

LISLE LIBRARY DISTRICT  
BOARD MEETING  
May 19, 2021 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - Trustee  
Jenny Norton - Trustee (via GoToWebinar)  
Emily Swistak - Trustee  
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  
Mark Ritzman - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd., Associate Attorney (via GoToWebinar) [left the meeting at 8:58 p.m.]  
Roger Ritzman - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd., Senior Partner (via GoToWebinar) [left the meeting at 8:58 p.m.]

2. Election of Officers - Action Required

**MOTION:** Trustee Swistak moved to elect Marjorie Bartelli as President of the LLD for a 12-month term. Trustee Larson seconded.  
Roll Call Vote - All Aye. The motion passed.

**MOTION:** President Bartelli moved to elect Emily Swistak as Vice President of the LLD for a 12-month term. Trustee Sullivan seconded.  
Roll Call Vote - All Aye. The motion passed.

**MOTION:** Trustee Larson moved to elect Jenny Norton as Treasurer of the LLD for a 12-month term. Vice President Swistak seconded.  
Roll Call Vote - All Aye. The motion passed.

**MOTION:** Trustee Sullivan moved to elect Karen Larson as Secretary of the LLD for a 12-month term. Treasurer Norton seconded.  
Roll Call Vote - All Aye. The motion passed.

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

President Bartelli provided an overview of the LLD's Public Comment Policy.

One visitor addressed the Board. He stated that he was pleased to see three Board members in person. He spoke about the Library renovation project regarding taxes, consulting fees, and asking for a referendum.

4. Trustee Recognition

a. Resolution 21-01 - Trustee Hummel commendation - Action Required

**MOTION:** Vice President Swistak moved to approve Resolution 21-01 Thomas Hummel Commendation. Secretary Larson seconded.

Vice President Swistak read aloud Resolution 21-01.

Roll Call Vote - All Aye. The motion passed.

i. Acknowledgement opportunity for honoree

Mr. Hummel thanked the Board for the Resolution. He stated that he was pleased with his eight years on the Board and was proud of the work the Board and staff accomplished. Mr. Hummel also stated that he was proud that the LLD was able to lower taxes, maintain and improve services, and plan a renovation project. He affirmed that he supported the renovation. He commented that he was happy that the project vendors signed agreements to not contribute to the political campaigns of Trustees. He noted that the Library's financial consultants confirmed that the LLD has enough in reserves for the project. Mr. Hummel stated that he was honored to serve with present and past Board members. He wished the Board good luck and wished good luck to Mr. Duffy on the Village Board.

b. Resolution 21-02 - Trustee Duffy commendation - Action Required

**MOTION:** Treasurer Norton moved to approve Resolution 21-02 Thomas Duffy Commendation. Trustee Sullivan seconded.

Treasurer Norton read aloud Resolution 21-02.

Roll Call Vote - All Aye. The motion passed.

i. Acknowledgement opportunity for honoree

Mr. Duffy thanked the Board. He stated that Mr. Hummel's resolution statements were well deserved. Mr. Duffy stated that he felt the right people were in the room for the challenging decisions ahead. He commented that all taxpayers should be represented, and that many, including himself, want a thriving Library. Mr. Duffy stated that he would not forget his roots, gave thanks again, and stated that the LLD had a partner in him at the Village.

Mr. Hummel and Mr. Duffy were given Library Board keepsakes and copies of their respective resolutions.

5. Announcement: Trustee Appointment Procedures - Action Required

- a. Authorize LLD Personnel & Policy Committee to update Trustee appointment documents and post candidate information via appropriate LLD communication channels

**MOTION:** Secretary Larson moved to authorize the LLD Personnel and Policy Committee to update Trustee appointment documents and direct staff to post the candidate information via proper LLD communication channels. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

6. Assignments for reviewing monthly accounts payable

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

7. Consent Agenda - Action Required

- a. Approve Minutes of the April 21, 2021 Board Meeting

- b. Acknowledge Treasurer's Report, 04/30/21, Investment Activity Report, 04/30/21, Current Assets Report, 04/30/21, Revenue Report, 04/30/21, and Expense Report, 04/30/21
- c. Authorize Payment of Bills, 05/19/21

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

#### 8. Unfinished Business

- a. Capital Improvement Project - Action Required

**MOTION:** Secretary Larson moved to approve proceeding to a Schematic Design phase per the April 16, 2021 Concept Design Phase report information. Vice President Swistak seconded.

Mr. Rogers provided a recap of the concept design.

Roll Call Vote - All Aye. The motion passed.

- b. Communications Plan - Action Required

**MOTION:** Trustee Sullivan moved to approve the objectives as outlined and affirmed by the Board regarding the Communication Awareness Initiative Report. Secretary Larson seconded.

Director Weinstein provided an outline of key objectives and sample survey questions for the communications plan.

Discussion: Trustee Sullivan stated that the Director put great effort into the plan, hit a variety of points, and was in favor of two-way communications. President Bartelli asked for a progress report at the next regular meeting. Vice President Swistak corrected one of the sample questions and stated that she was looking forward to getting more input from the community. Director Weinstein stated that she would keep the Board apprised as the plan moved forward. Secretary Larson suggested having a box for paper surveys. Mr. Rogers mentioned displaying poster-boards at open houses showing design plans and ideas. Treasurer Norton stated that the plan was a great start and that the open houses would provide two-way communication. She mentioned the importance of getting feedback on the financial aspect of the project.

Roll Call Vote - All Aye. The motion passed.

#### 9. Committee Reports

President Bartelli stated Committee arrangements will be announced as soon.

- a. Finance - Treasurer Norton stated there were no updates.
- b. Personnel/Policy - Vice President Swistak stated the Committee would be meeting on Tuesday, May 25<sup>th</sup> at 10 a.m. in the meeting room.
- c. Physical Plant - President Bartelli stated there were no updates.

#### 10. Staff Reports

Director Weinstein provided a summary of her Director's report, mentioning the new CDC guidelines for COVID-19. She updated the Board about upcoming operational guidelines for the facility. She mentioned

that 90% of staff have had at least one COVID-19 vaccine shot. Board members agreed with the new operational guidelines and appreciated the update.

Assistant Director McQuillan provided a summary of her Assistant Director's report, mentioning her attendance at an IMRF meeting, fire safety inspections in the facility, and the update to the Polaris database.

## 11. New Business

President Bartelli stated there were three contracts to approve and announced that the Library's attorneys were present at the meeting to answer any questions. She stated that the Library's attorneys have reviewed all contracts, communicated with all entities, and provided riders to the contracts that required them.

### a. CCS contract - Action Required

**MOTION:** Vice President Swistak moved to approve the contract for owner's representation by CCS for the LLD capital improvement project. Trustee Sullivan seconded.

Discussion: Treasurer Norton asked if the contracts were posted publicly. Director Weinstein stated that contracts weren't posted due to the opportunity for discussion and negotiation. She mentioned that upon approval, the contracts were subject to public disclosure. Trustee Sullivan and Treasurer Norton suggested edits. Trustee Sullivan stated that she wanted to ensure that the LLD would retain ownership of all schematic drawings. Mr. Rogers stated that the Library would retain ownership and explained that the Library would receive a closeout binder that would include drawings and manuals. President Bartelli asked about extending Owners Representative basic services. Mr. Rogers clarified that the Library Board could extend services if they so wished. President Bartelli asked about liability insurance during the renovation. Mr. Rogers explained that there would be two forms of protection during the renovation, contractor's insurance and builder's risk insurance. Mr. Mark Ritzman added that the Library's insurance agent should also be consulted.

Roll Call Vote - All Aye. The motion passed.

### b. SNH contract - Action Required

**MOTION:** Secretary Larson moved to approve the contract for architectural services by Sheehan, Nagle and Hartray for the LLD capital improvement project. Trustee Sullivan seconded.

Discussion: Trustee Sullivan and Treasurer Norton asked for clarification on contract points and remarked on scrivener's errors. Director Weinstein asked if the motion would need to be adjusted for the scrivener's error changes. Mr. Mark Ritzman suggested to have the contract adopted subject to the scrivener's error changes as discussed. Trustee Sullivan commented about the architect's attendance at community meetings. Mr. Rogers stated SNH intends to attend three open house meetings and continue to present at regular Board meetings.

Treasurer Norton asked for clarification on moving forward with SNH as opposed to another architect. Mr. Rogers explained that typically, Board's receive subsequent phase proposals from the architectural team they've worked with in concept design. He mentioned that if the Board did not want to move forward with SNH, another selection process would have to be conducted. Treasurer Norton expressed her concerns. Secretary Larson asked about any financial impact if the Board tabled the approval and looked to select another firm. Mr. Rogers stated that there would be a time investment in getting another firm up to speed. Mr.

Mark Ritzman stated that if the Board selects a new architect, the project would be delayed by months. Mr. Rogers added that there would also be supplementary costs to the project. Mr. Rogers asked Treasurer Norton about her concerns. Treasurer Norton clarified her concerns.

Director Weinstein mentioned that SNH is as committed to doing as much community engagement as outlined in her report. Mr. Rogers explained that SNH reduced their fees and are committed to the project. Treasurer Norton asked if the \$477K is a fixed fee on page 21 of the AIA. Mr. Rogers stated that it was a fixed fee. Treasurer Norton asked questions about the pro forma. Mr. Rogers explained the pro forma.

**MOTION:** Secretary Larson moved to approve the contract for architectural services by Sheehan, Nagle and Hartray for the LLD capital improvement project with scrivener's adjustments. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

c. PMA contract - Action Required

**MOTION:** Trustee Sullivan moved to approve the contract for financial advisor services by PMA for the LLD capital improvement project. Vice President Swistak seconded.

Director Weinstein stated the contract was the same contract previously presented to the Board and that no rider was necessary for this contract.

Discussion: President Bartelli asked for clarification on the agreed amount for the contract. Mr. Rogers affirmed the fee of \$10,000.

Roll Call Vote - All Aye. The motion passed.

Mr. Mark Ritzman stated he would update the architect contract with the two scrivener's errors and use the initialed changes for CCS.

Mr. Roger Ritzman and Mr. Mark Ritzman left the meeting at 8:58 p.m.

d. Salary Scale FY21-22 - Action Required

**MOTION:** Trustee Sullivan moved to approve the LLD salary scale in accordance with CPI, comparative data, and with the Illinois minimum wage target. Secretary Larson seconded.

Director Weinstein provided an overview of the FY21-22 salary scale.

Discussion: Trustee Sullivan stated that she appreciated the backup data provided by the Director. Treasurer Norton asked for clarification on the 2025 minimum wage requirement. Director Weinstein explained the minimum wage for the lowest level pay rate. She also mentioned aligning with other library starting rates of pay.

Roll Call Vote - All Aye. The motion passed.

e. Approve FY2021-22 LLD Working Budget - Action Required

**MOTION:** Treasurer Norton moved to approve the FY2021-22 LLD Working Budget. Trustee Sullivan seconded.

Director Weinstein provided an overview of the FY2021-22 LLD Working Budget.

Discussion: Trustee Sullivan congratulated Director Weinstein on achieving an essentially flat budget and thanked her for providing detailed information. Vice President Swistak agreed and thanked Director Weinstein. Treasurer Norton asked about debt service costs for this fiscal year. Mr. Rogers stated that PMA recommended the first payment be made in July of 2022, which would be in the next fiscal year. Treasurer Norton asked about the project expense line. Mr. Rogers explained that he made a conservative estimate of project timeline payments. Treasurer Norton asked if there was any anticipation of increased insurance premiums for additional coverage required during the construction phase. Mr. Rogers stated that builders risk insurance was built into the \$7.7 million project budget. Director Weinstein stated the insurance costs in the working budget were separate insurance lines. Treasurer Norton asked for clarification on IT enhancements. Director Weinstein stated that the project would cover re-cabling, enhancing the Wi-Fi access points throughout the building, adding screens to some of the study rooms, and improved electrical access for device users.

Roll Call Vote - All Aye. The motion passed.

12. Opportunity for Trustee comments (five minutes)

Secretary Larson thanked everyone for their input. She stated that she was looking forward to more renovation meetings and seeing things advance. Treasurer Norton thanked the Board members for hearing her concerns and congratulated the new officers. Trustee Sullivan thanked Director Weinstein for a great job preparing all the information for the packet. Vice President Swistak stated that she was pleased with the meeting and was looking forward to continued discussion and collaboration. She thanked Treasurer Norton for sharing her thoughts. Vice President Swistak thanked Trustee Sullivan for her careful reading of the contracts. She stated she was glad to be back in the building for the meeting and thanked Director Weinstein for her attention to Board packet contents. Vice President congratulated President Bartelli on running her first meeting. President Bartelli congratulated the new officers, thanked Director Weinstein and Assistant Director McQuillan for their efforts, and stated that she was glad the cash flow analysis was addressed.

13. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 9:17 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on June 16, 2021.

Approved by

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Karen Larson, Secretary of the LLD Board of Trustees