

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
March 24, 2021 - 7:00 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
Marc Rogers - CCS International Inc., Project Manager
Andrew Kim - PMA Securities LLC; Director, Public Finance (via GoToWebinar)
Bob Lewis - PMA Securities LLC; Senior Vice President, Managing Director-Public Finance (via GoToWebinar)
Don McKay - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar)
Eric Penney - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar)
Amy Schmieding - Sheehan, Nagle, Hartray Architects; Project Manager (via GoToWebinar)

2. Opportunity for visitors to speak

Two visitors addressed the Board. The first visitor stated that she grew up in Lisle and owns a small business in Lisle. She stated that a community library presence was critical. She commented on the 2020 IPLAR (Illinois Public Library Annual Report) and made comparisons to Wheaton Public Library. She commented on the previous 2007 interior renovation and current renovation concepts. She recommended the Board put the project to a referendum. The second visitor stated he grew up in Lisle and is a current cardholder. He recommended the Board take care of maintenance issues. He stated that people are using online resources more. He recommended the Board put the project to a referendum.

3. CCS - Introduction to financial analysis & concept design discussion

Mr. Rogers provided an introduction including a concept phase activity checklist and an outline of concept phase development. He provided an overview regarding order of magnitude project costs and inclusions for a north entry renovation with new vestibules and a west entry concept. Mr. Rogers stated that the goal would be to have a consensus opinion regarding which option should be included in a final concept package for Board consideration.

Discussion: President Hummel asked for clarification on construction costs. Mr. Rogers stated that construction costs are for hiring a general contractor/construction manager and that the other costs include furniture, consultant fees, and legal fees. Vice President Bartelli asked for clarification on the differences between the north entry renovation and west entry concepts. Mr. Rogers explained the construction differences take into account shell, core, and site work.

4. PMA - Financial projection analysis - discussion

Mr. Lewis provided a financial projection analysis documenting year-over-year property tax savings, explanation of financial terms (EAV, limiting rate, new property, and CPI), historical CPI (past 10 years), historical operating expenditures (past 5 years), projected corporate fund expenditures vs revenues, and example project options (\$9.6 million, \$8.1 million, and \$7.1 million).

Discussion: Trustee Sullivan asked Mr. Lewis to explain the benefits of continued reductions in tax levies vs a one-time rebate. Mr. Lewis explained that the Library has had the uncommon occurrence of consecutive reduced levies, hence providing property tax reduction benefits to homeowners. President Hummel asked if within the analysis, employee costs included salary or salary plus benefits. Mr. Kim stated that it included both salary and benefits. Trustee Sullivan asked Mr. Kim about average employee contribution percentages regarding benefits in other villages, towns, or cities. Mr. Lewis stated that he did not have that type of data. Director Weinstein stated that an analysis was conducted approximately a year ago and that the percentage LLD employees pay went up, using a 90/10 model.

Trustee Larson referenced the amount of debt borrowed for the \$8.1 million option. Trustee Duffy asked about the Corporate Fund contribution from option 1 and option 2 and the debt certificate issue size from option 3. Mr. Lewis discussed fund balance ratios falling below a 50% target. President Hummel asked about dipping below 50%. Mr. Lewis stated that it could be done with proper cash flow. Trustee Sullivan commented on operating fund balance policies. President Hummel stated that the policy was 6 to 12 months and could always be discussed and/or adjusted. Trustee Sullivan asked about a history of interest rates for libraries in the last 5-10 years. Mr. Lewis commented on rates being the lowest in the last 20 years. Trustee Sullivan stated that it was a good time to lock in rates. Mr. Lewis affirmed that statement and described IRS guidelines.

5. SNH - Concept review - discussion

Mr. McKay provided an overview of two concepts: the previous west entry concept and a renovation concept with north and south entrances, extended parking on the north side, reorganized interior public spaces, drive-up window, and potential outdoor programming space.

Discussion: Trustee Sullivan asked for clarification regarding street location in relation to the building on the drawing. Mr. McKay pointed out those locations within the presentation. Trustee Sullivan asked if the Kingston parking lot entrance would still be one-way. Mr. McKay affirmed, yes.

Secretary Swistak commented on check-out services, public restrooms on the upper floor, dividing Adult Services between two floors, and a Teen space. Mr. McKay noted the trend of having more self-check stations. He explained that a Teen space remains to be fully developed, as would a restroom for the upper floor if that was the direction. Director Weinstein stated that she spoke with the Director of Adult Services and affirmed that dividing the department between two floors could work. Secretary Swistak asked about office areas such as Administration. Mr. Rogers explained that functional changes were factored into his cost models.

Trustee Duffy asked for clarification on the \$8.1 million renovation concept. Mr. Rogers provided clarification. Director Weinstein noted that the north renovation concept provides a presence and access on Front Street, a right-sized Youth Services, drive-up window, additional access points, proper rest rooms, a teen space, and more study spaces. Trustee Duffy asked if landscaping would be included. Mr. McKay stated that the total project included site improvements as well as building

improvements. Trustee Duffy commented on outdoor programming space. Mr. McKay suggested more discussion to gain a better understanding regarding outdoor programming needs.

Vice President Bartelli asked about the outside façade. Mr. McKay stated that the project is using the existing footprint and that the shell would be developed as the project moves forward into schematics and that it also will be budget driven.

President Hummel asked about parking spaces in the east parking lot and about using the storm water detention area for outdoor programming space, weather permitting. Mr. McKay stated it would be hard to count on the detention area being available under certain conditions. Mr. Penney commented about accessibility issues with that space. President Hummel asked for clarification on the number of family restrooms. Mr. McKay stated that two were included on the lower floor concept.

Secretary Swistak asked for clarification about the west concept and feasibility. Mr. Rogers stated that the west entry concept was not financially practical. Secretary Swistak asked Director Weinstein about the north renovation concept and how staff would respond. Director Weinstein stated that the department directors were apprised of the Board packet contents and said she met with the Director of Adult Services more extensively because that department had more operational changes. Youth Services being right-sized is welcomed and the other departments are largely comfortable remaining in their general footprint. Director Weinstein mentioned that the east side area was most viable for an outdoor programming space. Secretary Swistak asked about the server room and technology. Mr. Rogers stated that the renovation included network improvements throughout the building. Director Weinstein also stated that once a general concept was approved that there would be more meetings with the department directors to make sure that spaces are optimally configured.

President Hummel asked if the outside book drop would remain. Director Weinstein affirmed, yes.

Trustee Duffy shared concerns about some spaces not changing within the design. Mr. McKay stated that from the public's perspective it would feel like a completely new library building and added that the other non-public areas would be addressed in less structural ways to optimize the spaces.

Trustee Sullivan asked about air flow in the staff areas. Mr. Rogers stated that they've factored in branch ductwork changes. Mr. Penney commented on improving the lighting using LED light fixtures.

Mr. Rogers asked the Board about putting together a concept package for approval. Director Weinstein asked for a more 3D version of the concepts. Mr. Rogers agreed that a 3D visual would help define the entries and show functionality. Mr. McKay agreed.

Mr. Rogers asked the Board if they were satisfied with the progress. Trustee Sullivan stated that the meeting was very productive and educational. Secretary Swistak asked Treasurer Norton for commentary. Treasurer Norton stated that she had "sticker shock" and did not have constructive comments to offer at this stage. Mr. Rogers asked if there was information that would answer any questions she had. Treasurer Norton stated that she didn't know enough about overall project costs and felt that an \$8 million dollar project cost was not providing much obvious transformation. President Hummel asked if costs could be further broken down. Director Weinstein asked Mr. Rogers for a cost breakdown. Mr. Rogers stated that he could definitely provide that information.

He also explained that if the Board simply chose to do the facility condition assessment recommendations over the next 15 years it would cost approximately \$3 million dollars, but not include any accessibility improvements or innovation.

Treasurer Norton asked for more cost explanation regarding the two concept options. Mr. McKay commented about benchmarking the concepts to other similar civic projects and to find a reference point that was meaningful. Director Weinstein explained what was completed during the 2007 interior renovation and stated that the cost was about \$1.7 million for aesthetic changes and minor structural modifications. Mr. Penney commented on costs being in line with similar work being done at the St. Charles Public Library. Trustee Sullivan asked for a summary of costs. Mr. Rogers stated that they could provide that information. President Hummel asked Board members if they would like to see further funding options. The Board agreed to review more options.

6. Adjourn

MOTION: Secretary Swistak moved to adjourn the meeting. Trustee Larson seconded.
Roll Call Vote - All Aye

The meeting adjourned at 9:49 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