

LISLE LIBRARY DISTRICT
BOARD MEETING
March 16, 2022 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
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., Project Manager

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

One visitor addressed the Board. He stated that he was excited to see the Library begin its renovation and said he thought the project would be conducted appropriately under the leadership of Director Weinstein and Mr. Rogers. He thanked Director Weinstein and the current and previous Boards for being fiscally responsible.

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 16, 2022 Board Meeting
- b. Approve Minutes of the February 16, 2022 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/22, Investment Activity Report, 02/28/22, Current Assets Report, 02/28/22, Revenue Report, 02/28/22, and Expense Report, 02/28/22
- d. Authorize Payment of Bills, 03/16/22

MOTION: Vice President Swistak moved to approve the Consent Agenda. Trustee Turner seconded.

Discussion: Treasurer Norton noted a scrivener's error in the minutes.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report

Mr. Rogers provided a progress update on the Village of Lisle permit, concrete work, soil testing, furniture and shelving packages, Phase-one packing and moving, and abatement

work. He stated that construction was on schedule. Mr. Rogers provided updates on the project cost including commitments for soil testing and furniture. He suggested to decline two alternates.

Discussion: Trustee Sullivan asked for clarification regarding the alternates. Mr. Rogers explained the alternates. President Bartelli asked about the Live and Learn grant. Mr. Rogers explained that it was specific to public restrooms. President Bartelli asked about rubber flooring in YS. Director Weinstein stated that she spoke with the Director of Youth Services about the flooring and that YS is pleased with the carpet selection and rubber flooring in the activity area.

Mr. Rogers provided an overview of upcoming activities including the groundbreaking, demolition, and temporary walls.

6. Committee Reports

- a. Finance - Trustee Turner stated that the Committee had a meeting scheduled on April 25th at 2 pm at the Lisle Police Department to discuss the budget.
- b. Personnel and Policy - Vice President Swistak stated that the Committee would meet on April 7th at 10 am at the Lisle Police Department.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

7. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Live and Learn grant application was submitted. Director Weinstein stated that the LLD was 73% of the way to the LiteZilla funding goal. She mentioned that the Friends donated \$2,000 towards the LiteZilla. Director Weinstein stated that there were two exhibits in the foyer; a LiteZilla progress display and a renovation overview. She mentioned that the LLD's Marketing Specialist completed a grant application with the DuPage Arts Foundation; a \$2,500 opportunity. Director Weinstein stated that she also spoke with the Treasurer of the Lisle Community Service Corporation about a potential grant opportunity.

Director Weinstein mentioned that letters were sent to the Library's immediate neighbors to prepare them for construction vehicles and to inform them about the renovation. She stated that there is an ongoing social media campaign, a press release in the Daily Herald, and more publicity for different phases of the renovation. Director Weinstein commented about moving departments and materials. She noted that there is a construction progress slideshow on social media. She thanked the staff for their flexibility, ability to pivot, and for their friendliness. Director Weinstein gave credit to the IT staff for getting everyone up and running and to the Facility Monitors for taking on more work. She commended Mr. Rogers and his team for making sure everything ran smoothly.

Director Weinstein reminded everyone that the ceremonial groundbreaking is to take place on March 21st at 2 pm, the Personnel and Policy Committee meeting is scheduled for Thursday, April 7th at 10 am, the April Board meeting is scheduled for Monday, April 18th at 7 pm, and the Finance Committee meeting is scheduled for Monday, April 25th at 2 pm.

Discussion: Trustee Sullivan said that she thought it was great that staff walk around helping patrons. Treasurer Norton asked about materials on-site and off-site. Director Weinstein explained that both,

Adult Services and Youth Services, selected materials and worked with Hallett movers on determinations. She stated that selectors looked at circulation statistics, considered popular items, and allowed for room for new materials.

Assistant Director McQuillan shared two updates. She mentioned that Monaco Mechanical replaced filters in the air handlers and made air return recommendations to Camosy. She stated that Patriot Electric repaired several electrical outlets.

Discussion: President Bartelli asked about outside debris during the renovation. Mr. Rogers stated that Camosy would handle any construction debris.

8. Opportunity for Trustee comments (five minutes)

Trustee Wynn thanked the staff and Mr. Rogers for their efforts. Trustee Turner stated that it was interesting watching the progress of the departments move. Vice President Swistak stated that she was in awe of the floor-space and said that she could better visualize the project scheme. She stated that she was looking forward to the groundbreaking ceremony on Monday. Trustee Sullivan commented on the higher programming and circulation use statistics. Treasurer Norton stated that she was comfortable and confident with the Board decisions up to this point in time. She commented that there has been positive progress and that the project is a source of pride for the District.

Secretary Larson agreed with the commentary. President Bartelli asked about Trustees visiting the construction site. Director Weinstein explained that there was a construction project chain of command and that she'd schedule a walkthrough when appropriate. Mr. Rogers stated that Camosy is in charge of the site. Trustee Turner suggested taking daily photos. Mr. Rogers mentioned that the construction team would provide photos via daily reports.

9. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Treasurer Norton seconded.

Roll Call 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 April 18, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees