

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 19, 2022 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President  
Emily Swistak - Vice President (via GoToWebinar)  
Jenny Norton - Treasurer (via GoToWebinar)  
Karen Larson - Secretary (via GoToWebinar)  
Liz Sullivan - Trustee (via GoToWebinar)  
Lorna Turner - Trustee (via GoToWebinar)  
Sara Wynn - Trustee (via GoToWebinar)

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Chris Knight - Recording Secretary [arrived at 7:55 p.m.]  
Marc Rogers - CCS International Inc., Project Manager  
Tim Drewry - Camosy Incorporated (via GoToWebinar) [left the meeting at 7:23 p.m.]

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

3. Assignments for reviewing monthly accounts payable

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

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 15, 2021 Board Meeting
- b. Approve Minutes of the January 7, 2022 Special Board Meeting
- c. Acknowledge Treasurer's Report, 12/31/21, Investment Activity Report, 12/31/21, Current Assets Report, 12/31/21, Revenue Report, 12/31/21, and Expense Report, 12/31/21
- d. Authorize Payment of Bills, 01/19/22

**MOTION:** Trustee Sullivan moved to approve the Consent Agenda. Trustee Turner seconded.

Discussion: President Bartelli suggested a correction to the January 7, 2022 Special Board Meeting minutes regarding the date at the top. The correction was noted.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
  - i. Project Status Update - CCS report

Mr. Rogers stated that construction project bids were received and would have a recommendation for award later in the meeting. He provided an update including information regarding the furniture package, moving package, material testing package, and permit review process.

Discussion: Secretary Larson asked about the workstation material durability. Mr. Rogers explained that materials were commercial grade.

Mr. Rogers provided a phasing and logistics update, including information about anticipated Library closures. He stated that he would come to the Board with more detail in February.

Discussion: Trustee Sullivan asked about notifying other local libraries when the LLD is closed. Director Weinstein explained that she would post via RAILS for LLD updates as well as inform the public via eBlast, social media, and the website.

Mr. Rogers provided an abatement update.

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

Mr. Rogers provided an overview of upcoming activities including a kick-off meeting with the General Contractor. He discussed the bidding process for furniture, moving, and construction material testing. He also discussed the RFID and security gate purchases, a VOL permit fee waiver request, and exterior signage package.

Mr. Rogers recommended that the Lisle Library District award Camosy Incorporated the General Contract for the Renovation Project because they were the lowest qualified bid with no exclusions, substitutions, or clarifications.

Mr. Drewry from Camosy introduced himself to the Board. Mr. Rogers provided an overview of alternates.

Discussion: Trustee Sullivan asked about the interior masonry. Mr. Rogers explained that the base scope includes painting the interior masonry.

ii. Approval to award renovation project construction contract - Action Required

**MOTION:** Trustee Wynn moved to award the renovation project construction contract to Camosy Incorporated with the base bid lump sum of \$5,296,700; with LLD Board President Bartelli as signatory to contract documents. Vice President Swistak seconded. Roll Call Vote - All Aye. The motion passed.

Mr. Rogers congratulated the Library Board.

Mr. Drewry left the meeting at 7:23 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee met on Wednesday, December 29<sup>th</sup>. She mentioned that the Committee discussed three policies; Policy 735 approved at a recent Special Board meeting and Policies 345 and 360 that were being considered at this evening's meeting. Vice President Swistak commented that the Committee also discussed the Director evaluation process and requested that the full Board discuss this subject at the February meeting.

Discussion: Trustee Sullivan asked if there was a written policy regarding the Director evaluation process. Vice President Swistak stated that there was no policy and explained the need for a clearer procedure and process.

- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee met on Thursday, January 13<sup>th</sup>. She provided an update on donations. Trustee Sullivan provided an overview of recommendations from the Committee for Board consideration. The recommendations included having Director Weinstein contact the Friends of the Lisle Library, posting information about the fundraising effort on the LLD website, providing fundraising information in the newsletter, and having an internal display that shows fundraising progress. She also commented on having a LiteZilla coloring page for kids and pamphlets containing fundraising information. Trustee Sullivan mentioned other topics including pursuing donations from businesses.

Discussion: The Board agreed to have Director Weinstein contact the Friends of the Lisle Library, post information about the fundraising effort to the LLD website, provide fundraising information within the newsletter, create an internal display that shows fundraising progress, have a LiteZilla coloring page for kids, and have flyers.

Vice President Swistak suggested providing a coloring page in curbside pick-up bags for children. Director Weinstein stated that it was a great idea.

President Bartelli asked for Board feedback regarding the Library being the point of contact for fundraising and not individual Trustees. Trustee Turner commented that the Board previously agreed that individual Trustees would not take action without Board approval. Treasurer Norton stated that the Board is generally willing and ready to convene when needed to keep things moving in a timely manner. Trustee Sullivan spoke about her experiences regarding fundraising. Treasurer Norton commented on having consensus regarding methods and to follow an agreed upon process.

President Bartelli reminded the Board to follow best practices. Secretary Larson agreed and suggested following the guidelines that were agreed upon at the January Special Board meeting. Director Weinstein shared information provided by the Library's attorney regarding accepting donations. Vice President Swistak stated that it was vital that the Board follow Policy 735 Donations & Gifts approved at the January Special Board meeting

Director Weinstein restated the recommendations agreed on by the Board. Vice President Swistak asked about having kids donate spare change. Trustee Turner said that the Committee discussed the idea and that no final decision was made. Director Weinstein stated that she spoke with the Director of Youth Services and that he was not comfortable having a money jar in YS. She suggested a coloring page to involve children in a creative way instead of financial way. Treasurer Norton suggested the possibility of having a donation box for anonymous cash donations.

Trustee Wynn stated that she liked the idea of having a coloring sheet included in curbside pick-up bags. She discussed concerns about fundraising during the renovation

timeline and stated that she thought the campaign was moving a bit fast. Trustee Wynn stated that she was in agreement regarding following policy.

Trustee Sullivan stated that the next Committee meeting was scheduled for Thursday, February 10<sup>th</sup> at 1:00 pm.

## 7. Staff Reports

Director Weinstein summarized her Director's report. She mentioned that the Library concluded its Winter Read program on January 7<sup>th</sup> and that a total of 893 patrons had participated this year. She thanked staff for the work that went into the program. Director Weinstein mentioned that the Board and Committees met frequently during the holiday season; 6 times during a 30 day window. She stated that LLD staff, CCS, and SNHA visited the Merchandise Mart to evaluate furniture for the Youth and Adult areas. Director Weinstein mentioned that the LLD will be utilizing approximately 50% of the existing furniture. She mentioned that she, Mr. Rogers, Department Directors, and the IT Manager met to discuss phasing aspects of the renovation. Director Weinstein thanked the Board for agreeing to the recommendations of the Advocacy & Outreach Committee and thanked donors (elected officials, local leaders, past Trustees, and organizations) for their contributions. She stated that \$4,405 has been raised; 29% of the goal.

Discussion: Vice President Swistak asked where future Board meetings would be held once the meeting rooms were unavailable. Director Weinstein explained that meetings would not be held at the Library and provided an overview of meeting requirements per the Open Meetings Act and that future locations were being researched.

Assistant Director McQuillan mentioned that the Library partners with the Village of Lisle to provide floodplain maps and documents for the area. She stated that the Village provides the documents and that Library staff processes those documents and adds them to the Reference collection. Assistant Director McQuillan commented that Library staff updated the AED devices in the Library by replacing batteries and pads. She mentioned that there were two AED devices in the building and that the updates are good through 2023.

## 8. New Business

- a. Appoint Committee to prepare FY2022/23 Working Budget

President Bartelli appointed a Committee of the Whole to discuss and prepare the FY2022/23 Working Budget. She stated that in the coming months the Board would meet as a whole to discuss the forthcoming budget and that the meetings may be separate or be in conjunction with regular Board meetings. President Bartelli commented that she and Director Weinstein would work on a schedule soon and that the Board would be alerted to the schedule.

- b. Approve LLD Policy 345: Reference & Readers' Advisory Services - Action Required

**MOTION:** Vice President Swistak moved to approve LLD Policy 345: Reference & Readers' Advisory Services. Secretary Larson seconded.

Director Weinstein provided an explanation of LLD Policy 345: Reference & Readers' Advisory Services.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 360: Library-Sponsored Public Programs - Action Required  
**MOTION:** Vice President Swistak moved to approve LLD Policy 360: Library-Sponsored Public Programs. Trustee Sullivan seconded.

Director Weinstein provided an explanation of LLD Policy 360: Library-Sponsored Public Programs.

Discussion: Trustee Wynn suggested a correction in the fifth paragraph regarding the word *dues*. The correction was noted.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Bartelli thanked the Department Directors for their quarterly reports. She mentioned that she was glad to see that the art prints were updated. Secretary Larson stated that she was excited to hear that construction would begin in March. Treasurer Norton thanked everyone and mentioned her appreciation for the quarterly reports. She said that she would ask the Director about Library-specific statistics. Trustee Sullivan thanked everyone for their work. She commented on the increase in license plate renewals, new library cards, and library card renewals shown in the Circulation quarterly report.

Trustee Turner thanked everyone and appreciated that Director Weinstein reached out to the Youth Services Director for his opinion about the donation jar idea. Trustee Wynn thanked everyone and commented on the scavenger hunt held by Youth Services. Vice President Swistak commented that she appreciated that all Board members are comfortable talking and sharing their thoughts and that their voices are valued. She stated her appreciation and thanked President Bartelli for her work. Vice President Swistak thanked Mr. Rogers for being thorough. She thanked the Board for approving the policies that the Personnel & Policy Committee drafted. Vice President Swistak thanked Director Weinstein and Assistant Director McQuillan for their work in keeping staff safe and happy and keeping the Library operational.

10. Adjourn

**MOTION:** Trustee Sullivan moved to adjourn the meeting. Trustee Turner seconded.

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 8:39 p.m.

Recorded by

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Chris Knight, Recording Secretary

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

Approved by

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Karen Larson, Secretary of the LLD Board of Trustees