

LISLE LIBRARY DISTRICT  
BOARD MEETING  
March 15, 2023 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President

Emily Swistak - Vice President (arrived at 7:01 p.m.)

Jenny Norton - Treasurer

Karen Larson - Secretary

Liz Sullivan - Trustee

Lorna Turner - Trustee

Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Chris Knight - Recording Secretary

Marc Rogers - CCS International Inc. [left the meeting at 7:28 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 February billings in March
- b. Secretary Larson and Trustee Wynn will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 21, 2023 Board Meeting
- b. Approve Minutes of the February 21, 2023 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/23, Investment Activity Report, 02/28/23, Current Assets Report, 02/28/23, Revenue Report, 02/28/23, and Expense Report, 02/28/23
- d. Authorize Payment of Bills, 03/15/23

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

5. Capital Improvement Project

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

Mr. Rogers discussed Phase 1 carry-over work and Phase 2 construction progress. He stated that the project was tracking to completion by 3/22 depending on the issuance of the temporary Certification of Occupancy. Mr. Rogers commented that workstation installation would begin on 3/24 and shelving installation for Phase 2 would begin on 3/27. He stated that punch-list work would happen through April. Mr. Rogers mentioned that exterior signage was approved and scheduled for install on April 20. He provided an overview of upcoming activities and cost summary.

Discussion: President Bartelli asked if there would be money left in contingency. Mr. Rogers affirmed that it there would likely be money left within contingency.

Mr. Rogers explained change orders that had been approved and under review.

Discussion: President Bartelli asked for clarification on change orders under review. Mr. Rogers explained that costs were incurred by Camosy and that the costs were actively being negotiated.

Vice President Swistak asked for an update on the railing. Mr. Rogers stated that an inappropriate abrasive compound was used and that it will be properly addressed.

President Bartelli asked if there may be a delay receiving a temporary occupancy permit. Mr. Rogers explained that inspections must be done prior to receiving the temporary Certificate of Occupancy.

Mr. Rogers suggested Library Closure dates be March 27th through April 9th. He provided an overview of activities.

b. Library Closure - Action Required

Library Closure to facilitate final, interior, renovation move; from 3/27/23 to 4/9/23.

**MOTION:** Vice President Swistak moved to approve the Library closure from March 27<sup>th</sup> to April 9<sup>th</sup> 2023 to facilitate the renovation project's final interior move. Trustee Sullivan seconded.

Discussion: Treasurer Norton asked if a Special meeting or Board action would be necessary to open sooner if possible. Director Weinstein stated that she did not anticipate an early opening. Treasurer Norton mentioned that she would prefer that the motion state that the dates are an estimation. Trustee Sullivan suggested amending the motion.

President Bartelli asked for more clarification on the amendment. Trustee Sullivan stated that it would give the Director the flexibility to open sooner. Secretary Larson commented that she was comfortable with what was originally scheduled. President Bartelli asked for Director Weinstein's opinion. Director Weinstein reiterated that she did not anticipate an early opening, however the Board may amend the motion if they so desired.

Trustee Sullivan amended the motion.

**MOTION:** Trustee Sullivan moved to restate the motion to read as follows; The Library will close from Monday, March 27<sup>th</sup> through Sunday, April 9<sup>th</sup>, giving the Director the flexibility to open the Library sooner should she determine that the move takes less time and that the Library should be opened sooner. Trustee Turner seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:28 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated the Committee would schedule a meeting in April. She provided date and time options. The Committee members agreed on a tentative meeting date of Tuesday, April 18<sup>th</sup> at 1:15 pm.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report. She commented that the Committee would start meeting again after the completion of the renovation.

## 7. Staff Reports

Director Weinstein asked Trustees to refer to the images provided in the CCS report regarding the restroom wall tiles as well as the south side entrance window for possible placement for the Warhol cling. She mentioned that the Library would like to hold an unveiling ceremony for the cling in May. Director Weinstein said she worked with Beth Lesniak, the Lisle Warhol Committee coordinator, to reach out to the families of the four honorees for the ceremony. Director Weinstein mentioned that there will be a brief presentation on the honorees, displays featuring Warhol items and pop art, tours of the facility, and refreshments. She stated that a small book binding machine would be used to create pamphlets about the honorees using articles researched by staff. The pamphlets will be given out to attendees at the unveiling ceremony. She stated that a hardcover copy of the pamphlet will be cataloged and added to the Library's permanent collection.

Director Weinstein mentioned that the Library experienced a tornado warning on February 27<sup>th</sup> around 10 am. Staff and 12 patrons took shelter for approximately 15 minutes. She stated that Illinois State Representative Terra Costa Howard visited later that same day from noon until 2 pm and met with constituents.

Director Weinstein explained the Decennial Committee on Local Government Efficiency Act. It requires the LLD, and other government entities, to form a committee to report on government efficiencies, meeting at least once before June 10<sup>th</sup>, and meeting at least three times within an 18-month period. She stated that the Committee would be comprised of the entire Board and that meetings could coincide with regular Board meetings as long as it complies with the OMA. The goal of the Committee is to create a report on government efficiency efforts and to file the report with the County. Director Weinstein commented that the LLD could schedule a first meeting in May.

Discussion: Secretary Larson asked if there was a format to follow. Director Weinstein stated that there hasn't been much guidance yet. She mentioned that RAILS has discussed providing direction and that Ancel Glink has issued an online outline on the subject.

Assistant Director McQuillan mentioned that MetalMaster performed repairs on gutters on the south side of the building. She stated that they caulked several gutter seams and installed fasteners to secure gutters. Assistant Director McQuillan commented that staff were preparing for the reopening and also preparing for an upgrade to the Polaris operating system. She stated that the upgrade would take place in early April and that staff have trained on Polaris LEAP which can be used on a mobile tablet.

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

President Bartelli thanked the Police Department for the use of their meeting room and shared that she was excited during this final stretch of the renovation. Vice President Swistak echoed President Bartelli's sentiments. She asked for clarification for the convening and adjourning of a meeting for the Grand Opening. Director Weinstein stated that the Board suggested keeping the official meeting to an hour and that details are being worked out.

Secretary Larson thanked the Police Department and commented on the ground breaking that occurred a year ago. Trustee Sullivan thanked the Police Department and everyone who donated to procure the LiteZilla. She was pleased about the increased public WiFi access. Trustee Sullivan mentioned potential future fundraising opportunities. Treasurer Norton echoed previous Trustee comments and stated that she was looking forward to next month. Trustee Turner stated that Mr. Rogers has been a pleasure to work with.

Trustee Wynn echoed previous Trustee comments. She shared her appreciation for being a part of the Board and excitement for the finished renovation.

9. Adjourn

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

The meeting adjourned at 7:51 p.m.

Recorded by

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Chris Knight, Recording Secretary

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

Approved by

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Karen Larson, Secretary of the LLD Board of Trustees