan, Nagle, Hartray Architects (via GoToWebinar) [left the meeting at 7:33 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Swistak and Trustee Wynn reviewed the January billings in February
- b. Trustee Sullivan and Trustee Turner will review the February billings in March

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 19, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 01/31/22, Investment Activity Report, 01/31/22, Current Assets Report, 01/31/22, Revenue Report, 01/31/22, and Expense Report, 01/31/22
- c. Authorize Payment of Bills, 02/16/22

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

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
  - i. Monthly Project Status Update - CCS Report

Mr. Rogers provided a progress update on construction meetings, Village of Lisle partial permit fee waiver, RFID and security gates. He stated that the project was on schedule and on budget. Mr. Rogers provided an overview of upcoming activities including an abatement logistics meeting, public furniture bid packages, furniture auction, soil testing and sanitary line investigation.

Discussion: Trustee Sullivan asked about financing costs. Mr. Roger explained that the cost is covered within the debt. President Bartelli asked about the furniture auction. Mr. Rogers stated that the auction would be held online.

ii. SNHA Furniture Update Presentation

Ms. Hebal presented furniture selections for the Adult and Youth Services areas and outdoor terrace.

Discussion: President Bartelli asked about electrical access for people to charge personal devices. Ms. Hebal explained that electrical access would be readily available. Trustee Sullivan asked if the outdoor reading area would have WiFi coverage. Director Weinstein affirmed it would have WiFi coverage.

iii. Workstation Furniture Bid Package Award Recommendation - Action Required

**MOTION:** Vice President Swistak moved to award and enter into an agreement with Interior Investments for the FF&E Workstation bid package for \$149,907.03, with Board President as signatory to the contract. Secretary Larson seconded.

Mr. Rogers explained the Workstation bid package award recommendation.

Roll Call Vote - All Aye. The motion passed.

iv. Title Company Escrow and Payment Process - Action Required

**MOTION:** Treasurer Norton moved to enter into an agreement with Chicago Title and Trust Company for Construction Escrow Trust Setup and Payment Disbursing with a \$1,000 initial setup fee and \$400 per draw. Vice President Swistak seconded.

Mr. Penney and Ms. Hebal left the meeting at 7:33 p.m.

Mr. Rogers explained the Title Company Escrow and Payment Process.

Roll Call Vote - All Aye. The motion passed.

v. Construction Material Testing Services Recommendation - Action Required

**MOTION:** Trustee Sullivan moved to award the Construction Material Testing Services scope of work to Construction Field Services in accordance with rates provided within their proposal. Treasurer Norton seconded.

Mr. Rogers explained the Construction Material Testing Services recommendation.

Roll Call Vote - All Aye. The motion passed.

vi. Moving Services Award Recommendation - Action Required

**MOTION:** Vice President Swistak moved to award and enter into an agreement with Hallet and Sons for Library Moving Services up to \$258,000.00, with Board President as signatory to the contract. Trustee Turner seconded.

Mr. Rogers explained the Moving Services award recommendation.

Discussion: Trustee Turner asked about the 5 day commitment for the Library move. Mr. Rogers explained that the company would keep to the 5 days and that the cost to the Library would remain constant regardless of the duration of the move.

Roll Call Vote - All Aye. The motion passed.

vii. Director and Board of Trustee Change Order Approval Thresholds - Action Required

**MOTION:** Vice President Swistak moved to approve change order thresholds and procedures as follows; The Library Director may approve change orders which increase or reduce the original contract price by \$9,999.99 or less. The Library Director is authorized to issue the statutory written determination for change orders which increase or reduce an original contract price by \$10,000 to \$24,999.99. And, the Library Board shall approve change orders over \$25,000. Trustee Turner seconded.

Mr. Rogers explained the Director and Board of Trustee change order approval thresholds.

Discussion: Mr. Rogers mentioned that the motion was missing *'and may approve and sign the change order'* after the \$24,999.99. Treasurer Norton suggested a change to the motion to state *'\$25,000 and over'* instead of *'over \$25,000'*.

Vice President Swistak amended her motion.

**MOTION:** Vice President Swistak moved to approve change order thresholds and procedures as follows; The Library Director may approve change orders which increase or reduce the original contract price by \$9,999.99 or less. The Library Director is authorized to issue the statutory written determination for change orders which increase or reduce an original contract price by \$10,000 to \$24,999.99 and may approve and sign the change order. And, the Library Board shall approve change orders of \$25,000 and over. Trustee Turner seconded

Discussion: Trustee Sullivan asked if Director Weinstein would be in communication with President Bartelli regarding change orders. Director Weinstein stated she would alert the whole Board to change orders.

Roll Call Vote - All Aye. The motion passed.

viii. Planned Library Closure - Action Required

**MOTION:** Secretary Larson moved to approve the closure of the Library for Phase-1 Abatement on March 17 and 18, 2022. Trustee Sullivan seconded.

Mr. Rogers explained the planned Library closure.

Discussion: Trustee Sullivan asked about the abatement process. Mr. Rogers explained the process. Trustee Turner asked about the auction and staff space. Mr. Rogers and Director Weinstein explained that staff would have makeshift offices. Trustee Sullivan asked about notices for the two closure dates. Director Weinstein stated there would be social media posts and signage throughout the building. President Bartelli asked

about abatement on weekdays. Mr. Rogers stated that weekend work would be at premium cost.

Roll Call Vote - All Aye. The motion passed.

ix. Ground Breaking Ceremony Discussion

Mr. Rogers asked the Board about a scheduled special event and stated that construction would start on March 21<sup>st</sup>.

Discussion: Vice President Swistak stated that she would like an event with all Trustees in attendance. She mentioned having a small ground breaking event and then having a bigger event for the grand opening after construction is completed. Treasurer Norton stated she would be comfortable not having an event until construction completion. Secretary Larson agreed with Vice President Swistak. Trustee Sullivan suggested extending invitation to donors and the general public. Trustee Turner agreed that something should be done to celebrate. President Bartelli agreed with the majority of Trustees and suggested having an event at the grand opening as well. Vice President Swistak asked about the meeting status. Director Weinstein stated that the meeting would be scheduled as a public meeting. The Board discussed dates and agreed on March 21<sup>st</sup> at 2:00 pm. President Bartelli asked Director Weinstein to contact Trustee Wynn about that date. Mr. Rogers stated that he would coordinate with the contractor to bring shovels and hard hats. He suggested inviting people from SNHA and Camosy as well.

Mr. Rogers left the meeting at 8:24 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Board would have a discussion on the Director evaluation process during New Business.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee met on Thursday, February 10<sup>th</sup>. She provided an overview of five benefits of the LiteZilla. Trustee Sullivan asked Board members how they felt about putting the LiteZilla project information on the Library's social media pages.

Discussion: Treasurer Norton agreed as long as it was consistent with the information in the newsletter. Trustee Sullivan asked Board members how they felt about putting a donation button on the LLD website. Director Weinstein stated that she and the IT Manager were working with vendors to make sure it is PCI compliant, safe, and secure. Secretary Larson stated that she did not have an issue with it.

7. Staff Reports

Director Weinstein summarized her Director's report. She discussed the expiring indoor mask mandate. She stated that staff would continue to wear masks on March 1<sup>st</sup> and that it could change depending on the trending rates in our area. Director Weinstein commented on a new interlibrary loan [system](#). She provided an

update on the LiteZilla fundraising project total. She stated that \$8,655 donations had been received, surpassing 50% of the goal mark. She mentioned that a one-page LiteZilla flyer is available at every public service desk, and that it mirrors the information in the newsletter. She said that staff were working on an internal LiteZilla display.

Discussion: Trustee Turner asked about purchasing a larger LiteZilla board if they surpass the \$15,000 goal. Director Weinstein stated that there are larger options.

Director Weinstein mentioned that she, President Bartelli, Mr. Rogers, and Mr. McKay attended the February 7<sup>th</sup> Village of Lisle Board meeting and presented an overview of the renovation. She stated that this coincided with the LLD's request to waive the permit fees, which was also supported by Village staff. Director Weinstein stated that the fee waiver was approved by a majority of Trustees. She mentioned that some members disagreed and that a thank you letter was issued to the Village Board for the approval while also addressing points made by those who opposed the waiver.

Director Weinstein stated that, on two separate occasions, Trustees Wynn and Turner met to film videos about the renovation and that the videos are to be released sometime in March when the Library begins the first phase of construction. Director Weinstein mentioned that Department Directors met with Ms. Hebal for furniture selections. She stated that staff tested out and voted on task chairs with a unanimous outcome.

Discussion: Trustee Sullivan stated that she liked the thank you letter issued to the Village Board.

Assistant Director McQuillan shared two updates. She mentioned that some of the cabling for the heat trace gutter system needed to be replaced. Assistant Director McQuillan stated that Monaco Mechanical came out to replace a hot water pump.

Discussion: Trustee Sullivan asked about the collaborative programs with Northbrook Public Library. Director Weinstein mentioned that one program had occurred so far, with one upcoming. She stated that the programs were featured on social media and the LLD website.

## 8. New Business

### a. Director Evaluation Process: Discussion - LLD Personnel & Policy Chairwoman Swistak

Vice President Swistak shared an example evaluation. She asked Board members for feedback for the next Personnel and Policy Committee meeting.

Discussion: Trustee Turner asked about having a 360 review. Trustee Sullivan suggested reviews with staff that report directly to the Director. President Bartelli commented on self-directed goals. Treasurer Norton suggested the option of anonymity with reviews. Secretary Larson agreed with other comments.

Vice President Swistak asked about adding a merit portion to the evaluation. Secretary Larson stated that it was a great idea. Trustee Sullivan commented on how performance reviews are utilized more as coaching tools. Trustee Turner liked the idea of setting goals. Trustee Sullivan commented on SMART (specific, measurable, achievable, relevant and timely) goals.

### b. Semi-annual review of executive session minutes - Action Required

### c. Review of executive session recordings more than 18 months old - Action Required

9. Executive Session

**MOTION:** Vice President Swistak moved to go into Executive Session for 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 9:03 p.m.

The Board came back into Open Session at 9:17 p.m.

**MOTION:** Treasurer Norton moved to release the following Executive Session minutes; August 11, 2021. Trustee Sullivan 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 12, 2020, June 17, 2020, July 15, 2020, August 12, 2020 #1, and August 12, 2020 #2. Treasurer Norton seconded. Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Secretary Larson thanked everyone for their hard work and stated she was excited for next month. Trustee Sullivan agreed with Secretary Larson and lauded the staff. Vice President Swistak thanked everyone for the discussion and appreciated the work. She thanked Director Weinstein for the communications provided to staff and the Board. President Bartelli agreed with Vice President Swistak and commented that she appreciated Director Weinstein's collaboration with staff.

11. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Treasurer Norton seconded. Roll Call Vote - All Aye. The motion passed. The meeting adjourned at 9:22 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on March 16, 2022.  
Approved by

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Karen Larson, Secretary of the LLD Board of Trustees