

LISLE LIBRARY DISTRICT
BOARD MEETING
March 17, 2021 - 7:01 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. Secretary Swistak and Trustee Sullivan reviewed the February billings in March
- b. Vice President Bartelli and Trustee Larson will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 17, 2021 Board Meeting
- b. Approve Minutes of the February 17, 2021 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/21, Investment Activity Report, 02/28/21, Current Assets Report, 02/28/21, Revenue Report, 02/28/21, and Expense Report, 02/28/21
- d. Authorize Payment of Bills, 03/17/21

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

5. Unfinished Business - None

6. Committee Reports

- a. Finance - Treasurer Norton stated that there were no updates.
- b. Personnel/Policy - Secretary Swistak stated that the Committee met the previous week. She mentioned that policy drafts would be discussed later in the meeting.
- c. Physical Plant - Vice President Bartelli stated that there were no updates.

7. Staff Reports

Director Weinstein acknowledged and reflected on the one year anniversary of COVID-19. She referenced a chronology of services by month and described staff efforts and actions. Director Weinstein stated that she was proud of the staff and that the Library would continue to adhere to all health and safety protocols. Director Weinstein mentioned that LLD staff contacted school representatives from Districts 202 and 203

regarding assisting students with online and in-person learning. She also mentioned a report within the packet that focused on equity, diversity and inclusion efforts over the past year.

Discussion: Trustee Sullivan stated her appreciation for staff's efforts during COVID-19 and Director Weinstein's itemized list of monthly actions. Vice President Bartelli asked if there was a way to post the itemized list. Director Weinstein suggested that she could provide a chronology on the Library's website. The Board agreed with the suggestion. Trustee Duffy asked how staff felt after this last year. Director Weinstein stated that there was positivity and hope for obtaining vaccinations soon. President Hummel commented on neighboring libraries being periodically closed while the LLD remained open.

Assistant Director McQuillan mentioned scheduling facility maintenance that is usually done in the spring. Trustee Sullivan recommended postponing or eliminating some facility projects to conserve money for the renovation. Director Weinstein agreed and stated that carpet cleaning could be reduced to spot cleaning and tree trimming would continue to be conducted for safety purposes. Vice President Bartelli asked for an estimate on sealcoating. Assistant Director McQuillan stated that spot cleaning would probably come in under \$2,000 and that a tree trimming estimate would need further assessment by a landscape professional.

8. New Business

a. Preliminary FY21/22 Budget - discussion

Director Weinstein provided an overview of the preliminary FY21/22 working budget.

Discussion: President Hummel asked about the insurance increase. Assistant Director McQuillan stated that it was due to claims, such as the storms in Texas. Vice President Bartelli asked about landscaping proposals. Assistant Director McQuillan stated that the Library has two providers; one for landscaping and mowing and one for snow removal and salting. Trustee Sullivan asked about obtaining a better rate for insurance. Director Weinstein stated that the Library was part of the insurance pool LIRA, but would look to see if other pools offered better rates. Trustee Duffy commented on the programming line item and asked about hybrid, virtual/in-person, programming and kits. Director Weinstein explained the program plans, including outdoor programming for Summer Read, virtual programming, and continuing pick-up kits. Vice President Bartelli asked if the Library was part of a risk management pool. Director Weinstein affirmed, yes. Trustee Sullivan asked for a breakdown of the budgeted costs between OSG, HR Source, and Sikich. Director Weinstein stated that she could provide the breakdown at the next budget discussion.

b. Approve LLD Policy 300: Library Cards - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 300: Library Cards. Trustee Larson seconded.

Director Weinstein provided an overview of policy edits for LLD Policy 300: Library Cards.

Roll Call Vote - All Aye. The motion passed.

c. Approve LLD Policy 670: Library Security - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 670: Library Security. Trustee Larson seconded.

Director Weinstein provided an overview of policy edits for LLD Policy 670: Library Security.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 315: Loan Periods - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 315: Loan Periods. Trustee Larson seconded.

Director Weinstein provided an overview of policy edits for LLD Policy 315: Loan Periods.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 902: Library Service and the Americans with Disabilities Act - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 902: Library Service and the Americans with Disabilities Act. Vice President Bartelli seconded.

Director Weinstein provided an overview of policy edits for LLD Policy 902: Library Service and the Americans with Disabilities Act.

Roll Call Vote - All Aye. The motion passed.

- f. Approve LLD Policy 430: Equity, Diversity, & Inclusion - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 430: Equity, Diversity, & Inclusion. Vice President Bartelli seconded.

Director Weinstein provided an overview of policy edits for LLD Policy 430: Equity, Diversity, & Inclusion.

Roll Call Vote - All Aye. The motion passed.

- g. Approve LLD Policy 665: Recordings: Photography, Audio, & Video at the LLD - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 665: Recordings: Photography, Audio, & Video at the LLD. Trustee Larson seconded.

Director Weinstein provided an overview of policy edits for LLD Policy 665: Recordings: Photography, Audio, & Video at the LLD.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated that she appreciated all the energy put forth by staff during the COVID-19 pandemic. She stated her appreciation for the Personnel and Policy Committee. Secretary Swistak thanked staff and the Personnel and Policy Committee for their work on the policies. She thanked Director Weinstein for continuing to keep staff safe by providing the necessary PPE. Vice President Bartelli commented on staff continuing to maintain safe and healthy practices and the Library continuing to stay open 7 days a week and having resources available 24/7. She acknowledged Secretary Swistak for keeping the Personnel and Policy

Committee on task and efficient. Vice President Bartelli commented on the equity, diversity, and inclusion efforts by staff and stated she continues to enjoy the LLD Sidewalk Stories. Trustee Duffy gave an example of help he received from YS staff picking out books for his son and that it was greatly appreciated. President Hummel thanked staff for the work they've done this past year and commented on positive circulation statistics in spite of Covid-19. Trustee Larson thanked staff for their hard work and stated she was happy to see the Library open. Treasurer Norton gave kudos to Director Weinstein and staff for their work and also to the Personnel and Policy Committee. She thanked staff for the working budget and commented on a pleasant personal conversation she had with a neighbor about renewing their Library card.

10. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 8:01 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on April 21, 2021.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees