

LISLE LIBRARY DISTRICT  
BOARD MEETING  
May 13, 2020 - 7:00 p.m.

1. Roll call

Present:

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

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. President Hummel approved the March billings in April
- b. President Hummel signed April billings in May
- c. President Hummel and Trustee Sullivan shall review the May billings in June - *if not possible, President Hummel shall sign May billings in June.*

4. Consent Agenda

- a. Approve Minutes of the March 11, 2020 Committee of the Whole Meeting
- b. Approve Minutes of the March 11, 2020 Board Meeting
- c. Acknowledge Treasurer's Report, 3/31/2020, Investment Activity Report, 03/31/2020, Current Assets Report, 3/31/2020, Revenue Report, 3/31/2020, and Expense Report, 3/31/2020
- d. Acknowledge Treasurer's Report, 04/30/20, Investment Activity Report, 04/30/20, Current Assets Report, 04/30/20, Revenue Report, 04/30/20, and Expense Report, 04/30/20
- e. Authorize Payment of Bills, 04/02/20 and 05/13/20

**MOTION:** Trustee Duffy moved to approve the Consent Agenda. Secretary Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Treasurer Norton stated no update.
- b. Personnel/Policy - Secretary Swistak mentioned the March 23<sup>rd</sup> meeting was cancelled and there were two policies for the Board to review later in the meeting.
- c. Physical Plant - Vice President Bartelli commented she had questions regarding the Assistant Director's report. President Hummel suggested waiting until the Staff Reports portion of the meeting.

## 6. Unfinished Business

Facility options: CCS update and discussion

Director Weinstein provided an overview of the CCS document which contained discussion points for the facility. It included downtown development options, request for qualifications (RFQ) matters, and financial considerations.

Discussion: President Hummel mentioned that the Board should focus on priorities and continue that discussion next month. Trustee Duffy stated that he wanted to see how things move in the next months. Trustee Larson stated that everyone is in a waiting mode. Treasurer Norton mentioned that waiting is the only option at this time. Trustee Sullivan commented about the Village's revenue stream. President Hummel mentioned the developer is still reviewing the Village TIF study and that there may also be another developer who has shown interest in the downtown area. Director Weinstein stated that she and President Hummel will try to connect with the Village next week and receive an update. Secretary Swistak said she agreed with Trustee Duffy and Treasurer Norton due to all of the unknowns at this time.

## 7. Staff Reports

Director Weinstein stated that she has attended various online meetings and has discussed with other area directors about serving the public during COVID-19 facility closures. Public libraries are considering curbside services at this time. Safety considerations such as having adequate PPE (personal protective equipment), the physical layout of the building, parking lots, staffing, quarantine time for materials, and clear directives for the public are important aspects. Director Weinstein mentioned she attended a system-wide conference call on May 7<sup>th</sup> where a majority of libraries in and around DuPage County are opting to start curbside services May 18<sup>th</sup> through June 1<sup>st</sup>. Naperville began curbside on May 11<sup>th</sup>.

Director Weinstein discussed best practices for curbside with department directors and the LLD is looking to launch on May 18<sup>th</sup>. The Library will post guidelines and promote the program via social media and the website. Director Weinstein summarized a chronology of developments that have happened during the closure. President Hummel thanked Director Weinstein and the staff for the great job and for keeping the Board updated.

Discussion: President Hummel asked if the LLD was one of the few libraries that kept their book drops open. Director Weinstein confirmed that fact. She said that keeping the book drops open allowed for structured quarantining and shelving. Trustee Duffy asked about Naperville's process for curbside. Director Weinstein stated she believes they are putting materials on book carts for pick-up at their entrance and that each branch might be handling it differently due to parking lot configurations.

Director Weinstein provided a brief overview of curbside service and said that more details will come very soon. Trustee Larson mentioned that Naperville was signing patrons up for pick-up times. Director Weinstein mentioned that the Library's calendar program will be utilized to reserve time for pick-up. Treasurer Norton stated that she was amazed with the Director and staff's ability to adapt as the COVID-19 situation unfolded. Trustee Sullivan agreed with Treasurer Norton and was excited to hear that the LLD will be doing curbside pick-up.

Secretary Swistak stated she was impressed with the Director and staff's work over the last two months during this unprecedented time and really appreciates the Board updates. Trustee Duffy asked if the Library had enough PPE. Director Weinstein stated she was confident that the LLD currently has appropriate amounts and that staff have continued to place orders to maintain

supplies.

Vice President Bartelli asked about HVAC preventative maintenance and duct sensitivity work. Director Weinstein stated that maintenance and duct sensitivity were separate jobs; one for fire safety, the other, regular maintenance. Assistant Director McQuillan stated Johnson Controls, along with an electrician, will be doing the duct sensitivity work and that Monaco handles the preventative maintenance for the HVAC system.

Vice President Bartelli asked about electrical fixture replacement. Assistant Director McQuillan stated that an electrician will be doing that work in the storage room. Vice President Bartelli asked if the water in south detention pond storm drained quickly. Assistant Director McQuillan stated that it drained by the next morning. Vice president Bartelli asked about other drainage remediation work and the CIPP lining project. Assistant Director McQuillan stated that the first project on the docket was to install a French drain in the east parking lot. Director Weinstein mentioned that the CIPP lining project would happen if the Library remained in its current location.

Treasurer Norton asked about the webinar Assistant Director McQuillan attended on March 30<sup>th</sup>. Assistant Director McQuillan stated that the webinar pertained to taking care of library materials during COVID-19. She stated that best practice is to quarantine materials for 72 hours. Director Weinstein mentioned that the Library is quarantining beyond the 72 hours.

Trustee Larson asked about the quarantining process. Director Weinstein explained that the book drops are emptied and materials sit for 4 days before they are checked in. She said there is generally a day to organize quarantined materials on carts and the next day staff shelve those materials. President Hummel asked about the lag between returns and check outs. Director Weinstein stated the quarantining process will continue and that some material may not be readily available due to being quarantined. Trustee Sullivan stated that it was very interesting to hear about the quarantine process. Trustee Duffy suggested posting something about quarantining materials on social media so that those who frequent the little libraries stationed around Lisle could be informed.

## 8. New Business

### a. Approve LLD Policy 315: Loan Periods - Action Required

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

Director Weinstein provided an overview of changes.

Discussion: Secretary Swistak stated that one significant change was the limit of video games that patrons could check out. She mentioned that the revised date would need to be changed.

Roll Call Vote - All Aye. The motion passed.

### b. Approve LLD Policy 660: Environmental Responsibility - Action Required

**MOTION:** Secretary Swistak moved to approve LLD Policy 660: Environmental Responsibility. Trustee Duffy seconded.

Director Weinstein provided an overview of the policy.

Discussion: Secretary Swistak suggested to add the word 'the' between the words 'throughout' and 'facility' on item B5 of the policy. President Hummel stated the revised

date would need to be changed. Director Weinstein asked that a Trustee amend the motion. Trustee Duffy stated that he considered it a broad policy that provides guidance.

Treasurer Norton stated that she appreciates the work of the Personnel and Policy Committee and asked how the policy will serve the LLD. Director Weinstein mentioned connecting with the environmental group SCARCE and having more environmental programming. She said that it was a more substantial policy that points to broad objectives. Treasurer Norton asked if other libraries have similar environmental policies. Director Weinstein stated that having a full-fledged environmental policy was not commonplace at most public libraries. She said that the staff connected with SCARCE and looked at policies from park districts and schools. Trustee Duffy suggested it was a 'guiding' policy.

**MOTION:** Secretary Swistak moved to approve LLD Policy 660: Environmental Responsibility as amended. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

c. Approve FY2020-21 LLD Working Budget - Action Required

**MOTION:** Trustee Duffy moved to approve FY2020-21 LLD Working Budget. Treasurer Norton seconded.

Director Weinstein provided an overview of adjustments made to the FY2020-21 LLD Working Budget since the Committee of the Whole meeting on March 11<sup>th</sup>.

Discussion: Vice President Bartelli asked how much money the LLD has saved by contracting with Sikich now that the LLD does not employ a full-time Finance Director. Director Weinstein stated that she could not calculate that number at that moment and said she could get back to Trustees on that topic. President Hummel stated that the cost for Sikich services was approximately \$1,600-\$1,800 a month. Director Weinstein mentioned that the cost can fluctuate depending on what work is being accomplished such as the B&A. President Hummel mentioned he thought that the LLD was saving at least \$50,000 alone in salary. Director Weinstein restated that she would supply Trustees numbers at a later date.

Trustee Duffy thanked Director Weinstein and Assistant Director McQuillan for putting together the budget summary. Treasurer Norton stated the summary was great and asked about the removal of the salary study. Director Weinstein stated that due to the COVID-19 closure and all new procedures, the staff have not begun the annual evaluation process and it may take a couple more months to accomplish. She said that the salary study could be postponed until next fiscal year.

Trustee Sullivan asked Director Weinstein for her thoughts on rethinking how the Library will serve the public in this day and age. Director Weinstein mentioned that the Board will have to discuss the physical space soon. She stated that the LLD will never be without physical materials, but that there may be a decrease in certain materials and increases in digital content. She stated that the LLD is looking at various digital platforms in the next fiscal year to supplement existing offerings. Director Weinstein stated she imagines more 'pick-up and go' and small group programming in the future. Secretary Swistak thanked Director Weinstein for being thorough with the budget draft. President Hummel thanked Director Weinstein and staff.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Vice President Bartelli commented that she thoroughly enjoyed all the Facebook posts from every department and that the communications from Director Weinstein have been fantastic. Trustee Duffy recognized the Lisle residents that have passed away due to Covid-19. He praised President Hummel and Director Weinstein for foresight, transparency, and effective communications. Trustee Duffy mentioned that waiving fines and increasing WiFi capacity should be considered for the future. Trustee Larson commented that the updates have been great and liked seeing posts on Facebook/Instagram. Treasurer Norton commented that she appreciates the staff quarterly reports and mentioned she was very humbled and honored to be a Trustee during this challenging time. Trustee Sullivan thanked Director Weinstein and staff. She commented that the LLD has a great reputation as the 'little jewel' of Lisle and the people of Lisle miss it. Secretary Swistak stated that she appreciated the communications and social media posts from staff. President Hummel thanked Director Weinstein and the staff for their efforts. He also suggested having the Board discuss all that goes with expanding WiFi. He also suggested delaying the Director's evaluation so that it takes place in tandem with the Director's evaluation of staff.

10. Adjourn

**MOTION:** Trustee Duffy moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:23 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on June 17, 2020.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees