

LISLE LIBRARY DISTRICT
BOARD MEETING
June 17, 2020 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President
Marjorie Bartelli - Vice President (via GoToMeeting)
Jenny Norton - Treasurer (via GoToMeeting)
Emily Swistak - Secretary (via GoToMeeting)
Thomas Duffy - Trustee (via GoToMeeting)
Karen Larson - Trustee
Liz Sullivan - Trustee (via GoToMeeting)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager (via GoToMeeting)

2. Opportunity for visitors to speak - None

3. Election of Officers - Action Required

MOTION: Trustee Bartelli moved to nominate T. Hummel as President of the Board. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

T. Hummel was elected President for a 12 month term.

MOTION: Trustee Sullivan moved to nominate M. Bartelli as Vice President of the Board. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

M. Bartelli was elected Vice President for a 12 month term.

MOTION: Trustee Bartelli moved to nominate E. Swistak as Secretary of the Board. Trustee Norton seconded.

Roll Call Vote - All Aye. The motion passed.

E. Swistak was elected Secretary for a 12 month term.

MOTION: Trustee Sullivan moved to nominate J. Norton as Treasurer of the Board. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

J. Norton was elected Treasurer for a 12 month term.

4. Presidential appointment of LLD standing committees

President Hummel stated the Committee memberships would remain the same with the exception of adding Trustee Sullivan to the Physical Plant Committee.

5. Assignments for reviewing monthly accounts payable

- a. President Hummel reviewed the May billings in June
- b. Treasurer Norton and Trustee Larson review the June billings in July - if not possible, Board President shall sign June billings in July.

6. Consent Agenda

- a. Approve Minutes of the May 13, 2020 Board Meeting
- b. Acknowledge Treasurer's Report, 05/31/20, Investment Activity Report, 05/31/20, Current Assets Report, 05/31/20, Revenue Report, 05/31/20, and Expense Report, 05/31/20
- c. Authorize Payment of Bills, 06/17/20

MOTION: Trustee Duffy moved to approve the Consent Agenda. Trustee Larson seconded.

Discussion: Trustee Sullivan asked about the investment activity sheet and suggested a committee meeting. Treasurer Norton stated that she could address Trustee Sullivan's questions offline or have a committee meeting if needed. Secretary Swistak suggested a minor edit to the minutes. Vice President Bartelli asked for an explanation of the expense for OverDrive materials. Director Weinstein explained that a portion of Per Capita Grant funds were expended on digital content per the Grant application. Trustee Sullivan asked if the TIF funds on page 12 of the packet was related to Navistar. President Hummel commented that most of the monies come from the Navistar TIF and a smaller amount probably came from the UTI TIF. President Hummel mentioned a duplication of the 'Year to Date' (YTD) columns in the Expenses report in the packet and stated it would be corrected.

Roll Call Vote - All Aye. The motion passed.

7. Committee Reports

- a. Finance - Treasurer Norton stated no update.
- b. Personnel/Policy - Secretary Swistak stated nothing at this time.
- c. Physical Plant - Vice President Bartelli stated nothing at this time.
- d. Committee of the Whole/Budget - This committee has fulfilled its role and was retired by the Board President.

8. Executive Session

MOTION: Trustee Sullivan moved to go into Executive Session to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Trustee Duffy seconded.

Discussion: Treasurer Norton mentioned she did not hear the statute referenced. President Hummel asked Trustee Sullivan to withdraw her motion and restate it. Trustee Sullivan withdrew her motion.

MOTION: Trustee Sullivan moved to go into Executive Session for 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:22 p.m.

The Board came back into Open Session at 8:00 p.m.

9. Unfinished Business

Facility options: CCS update and discussion

Marc Rogers, from CCS, mentioned a couple of unsuccessful attempts to contact F&C (Flaherty & Collins) for an update on development options for downtown Lisle. CCS has also had a brief call with another developer with interest in Downtown Lisle. Mr. Rogers also mentioned a preliminary draft for an RFQ.

Discussion: Director Weinstein stated that drafting a preliminary RFQ had merit; filling in the blanks, determining needs, and assigning priorities. President Hummel asked each Trustee for their feedback on the topic. Trustees agreed. Mr. Rogers commented that the RFQ would be structured to be applicable to both a downtown option and the current footprint.

Mr. Rogers discussed current building planning and priorities while managing the impact of COVID-19.

Discussion: Director Weinstein thanked Mr. Rogers for his summary. He mentioned a video resource via ALA that discussed COVID-19 and library buildings. Director Weinstein said she would forward it to the Board. Trustee Sullivan suggested a drive-thru service similar to Glen Ellyn Public Library and encouraged continuing curbside pick-up.

10. Staff Reports

Director Weinstein discussed COVID-19, public health, and the Library. She stated the Library has been closed since March 13th and listed the public services that have advanced during the closure: curbside pick-up, take-and-make craft kits, home delivery, and Summer Read. She mentioned the Library is in the midst of planning for reopening to the public. Director Weinstein stated, for the safety and health of both the public and staff, the Library should take a measured approach to staffing and services while planning.

Discussion: Director Weinstein discussed points for reopening. Vice President Bartelli commented about the effort of enforcement regarding requirements. Trustee Duffy suggested adhering to the Patron Code of Conduct. Trustee Larson said having a maximum of 50 people at one time was good and to rely on the Patron Code of Conduct. Treasurer Norton stated that she agreed with the 50 count, and also was concerned about enforcement. Trustee Sullivan said she liked the 50 count and asked about only allowing LLD card holders into the building. Director Weinstein stated that a public library cannot ban non-cardholders from entering, but can limit special services, such as curbside pick-up to card-holders. Secretary Swistak agreed with the number 50 and stated it will be very difficult to figure the best process for both the patrons and staff.

Vice President Bartelli commented that she's witnessed some nonconformance regarding mask wearing out in public. Director Weinstein suggested that if someone does not want to wear a mask, the LLD offers curbside service. Trustee Duffy commented about the higher risk for elderly patrons and wants a strict policy regarding wearing a mask in the building. He also suggested offering masks to the public. President Hummel asked about Home Delivery service. Director Weinstein stated that Home Delivery was restarted in late May. Trustee Larson stated that she was in favor of a strict mask requirement to protect both patrons and staff. Treasurer Norton commented that all should wear a mask or to direct patrons to curbside service. Trustee Sullivan commented that the LLD should reserve the right to call the police to provide education regarding masks. Secretary Swistak stated that the mask requirement was very important and liked the idea of the LLD providing masks for patrons that do not have them.

Director Weinstein mentioned that there would be some staffing challenges continuing curbside service while remaining open, yet also stated that the curbside users would overwhelmingly like the service to continue. Director Weinstein posed limiting the service days to the Board. President Hummel stated he would like the service to continue and possibly cut it down to twice a week.

Secretary Swistak stated she would like to see curbside pick-up remain as-is. Trustee Sullivan agreed. Treasurer Norton agreed and stated that due to the pause on indoor programming, that staffing curbside might be achievable. Trustee Larson suggested one day a week would be sufficient. Trustee Duffy stated he wanted curbside to continue three days a week and wanted people to get their books in a timely manner. Trustee Duffy stated that it was a great service and would like to see it expanded post-COVID for most libraries. Trustee Larson asked about how many slots were reserved and picked up. Director Weinstein stated that the slots were full and the complete report was in the packet. She mentioned that an average of 600 to 700 items a day are picked up. Vice President Bartelli stated she agreed with all Trustee comments, and suggested that the service should be continued with the timeslots the LLD already has in place.

Director Weinstein stated that most other public libraries are planning for a grab-and-go user experience. Trustee Sullivan asked if Director Weinstein had a recommendation. Director Weinstein commented she was in favor of browse, grab, and go. Trustee Sullivan recommended Trustees raise hands during the virtual meeting due to time concerns. President Hummel stated that they could raise hands and that he would also go round-robin quickly if anyone has additional comments. President Hummel asked for a show of hands for agreement regarding Director Weinstein's recommendation. All Trustees raised their hands. Secretary Swistak agreed with the browse, grab, and go. Treasurer Norton mentioned as we move into the fall, the Library should take cues from other organizations like schools regarding meeting spaces.

Director Weinstein recommended limited public computer use with proper social distancing. President Hummel asked for a show of hands for agreement of Director Weinstein's recommendation. Six Trustees raised their hands. Vice President Bartelli asked if it was possible to have reservations for computer use. Director Weinstein stated she believed we have enough computers to accommodate and have the ability to log someone off after a set timeframe. Trustee Duffy agreed on the concept of limits, however liked the idea of an hour timeslot with a reservation system in place. Vice President Bartelli agreed with Trustee Duffy's recommendation of one hour. Trustee Larson agreed. Treasurer Norton agreed with Trustee Duffy and asked about WiFi access in the parking lot. Director Weinstein stated the wireless access points had been upgraded and installed an additional access point. Director Weinstein suggested a Personnel and Policy Committee discussion to allow broader Wi-Fi access on campus. Trustee Sullivan said she liked one hour reservations, and unrestricted WiFi access in the parking lot. She commented that Lisle PD could add the Library to their monitoring routine. Secretary Swistak agreed with the one hour slots and reservations. She asked how many computers would be available, spacing, and about how they would be disinfected. Director Weinstein stated there would be at least six feet of space between computers, a sanitizing opportunity between uses, and alternating the PCs every other day.

Director Weinstein mentioned that other public libraries are having a break in-between morning and evening opening periods or having late starts and early closings. Director Weinstein suggested having a break in the day to allow for preparation and/or sanitization. President Hummel asked for a show of hands for agreement of Director Weinstein's recommendation. All seven Trustees raised their hands. Trustee Larson recommended the first hour being open only to vulnerable populations. The Board agreed with Trustee Larson's recommendation.

Director Weinstein suggested that elevator use be one patron or one family at a time. Trustees agreed. Director Weinstein stated keeping study spaces closed and repurposing those spaces for staff. Trustees agreed.

Director Weinstein suggested that carts be available in aisles asking patrons to return materials to the carts for sanitization or quarantine. Trustees agreed. Director Weinstein stated quarantining would continue until libraries receive alternate System direction.

Director Weinstein stated she didn't see much merit in providing directional aisle signage, especially with the amount of other types of signage to come. Vice President Bartelli stated that she did not like directional aisles. Trustee Duffy stated it would not be feasible with most of the LLD space in tightknit areas. Treasurer Norton mentioned keeping the option open if there were problems.

Director Weinstein stated many local libraries have changed their reopen date to July 6th or later. The Board agreed to have the Library reopen on July 6th.

Director Weinstein mentioned the postcard survey to gauge patron curbside pick-up experiences and provided a summary of how the curbside pick-up service works. After a month of curbside pick-up, the Library has distributed over 6,268 items to our residents. Director Weinstein discussed preliminary results of the postcard survey.

Director Weinstein mentioned the Library is conducting an online and curbside Summer Read experience this year and provided program details.

Vice President Bartelli asked Assistant Director McQuillan about repair of compressor equipment and the installation of heat detectors by Chicago Metro Fire. Assistant Director McQuillan stated the other three HVAC units checked out and that the heat detectors were already installed.

11. New Business

a. Adopt Resolution 20-01: Lisle Library District Board Members - Action Required

MOTION: Trustee Duffy moved to adopt Resolution 20-01: Lisle Library District Board Members, an annual resolution of true and correct list of current LLD Board Members. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

b. Adopt Ordinance 20-01: Ordinance authorizing non-resident cards - Action Required

MOTION: Treasurer Norton moved to adopt Ordinance 20-01: Ordinance authorizing non-resident cards, an annual ordinance authorizing public library non-resident cards by the tax bill method. Trustee Duffy seconded.

Discussion: Director Weinstein provided an explanation of the ordinance.

Roll Call Vote - All Aye. The motion passed.

c. Adopt Ordinance 20-02: Meeting Date Ordinance - Action Required

MOTION: Treasurer Norton moved to adopt Ordinance 20-02: Meeting Date Ordinance Draft #1, an annual setting of regular Board Meetings for the Lisle Library District. Vice President Bartelli seconded.

Discussion: Director Weinstein explained that there were two drafts of Board dates. Vice President Bartelli stated she preferred the 3rd Wednesday of the month. Trustee Duffy stated he would be okay with either choice. Trustee Larson stated she preferred Draft #2. Treasurer Norton stated that she had a preference for Draft #1 but was okay with the

majority choice. Trustee Sullivan stated she preferred Draft #2. Secretary Swistak asked if the August 12th date on Draft #2, was a mistake. Recording Secretary Knight stated that it was intentional due to the 30 day notice for the B&A. Secretary Swistak stated she preferred Draft #2. President Hummel asked if there would be conflicts with bill payment. Director Weinstein stated that there would probably be a month of adjustment but that the LLD also pays bills mid-month as well.

Roll Call Vote - Trustee Norton - Nay, Trustee Bartelli - No, Trustee Duffy - Aye, Trustee Larson - No, Trustee Sullivan - No, Trustee Swistak - Nay, Trustee Hummel - No. The motion failed.

MOTION: Treasurer Norton moved to adopt Ordinance 20-02: Meeting Date Ordinance Draft #2, an annual setting of regular Board Meetings for the Lisle Library District. Trustee Sullivan seconded. Roll Call Vote - All Aye. The motion passed.

- d. (If LLD Ord. 20-02 Draft II is adopted) Approve LLD Policy 200: Board By-Laws - Action Required
MOTION: Trustee Duffy moved to approve LLD Policy 200: Board By-Laws, accepting modifications to LLD Policy 200: Board By-Laws. Trustee Sullivan seconded.
Roll Call Vote - All Aye. The motion passed.

- e. Adopt Ordinance 20-03: Ordinance amending LLD Budget & Appropriate Ordinance for Fiscal Year 2019-2020 - Action Required
MOTION: Trustee Duffy moved to adopt Ordinance 20-03: Ordinance amending LLD Budget & Appropriate Ordinance for Fiscal Year 2019-2020, an amendment of LLD Budget & Appropriation Ordinance 19-03 under 75 ILCS 16/30-90 (b) authorizing the appropriation for "Maintenance & Repairs" to be decreased from \$111,240.00 to \$104,240.00 and the appropriation for ".02 Building/Maintenance Fund" be increased to 22,000.00 from \$15,000.00; not affecting the total amount appropriated in Fiscal Year 2019-2020. Trustee Sullivan seconded.

Discussion: Director Weinstein elaborated on the amended LLD Budget & Appropriate Ordinance for Fiscal Year 2019-2020.

Roll Call Vote - All Aye. The motion passed.

- f. Adopt Resolution 20-02 : Resolution to Abolish Working Cash Fund - Action Required
MOTION: Trustee Sullivan moved to adopt Resolution 20-02: Resolution to Abolish Working Cash Fund, an abolishment of the Working Cash Fund established under 75 ILCS 16/30-95 and to direct the transfer of any balance in the fund, including any interest that has accrued, to the Corporate Library Fund; and as established by the LLD B&A Ordinance 19-03. Trustee Duffy seconded.

Discussion: Director Weinstein explained the process of abolishing the Working Cash Fund via the Resolution, depositing the funds into the Corporate Library Fund, and then transferring funds to the Special Reserve Fund via an Ordinance.

Roll Call Vote - All Aye. The motion passed.

- g. Adopt Ordinance 20-04: Transfer of funds to Special Reserve Fund including Working Cash Fund monies - Action Required
MOTION: Trustee Sullivan moved to adopt Ordinance 20-04: Transfer of funds to Special Reserve Fund including Working Cash Fund monies; a transfer of \$420,900.00 from the Corporate Library

Fund to the Special Reserve Fund under 75 ILCS 16/40-50; and as established by the LLD B&A Ordinance 19-03. Secretary Swistak seconded.
Roll Call Vote - All Aye. The motion passed.

- h. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - First payment shall not exceed \$809.03, to be paid to Julie Beck. Second payment shall not exceed \$3819.60, to be paid to Mary Bannon.

President Hummel read aloud the acknowledgement of payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - First payment shall not exceed \$809.03, to be paid to Julie Beck. Second payment shall not exceed \$3819.60, to be paid to Mary Bannon.

12. Opportunity for Trustee comments (five minutes)

Vice President Bartelli mentioned that she had attended the Village's Economic Development Commission meeting last week. Secretary Swistak thanked the Director and staff for all the hard work they continue to do with curbside pick-up and initiating a virtual Summer Read program. She mentioned she picked-up the Adult & Teen craft kit. Trustee Sullivan echoed Secretary Swistak and commended the Director. Treasurer Norton thanked the Director and stated she was glad to be a part of it all. Trustee Larson thanked the Director. President Hummel thanked the Director and staff for doing a good job and stated the communication has been very good.

13. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 9:53 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on July 15, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees