

LISLE LIBRARY DISTRICT  
BOARD MEETING  
June 21, 2023 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President  
Emily Swistak - Vice President  
Karen Larson - Treasurer  
Liz Sullivan - Secretary  
Vanessa Berry - Trustee  
Debbie Breihan - Trustee

Absent:

Joshua Martin - Trustee

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Chris Knight - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:14 p.m.]

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

3. Presidential appointment of LLD standing committees and committee to review FY22/23 Board minutes

President Bartelli stated that there are three standing committees. She mentioned that the Board President is an ex-officio voting member of all committees and that the Library Director and Assistant Director are ex-officio non-voting members of all committees.

President Bartelli appointed the LLD standing committees as follows:

Physical Plant Committee:

Karen Larson, Chair  
Joshua Martin  
Liz Sullivan

Personnel and Policy Committee:

Emily Swistak, Chair  
Vanessa Berry  
Karen Larson

Finance Committee:

Liz Sullivan, Chair  
Debbie Breihan  
Emily Swistak

President Bartelli announced that the ad hoc Advocacy and Outreach Committee would be disbanded until further notice. She assigned Trustees Berry, Breihan, and Martin to the committee to review FY22/23 Board minutes.

4. Assignments for reviewing monthly accounts payable

Vice President Swistak mentioned a scrivener's error in item 4a. Director Weinstein stated that it would be corrected.

- a. Vice President Swistak and Treasurer Larson reviewed the May billings in June
- b. Trustee Berry and Trustee Breihan will review the June billings in July

5. Consent Agenda - Action Required

- a. Approve Minutes of the May 8, 2023 Executive Session
- b. Approve Minutes of the May 17, 2023 Board Meeting
- c. Acknowledge Treasurer's Report, 05/31/23, Investment Activity Report, 05/31/23, Current Assets Report, 05/31/23, Revenue Report, 05/31/23, and Expense Report, 05/31/23
- d. Authorize Payment of Bills, 06/21/23

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

6. Unfinished Business

- a. Capital Improvement Project
  - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Mr. Rogers provided a progress update regarding closeout documentation and punch list items including parking lot striping, lighting controls, meeting room projection screen, and signage.

He provided an update on project costs, contingency, and change orders including additional parking lot striping, and east restrooms.

Mr. Rogers left the meeting at 7:14 p.m.

7. Committee Reports

President Bartelli stated that since there are new committees, there are no new reports. She asked if Trustees Berry and Breihan had any questions.

Trustee Berry asked about meeting schedules. Director Weinstein explained that the Committee Chair determines the need and dates and that members are emailed for their availability. President Bartelli also mentioned that topics for discussion could be emailed to the Chair and Director Weinstein.

8. Staff Reports

Director Weinstein provided an update on the new drive-up pick-up window. It was first available on the day of the Grand Opening. She stated that, during the month of May, 21 patrons utilized the new service, picking up a total of 69 items. Director Weinstein mentioned that, starting July, usage statistics for the drive-up pick-up window would be included in the monthly statistics report.

She commented that Technical Services Director, Laura Murff, attended the Innovative Users Group (IUG) Conference in Phoenix, Arizona through a scholarship. The Technical Services Director learned about upcoming improvements to Polaris, new products, and met with other Polaris libraries. Director Weinstein

stated that a key reason for attending the conference was to learn about Vega, which is an interface product for the Polaris catalog.

Director Weinstein stated that on May 20<sup>th</sup> the Library and the Lisle Warhol Committee held an unveiling ceremony for the Lisle Hometown Heroes mural at the Library's south entrance. She commented that over 100 people attended the event which featured pop art displays, neon Warhol inspired cupcakes and cookies, a table promoting Village and Library events, and memorial booklets. Committee members provided introductions and brief biographies of the four honorees. She mentioned that there was an opportunity for public comment, where people talked about their experiences with the honorees. At the event Director Weinstein talked about the memorial booklet and how it was crafted. Lisle Woman's Club members Sullivan and Turner distributed hardcover copies to the families of the honorees, and paper copies to event attendees. Director Weinstein stated that the event was a great success, and highlighted that a partnership between governmental entities and businesses does work. The event kicked-off the summer-long business opportunities in town as well.

She thanked everyone for their well wishes regarding her injury. Director Weinstein commented that staff have been doing a great job. She stated that she hoped to be back in the office part-time and that she would be interviewing candidates for the Youth Services Director position next week.

Discussion: Secretary Sullivan asked if the Library thanked St. Joan of Arc for allowing for overflow parking during events. Director Weinstein affirmed that the LLD is always grateful for their hospitality and that the LLD does thank them. She also mentioned that Closets by Design has also accommodated the LLD for parking uses.

President Bartelli asked if any surrounding libraries currently use Vega. Director Weinstein stated that Vega was a fairly new product and would research if any libraries have had positive results.

Assistant Director Savage stated that he attended several meetings last month. He met with Mr. Rogers multiple times to discuss outstanding project work including signage, lighting, and parking lot sealcoating. Assistant Director Savage commented that he attended several webinars covering administrative professional development. He mentioned that he met with the tree trimmers for clean up in the south lot and assessing the lot for safety. The landscaping crew came out and discussed the layout of the grounds.

Assistant Director Savage stated that Summer Read Kick-Off was great, with an estimated attendance of over 500 people. The Library provided refreshments from Stans Donuts and Ninja Girl Coffee. He commented that Summer Read signup was doing well with patrons of all ages.

Discussion: Secretary Sullivan commented on eradicating invasive plant species and asked about providing for that in the budget. Assistant Director Savage stated that he would look into it. Trustee Berry commented on a new system that the DuPage County Forest Preserve uses to prevent certain plants from growing back. Director Weinstein stated that the LLD would ask the landscapers to assess, and then budget accordingly. President Bartelli asked about addressing the signage for using the public restroom doors. Director Weinstein stated that they were looking into replacing the default signage, and that an in-house sign would be put up in the interim.

## 9. New Business

### a. Adopt Resolution 23-04: Lisle Library District Board Members - Action Required

**MOTION:** Vice President Swistak moved to approve Resolution 23-04: Lisle Library District Board Members, an annual resolution of a true and correct list of current LLD Board Members. Treasurer Larson seconded.

Director Weinstein provided an overview of Resolution 23-04: Lisle Library District Board Members.

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 23-01: Ordinance authorizing non-resident cards - Action Required  
**MOTION:** Trustee Breihan moved to approve Ordinance 23-01, an annual Ordinance authorizing public library non-resident cards by the tax bill method. Trustee Berry seconded.

Director Weinstein provided an overview of Ordinance 23-01: Ordinance authorizing non-resident cards.

Roll Call Vote - All Aye. The motion passed.

- c. Adopt Ordinance 23-02: Meeting Date Ordinance - Action Required  
**MOTION:** Treasurer Larson moved to approve Ordinance 23-02, a Meeting Date Ordinance to set regular Board Meetings for the Lisle Library District. Trustee Breihan seconded.

Director Weinstein provided an explanation of Ordinance 23-02: Meeting Date Ordinance.

Roll Call Vote - All Aye. The motion passed.

- d. Adopt Ordinance 23-03: Transfer of funds to Special Reserve Fund - Action Required  
**MOTION:** Vice President Swistak moved to approve Ordinance 23-03, a Transfer of funds from the Corporate Fund to Special Reserve Fund in the amount of \$60,000.00 under 75 ILCS 16/40-50. Secretary Sullivan seconded.

Director Weinstein provided an explanation of Ordinance 23-03: Transfer of funds to Special Reserve Fund.

Roll Call Vote - All Aye. The motion passed.

#### 10. Opportunity for Trustee comments (five minutes)

Vice President Swistak stated it was nice to see Director Weinstein back in the building and commended Assistant Director Savage on handling responsibilities over the past month. Secretary Sullivan echoed Vice President Swistak's comments. Treasurer Larson stated she was looking forward to the 4<sup>th</sup> of July parade. Trustee Breihan thanked Assistant Director Savage for his assistance with onboarding. She mentioned that staff did a great job with the Summer Read Kick-Off and the Warhol event. Trustee Breihan commented that the Nalley family had posted positive comments about the Warhol event on social media. Trustee Berry stated that the Warhol event was great, and loved the take-a-selfie program for discounts at local businesses. President Bartelli commented that the Warhol event was really great. She mentioned it was wonderful seeing the families of the honorees at the event.

#### 11. Adjourn

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

The meeting adjourned at 7:41 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the Board of Trustees on July 19, 2023.

Approved by

---

Liz Sullivan, Secretary of the LLD Board of Trustees