

LISLE LIBRARY DISTRICT
BOARD MEETING
June 15, 2022 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - Trustee
Emily Swistak - Trustee
Jenny Norton - Trustee
Karen Larson - Trustee
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager [left the meeting at 7:25 p.m.]

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

3. Election of Officers - Action Required

MOTION: Trustee Swistak moved to elect Marjorie Bartelli as President of the LLD for a 12-month term.

Trustee Norton seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: President Bartelli moved to elect Emily Swistak as Vice President of the LLD for a 12-month term.

Trustee Wynn seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Norton moved to elect Karen Larson as Secretary of the LLD for a 12-month term. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Sullivan moved to elect Jenny Norton as Treasurer of the LLD for a 12-month term.

Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

4. Assignments for reviewing monthly accounts payable

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

5. Consent Agenda - Action Required

- a. Approve Minutes of the May 16, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 05/31/22, Investment Activity Report, 05/31/22, Current Assets Report, 05/31/22, Revenue Report, 05/31/22, and Expense Report, 05/31/22
- c. Authorize Payment of Bills, 06/15/22

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

Roll Call Vote - All Aye. The motion passed.

6. Unfinished Business

a. Capital Improvement Project

- i. Project status update including schedule, exterior signage, and north drive lane work - CCS Report

Mr. Rogers provided an update regarding south entrance work. He stated that phase one of the project may extend into September.

Discussion: Trustee Sullivan asked if costs would increase if the project took longer. Mr. Rogers stated that only certain conditions would warrant an increase in costs.

Mr. Rogers provided an overview of the project cost summary. He mentioned a clerical error in the packet documents. Director Weinstein asked Mr. Rogers to forward her the corrected document to update the online packet.

Discussion: President Bartelli asked about signage design costs. Mr. Rogers explained that the budget is for an anticipated amount and may be adjusted once a contract is proposed. Treasure Norton asked which phase would likely utilize more contingency. Mr. Rogers stated that phase one could potentially use more contingency funds.

Mr. Rogers provided an overview regarding change orders, alternates, and exterior signage.

Discussion: Vice President Swistak asked about sign visibility. Mr. Rogers stated that directional signs will have reflective lettering. President Bartelli mentioned the signage at the new entrances. Mr. Rogers commented on the logo design at the entrances and discussed the potential for lettering on the south side. Treasurer Norton recommended that the south and north entrance signs have enhanced information on them. Mr. Rogers suggested that the phrasing, "main entrance" appear on the sign at the north entrance. Trustee Sullivan asked which entrance would have handicapped parking. Mr. Rogers stated that both entrances would have handicapped parking.

Mr. Rogers discussed work that would occur on the north drive lane. He stated that the work would begin June 26th. Mr. Rogers said that a traffic management company would install barrier equipment and that the book drop would be moved so to be accessible.

Mr. Rogers left the meeting at 7:25 p.m.

7. Committee Reports

President Bartelli stated that new Committee arrangements will be announced at the July Board meeting.

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak provided an overview of the draft Director evaluation form.

Discussion: Trustee Sullivan asked if the ratings scheme was a sum or average calculation. Vice President Swistak explained the rating system. Trustee Sullivan made suggestions to the ratings scheme. Trustee Sullivan asked about retention requirements for personnel records. Director Weinstein said that she recalled the requirements were to keep records at least 7 years.

Vice President Swistak stated that she would prepare an updated draft for approval at the next Board meeting. She said that the job description for LLD Director would be the Committee's next personnel topic.

- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

8. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Library held its 2022 Summer Read Sign-Up event. She mentioned that the event included Pollock-inspired art, ring toss challenges, craft kits, complimentary donuts, and hosted approximately 350 patrons. Director Weinstein stated that over 700 patrons signed up for Summer Read as of her report.

Director Weinstein stated that the Library website would be redesigned. She said that the goal is to have a new website in the new year. She mentioned that she and Assistant Director McQuillan managed the selection of greenery for the corner of Front Street and Kingston Avenue to prepare for a new sign and for more visibility.

Director Weinstein stated that the Library is planning for an enhanced security system. She mentioned that she met with Camosy, Mr. Rogers, the architects, and the Library's IT Manager on the topic. Director Weinstein commented that Mr. Rogers, Camosy, and the IT Manager met with the Library's security firm so that enhancements can be implemented in both phases of the project.

Discussion: Trustee Sullivan asked about offering more services such as selling Metra passes. Director Weinstein explained that she's had staff look into selling stamps and fishing licenses. President Bartelli suggested refuse stickers. Director Weinstein stated that some services may not yield a profit, but would offer a great convenience to patrons. Vice President Swistak suggested looking into both Village and Township for refuse stickers.

Director Weinstein provided an overview of the Assistant Director's report. She stated that Assistant Director McQuillan oversaw general safety training for staff such as locating fire alarms and extinguishers. Director Weinstein mentioned that the IT Manager forwarded staff the quarterly, online, cyber-security training sessions. She commented that Assistant Director McQuillan attended online IMRF and LIMRiCC meetings.

9. New Business

- a. Adopt Resolution 22-01: Lisle Library District Board Members - Action Required
MOTION: Vice President Swistak moved to adopt Resolution 22-01: Lisle Library District Board Members. Trustee Sullivan seconded.

Director Weinstein provided a summary of Resolution 22-01: Lisle Library District Board Members.

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 22-02: Ordinance authorizing non-resident cards - Action Required
MOTION: Vice President Swistak moved to adopt Ordinance 22-02: Ordinance authorizing non-resident cards, annual ordinance authorizing public library non-resident cards by the tax bill method. Secretary Larson seconded.

Director Weinstein provided a summary of Ordinance 22-02: Ordinance authorizing non-resident cards.

Roll Call Vote - All Aye. The motion passed.

- c. Adopt Ordinance 22-03: Meeting Date Ordinance - Action Required
MOTION: Trustee Sullivan moved to adopt Ordinance 22-03: Meeting Date Ordinance. Secretary Larson seconded.

Discussion: Treasurer Norton stated that she could not make the December meeting date.

Roll Call Vote - All Aye. The motion passed.

- d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$9239.05, to be paid to Patricia Ruocco (June 2022).

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

Director Weinstein stated that Patricia has been with the Library for 20 years, was an Adult Services Librarian, ran the mystery book group, ran the film club, and possessed a wealth of genre knowledge. She stated that Patricia would be greatly missed.

- e. Set Director's salary for FY2022-23 - Action Required

10. Executive Session

MOTION: Trustee Sullivan moved to go into Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:58 p.m.

The Board came back into Open Session at 9:04 p.m.

MOTION: Vice President Swistak moved to approve the Director's salary of \$128,500.00 for fiscal year 2022-2023. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Secretary Larson stated that she was thankful for Director Weinstein and for the staff. She said that she was excited for the LiteZilla. Trustee Sullivan told Director Weinstein to keep up the good work and that she enjoyed having her as the Director. Trustee Turner said she was excited for the LiteZilla and that the Summer Read sign-up was a lot of fun. Trustee Wynn said that the Summer Read program was very good and that it was wonderful to hear about the LiteZilla success. Treasurer Norton thanked Director Weinstein for a wonderful fiscal year and congratulated Vice President Swistak on the updates to the Director's evaluation. Treasurer Norton stated that Patricia was the Librarian who first introduced her to the Library's mystery collection and book group. President Bartelli stated that she was happy with the Personnel and Policy Committee and said that the Summer Read event was a lot of fun. She mentioned that she was pleased with the Director evaluation process. She also thanked Director Weinstein for her good work.

12. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Treasurer Norton seconded.
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 9:07 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on July 14, 2022.
Approved by

Karen Larson, Secretary of the LLD Board of Trustees