

LISLE LIBRARY DISTRICT
BOARD MEETING
May 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 [left the meeting at 7:55 p.m.]

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

One visitor addressed the Board. He gifted an art print to the Library and praised the Library staff.

President Bartelli acknowledged the passing of the Friends President, Doug Cunningham. She sent condolences to Doug's family, friends, and to the Board of the Friends of the Lisle Public Library District. President Bartelli also read aloud a statement from the Friends of the Lisle Public Library District.

3. Assignments for reviewing monthly accounts payable

- a. President Bartelli and Vice President Swistak reviewed the April billings in May
- b. Treasurer Norton and Trustee Wynn will review the May billings in June

4. Consent Agenda - Action Required

- a. Approve Minutes of the April 18, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 04/30/22, Investment Activity Report, 04/30/22, Current Assets Report, 04/30/22, Revenue Report, 04/30/22, and Expense Report, 04/30/22
- c. Authorize Payment of Bills, 05/16/22

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

5. Unfinished Business

- a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including exterior signage, exterior painting, and north drive aisle coordination discussion.

Mr. Rogers provided an update regarding construction progress, sign design, and cabling. He stated that the project remains on schedule and discussed several found items. Mr. Rogers discussed upcoming activities including additional abatement, structural reinforcements for stairs and new elevator, and north drive aisle sanitary line work.

Mr. Rogers reviewed change orders. He explained project deducts. He reviewed exterior signage mockups.

Discussion: President Bartelli mentioned that the current Library sign was difficult to see on the corner. Treasurer Norton stated that visibility was very important. Vice President Swistak asked about lighting. Mr. Rogers stated that the project would ensure that the lights would work correctly with the sign. President Bartelli asked about the shape and size of the sign. Mr. Rogers stated that he would have a discussion with Village staff. Trustee Sullivan suggested investigating sign alternatives. Trustee Turner commented that the stone pillars overwhelmed the sign.

Director Weinstein asked about taking down the stone pillars and using the pillar foundations. Mr. Rogers commented that the situation would reveal if it was possible only at the time of demolition. President Bartelli commented on the angle of the sign. Vice President Swistak asked if the Kingston Avenue entrance would have a new sign. Mr. Rogers stated that the Kingston Avenue entrance sign would be refaced and direct patrons to the new drive-up service window. Vice President Swistak stated that her main concern was visibility. Trustee Wynn suggested having multiple signs or triangulated signs so that patrons can see the signs from different directions.

Treasurer Norton asked for clarification on the paint deductions. Mr. Rogers explained that the dollar amounts were included in the bid.

Mr. Rogers asked for consensus on building paint color and stone condition.

Discussion: President Bartelli asked about cleaning the stone. Mr. Rogers stated that the stone would be power washed. The Board agreed on the green paint color and to preserve the natural stone.

Mr. Rogers discussed the north drive aisle sanitary line work and explained parking lot traffic changes. He stated that the work would be done over the course of a week.

Discussion: Treasurer Norton commented on safety and staff parking. Secretary Larson asked about staff parking. Mr. Rogers made some suggestions and Director Weinstein suggested reaching out to St. Joan of Arc or SWIB Industrial. Trustee Sullivan stated that her concern was safety and asked about barricades. Mr. Rogers mentioned hiring a traffic management company. Trustee Sullivan suggested using traffic barrels. Mr. Rogers assured the Board that a traffic management company would provide the best options.

Mr. Rogers left the meeting at 7:55 p.m.

6. Committee Reports

- a. Finance - Trustee Turner stated that the Committee met on April 25th to discuss the Working Budget.
- b. Personnel and Policy - Vice President Swistak stated that the Committee would meet on Thursday, June 2nd at 5:30 pm.
- 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 Library has a new donation button on the LLD website. Director Weinstein mentioned that a total of \$11,950 has been collected for the LiteZilla project. She said that she spoke with the Lisle Community Service Corporation about a potential Friends donation to the Library. Director Weinstein stated that on April 27th she attended the Annual Joint Review Board meeting regarding Lisle TIF reports.

Director Weinstein mentioned that the Museum Adventure Pass vendor has agreed to allow the Library to acquire more passes with a negligible fee increase. She stated that the Library has doubled the amount of available passes. Director Weinstein commented that she and Assistant Director McQuillan met with the Library's landscaper to discuss the corner of Front Street and Kingston Avenue. She explained that, to improve visibility, the Library would trim trees, cut back shrubs, and remove dead/damaged plants. Anything removed would be replaced with evergreen foliage. Director Weinstein mentioned that LLD Trustees had tours of the construction site. She asked if any member would like to participate in the Memorial Day Parade and to contact her after the meeting.

Assistant Director McQuillan shared two updates. She mentioned that the Library completed its annual fire safety testing. She said that Monaco Mechanical tested the HVAC system for spring maintenance.

Discussion: President Bartelli asked about the 3M Security Film. Director Weinstein explained that due to the renovation, the lower level study rooms have been designated as the best place to shelter during a tornado. SNHA recommended that the Library apply the film to the windows as an extra precaution.

8. New Business

- a. Adopt Ordinance 22-01: Transfer of funds to Special Reserve Fund - Action Required
MOTION: Treasurer Norton moved to adopt Ordinance 22-01: Transfer of funds to Special Reserve Fund. Vice President Swistak seconded.

Director Weinstein provided a summary of Ordinance 22-01: Transfer of funds to Special Reserve Fund.

Roll Call Vote - All Aye. The motion passed.

- b. Salary Scale FY2022-23 - Action Required
MOTION: Vice President Swistak moved to approve the updated LLD salary scale for FY2022-23 in accordance with the Illinois minimum wage target for 2025.

Director Weinstein provided a summary of the salary scale for FY2022-23.

Roll Call Vote - All Aye. The motion passed.

- c. Approve FY2022-23 LLD Working Budget - Action Required
MOTION: Trustee Sullivan moved to approve the LLD Working Budget for FY2022-23. Trustee Turner seconded.

Director Weinstein provided a summary of the FY2022-23 LLD Working Budget.

Discussion: Trustee Sullivan asked about budgeting 25% less between FY2021-22 and FY2022-23. Assistant Director McQuillan mentioned that the transfer of \$2,800,000 to the Special Reserve Fund from the Corporate Fund accounted for the 25% decrease. Director Weinstein added that the decrease was considered an expense; an accounting in and out. She stated that the Library's accountant and auditor recommended this way chronicling of funds. Treasurer Norton thanked staff for the format updates.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Trustee Wynn said that it was great to hear the update from Mr. Rogers and that she appreciated the progress. Trustee Turner stated that the project was running smoothly and appreciated the thoroughness of the project reporting. She thanked Director Weinstein and the Library staff for ensuring that the LWC Mother's Day bouquet event was a success. Vice President Swistak stated that she appreciated touring the Library's construction site.

Trustee Sullivan stated that though under renovation, the Library was doing a great job serving patrons. She said that she appreciated the statistics pages and provided examples of increased use. Treasurer Norton agreed with her colleagues and said she felt very positive about the project's progress. She mentioned that she thought the public comment was excellent. Secretary Larson mentioned that she enjoyed the construction site tour and appreciated everyone's hard work. President Bartelli stated that the construction site tour was great and said that her visits to the Library have been smooth despite construction.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:43 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on June 15, 2022.

Approved by

Secretary of the LLD Board of Trustees