

LISLE LIBRARY DISTRICT
BOARD MEETING
May 17, 2023 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - Trustee
Emily Swistak - Trustee
Karen Larson - Trustee
Liz Sullivan - Trustee
Vanessa Berry - Trustee
Debbie Breihan - Trustee
Joshua Martin - Trustee

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:17 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Election of Officers - Action Required

MOTION: Trustee Swistak moved to nominate Marjorie Bartelli as LLD Board President. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Sullivan moved to elect Emily Swistak LLD Vice President. Trustee Martin seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Sullivan moved to elect Karen Larson LLD Treasurer. Vice President Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Treasurer Larson moved to elect Liz Sullivan as LLD Secretary. Vice President Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

4. Decennial Committee - introduction/discussion

President Bartelli called to order the Lisle Library District Decennial Committee as part of the regular Board meeting. She explained that, per the Decennial Committees on Local Government Efficiency Act, taxing bodies are to form a committee to explore efficiencies within their organizations. The meetings will coincide with the regular LLD Board meetings. President Bartelli stated that the Committee is comprised of all Library Trustees, the Director, the Assistant Director, and two public members. She stated that she has appointed former Board member, Lorna Turner, and Lisle resident, John McCabe, as resident members. She commented that at the next meeting the Committee would discuss current efficiency measures and opportunities to increase efficiencies.

a. Public comment - None

5. Assignments for reviewing monthly accounts payable
 - a. President Bartelli and Secretary Sullivan reviewed the April billings in May
 - b. Vice President Swistak and Treasurer Larson will review the May billings in June

President Bartelli announced that the Board President or a designated veteran Trustee would train new Trustees on the bill review process.

6. Consent Agenda - Action Required
 - a. Approve Minutes of the April 19, 2023 Board Meeting
 - b. Approve Minutes of the April 22, 2023 Special Board Meeting
 - c. Approve Minutes of the May 8, 2023 Special Board Meeting
 - d. Acknowledge Treasurer's Report, 04/30/23, Investment Activity Report, 04/30/23, Current Assets Report, 04/30/23, Revenue Report, 04/30/23, and Expense Report, 04/30/23
 - e. Authorize Payment of Bills, 05/17/23

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

Roll Call Vote - All Aye. The motion passed.

7. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Mr. Rogers provided a progress update on punch list items including signage, handrails, landscaping, sealcoating and striping, lighting controls, furniture, and parking lot lighting. He mentioned that the LLD is on budget with contingency remaining.

He provided an update on change orders including planters, restroom fixtures, ceiling speakers, restroom doors, floor leveling, and miscellaneous electrical work.

Discussion: Vice President Swistak thanked Mr. Rogers for the handrail update. She asked if the monument sign lighting was functional. Mr. Rogers stated that the sign passed inspection on Monday morning and that the lighting should function. President Bartelli commented on the hands-free restroom doors and the ease of exiting. Director Weinstein stated that patrons may also manually unlatch the door without using the hands-free mechanism. Mr. Rogers mentioned possibly replacing the signage to make instructions clearer.

Mr. Rogers left the meeting at 7:17 p.m.

8. Committee Reports

President Bartelli announced that she would appoint Committee Chairs and members in June. She described each Committee. She stated that there should be at least three members on each Committee and that Trustees should email Director Weinstein with their preferences.

- a. Finance - President Bartelli mentioned that there was no report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - Treasurer Larson had nothing to report.
- d. Advocacy and Outreach - Secretary Sullivan had nothing to report.

9. Staff Reports

Director Weinstein announced that this meeting would be Assistant Director McQuillan's last official Board meeting. She stated that after 32 years of service to the District, Assistant Director McQuillan would retire as of May 31st. Director Weinstein said that Assistant Director McQuillan has worked in Circulation Services, Technical Services, and most recently Administration. She spoke of Assistant Director McQuillan's work and accomplishments and thanked her for her service.

Director Weinstein mentioned the Library had its Grand Opening on Saturday, April 22nd. She stated that 500 people attended the ceremony and over 800 people visited the LLD that day. She stated that President Bartelli cut the ceremonial ribbon. Attendees included Village of Lisle representatives, residents, former employees, former Trustees, newly elected officials, and Illinois Representative Terra Costa Howard.

She stated that the newly elected Trustees had their introductory orientation on May 10th. They discussed Library operations, staffing, policies, Board organization, OMA training, meeting schedules, and information provided by the Library's attorney.

Director Weinstein mentioned that the Lisle Woman's Club had a flower and vase giveaway in the outdoor pergola area on Saturday, May 13th for a Mother's Day weekend event.

As part of the Lisle Warhol Committee, Women's Club members also volunteered to assist in a bookbinding activity that would benefit the unveiling ceremony scheduled for May 20. Hardcover copies of memorial booklets would be given to the families of the honorees and paper copies would be available for general attendees. Director Weinstein mentioned that the Oak Study Room would serve as an archival room for the Lisle Woman's Club, Friends of the Library, and Foundation. The Library hopes to have a ribbon cutting for that room in the summer.

Director Weinstein commented that Congressman Bill Foster and his assistant Hilary visited the Library on May 4th. He wanted to see the newest renovation within his District. She, along with Trustees Swistak, Bartelli, and Breihan, met with Congressman Foster. He met staff and had positive comments about the building.

Director Weinstein stated that the Library held its first post-renovation Gallery 777 artist reception for Ellen Rottsoik's exhibit, *Black and White to Color*. The exhibit runs through June. She mentioned that the reception brought in more than 60 attendees.

Director Weinstein stated that the Library would be hosting a Warhol Mural unveiling ceremony on Saturday, May 20th at 11 am at the LLD's south entrance. She mentioned that the ceremony would include brief biographies of the local luminaries, unveiling of the window mural, Warhol-themed refreshments, and a booklet giveaway. The unveiling event will kick off Lisle's Warhol-themed activities all summer long.

Director Weinstein commented that the Library's parking lot would be closed to the public over the Memorial Day weekend for sealcoating and striping.

Director Weinstein acknowledged the passing of a longtime patron, John Marshall. Director Weinstein and President Bartelli sent his wife a condolence card. A member of his discussion group contacted Director Weinstein to discuss a donation in his honor.

Assistant Director McQuillan provided an update on activities beyond her written report. She mentioned that the meeting room partition was checked and balanced. It is in good working order. She stated that it is

checked annually. Assistant Director McQuillan commented that the plumber came out to replace a faucet in the building and an outdoor spigot. She mentioned that the piano came out of storage and was tuned. Tuning is done annually or as needed. Assistant Director McQuillan mentioned that Assistant Director Savage organized tree trimming around the campus last Friday and Monday.

Assistant Director McQuillan reiterated that she would retire at the end of the month. She mentioned her appreciation for the support and encouragement she's received from Trustees and staff over the years. She thanked Director Weinstein for her guidance and instruction in her library career. Assistant Director McQuillan commented that she and Will Savage have been training together and said that he will be a great asset.

10. New Business

- a. Salary Scale FY2023-24 - Action Required

MOTION: Vice President Swistak moved to approve the updated salary scale in accordance with the Illinois minimum wage target for 2025. Treasurer Larson seconded.

Director Weinstein provided an overview of the salary scale for FY2023-24.

Roll Call Vote - All Aye. The motion passed.

- b. Approve FY2023-24 LLD Working Budget - Action Required

MOTION: Trustee Martin moved to approve the fiscal year 2023-2024 Lisle Library District Working Budget. Trustee Sullivan seconded.

Director Weinstein provided an overview of expenses and revenues of the FY2023-24 LLD Working Budget.

Roll Call Vote - All Aye. The motion passed.

- c. Cleaning services proposal - Action Required

MOTION: Secretary Sullivan moved to approve of the nightly cleaning services proposal for a six-month term in the amount of \$11,970. These six months of service may include day porter service and supplemental cleaning as presented. Treasurer Larson seconded.

Director Weinstein provided an explanation of the cleaning services proposal.

Roll Call Vote - All Aye. The motion passed.

- d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$17,017.92, to be paid to Beth McQuillan.

President Bartelli read aloud the acknowledgement of payment to Beth McQuillan for earned/unused vacation time.

11. Opportunity for Trustee comments (five minutes)

President Bartelli recognized Assistant Director McQuillan by offering a gift from Emily, Liz, Karen, Jenny, Lorna, Sara, and herself. She thanked Assistant Director McQuillan for agreeing to stay through the renovation and wished her luck. Trustee Breihan thanked the Board for welcoming her and was excited to be a part of the team. Treasurer Larson commented that Assistant Director McQuillan will be missed as an

integral part of Library and that Will Savage will be great. Trustee Martin thanked Assistant Director McQuillan for her service and mentioned he was looking forward to building a relationship with Will Savage. He also said he appreciated the opportunity to start a new chapter with the renovation being completed. Secretary Sullivan thanked Assistant Director McQuillan for her work, welcomed the new Trustees, and mentioned reviewing the FQC report.

Vice President Swistak thanked Assistant Director McQuillan and congratulated her on her retirement. She welcomed the new Trustees. She commented on the visibility of the climbing wall for parents. Director Weinstein suggested having signage for the climbing wall. Vice President Swistak asked about the usage of the drive-up window. Director Weinstein mentioned it was going well and stated they would have statistics at the start of the new fiscal year. Vice President Swistak mentioned that her youngest son was excited to be volunteering at the Library.

12. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Treasurer Larson seconded. Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:00 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on June 21, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees