

LISLE LIBRARY DISTRICT
BOARD MEETING
November 16, 2022 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Jenny Norton - Treasurer
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee

Absent:

Karen Larson - Secretary

Also present:

Tatiana Weinstein - Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:17 p.m.]
Brad Porter - Lauterbach & Amen [left the meeting at 7:32 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. President Bartelli and Trustee Sullivan reviewed the October billings in November
- b. Treasurer Norton and Trustee Wynn will review the November billings in December

4. Consent Agenda - Action Required

- a. Approve Minutes of the October 27, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/22, Investment Activity Report, 10/31/22, Current Assets Report, 10/31/22, Revenue Report, 10/31/22, and Expense Report, 10/31/22
- c. Authorize Payment of Bills, 11/16/22

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

5. Unfinished Business

- a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget updates & discussion

Mr. Rogers provided a progress update including control panel replacement, reopening, Phase 2 demolition, continued Phase 1 work, and work on the north entrance canopy. He stated that Camosy has estimated that the project should be completed between February and March. He commented that there was no change to the anticipated total cost of the project. Mr. Rogers explained invoices for extra blocking in walls located in Youth Services and Technical Services.

Discussion: Treasurer Norton asked for an estimate regarding south entrance access. Mr. Rogers stated that his best estimate was near the first of the year.

Mr. Rogers mentioned that he did not have any updates to the open bid alternates and suggested reevaluating them at the end of the project. Mr. Rogers explained the change orders.

I. Camosy Change Order #30 Approval Recommendation - Action Required

MOTION: Vice President Swistak moved to approve Camosy change order #30R for the sum of \$21,311 for structural steel modifications with costs to be offset by a deductive design contract modification. Trustee Wynn seconded.

Mr. Rogers provided an explanation of Camosy change order #30R pertaining to a deductive change for steel installation corrections.

Roll Call Vote - All Aye. The motion passed.

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

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - President Bartelli stated that Secretary Larson was absent.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

President Bartelli asked that they move to item 8a. Accept Annual Audit before moving on to item 7. Staff Reports.

8. New Business

- a. Accept Annual Audit - Action Required

Mr. Porter from Lauterbach and Amen provided an overview of the Annual Audit including the Independent Auditors' Report, Management's Discussion and Analysis, Statement of Revenues, Expenditures and Changes in Fund Balances, and Management Letter.

Discussion: Trustee Turner asked if audit work occurred on a quarterly basis. Mr. Porter explained that the audit occurred once a year and stated that the team communicates with the Library throughout the year. Trustee Turner asked about revenues regarding license plate renewals. Director Weinstein stated that the Library works with a third party to facilitate renewals. Trustee Turner asked if the pension fund was fully funded. Mr. Porter referred the Board to the audit for information regarding IMRF. He stated that IMRF was measured on a calendar-year and that it was well funded.

MOTION: Vice President Swistak moved to accept the Annual Library Audit, year ended June 30, 2022. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. Porter left the meeting at 7:32 p.m.

7. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Library reopened on Friday, November 4th at 9:30 am and that she had the pleasure of walking the first patron through the doors. Director Weinstein mentioned that staff issued tours and explained new arrangements to patrons. She provided an overview of temporary and unfinished areas in the building. Director Weinstein explained that the HVAC system has been experiencing an airflow issue and that the renovation team was working on a solution. She stated that there is now a dedicated space for patrons to pick up their holds.

Director Weinstein mentioned that the curbside pick-up service continues and that patrons can pick up items via the Front Street parking lot until the new drive-up service window is operational. She commented that the new automated return slot was operational. Director Weinstein mentioned that landscaping has been installed around the entrance and flagpole. She stated that the flagstone was restacked and backfilled. Director Weinstein reported that the LLD was mentioned in a published letter to Consumer Report magazine regarding the LLD's streaming services. She stated that the published comment encouraged a person in Maryland to contact the LLD and ask about streaming services for their own library.

Director Weinstein commented that she attended an intergovernmental and business owner meeting to discuss an Andy Warhol exhibit coming to College of DuPage. She mentioned that she was asked by the Fire District, along with other intergovernmental leaders, to participate in voting for firefighter of the year. Director Weinstein stated that, as of this month, all LLD Trustees and staff had completed their sexual harassment prevention training.

Discussion: President Bartelli asked if the new holds area had a sign. Director Weinstein stated that a temporary sign would be made until the permanent signage arrived.

Assistant Director McQuillan stated that Monaco Mechanical identified two HVAC humidifiers needed repair. She mentioned that a water bottle filler was installed on the east end similar to the one on the west end. She mentioned that Youth Services staff would decorate the atrium windows for the holidays.

8. New Business

b. Adopt Ordinance 22-06: Tax Levy Ordinance - Action Required

MOTION: Trustee Sullivan moved to adopt Ordinance 22-06 the Tax Levy Ordinance for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Treasurer Norton seconded.

Director Weinstein provided an overview of Ordinance 22-06, the Tax Levy Ordinance. She stated that in 2017, 2018, and 2019, the Library decreased its levy, in 2020 the LLD issued a flat levy, and in 2021 the LLD issued a levy aligning with the CPI. She commented that this year the levy increase was half of what was calculated for CPI. Director Weinstein recounted what the Library asked for versus what it received from the County from 2016 through 2022. She stated that the Library is requesting the same amount of funding as it did 6 years ago. She stated that the LLD is using the approved FY22-23 Working Budget as the guide in calculating the levy. Director Weinstein commented that the draft levy was reviewed by the Library's attorney and Sikich.

Discussion: Trustee Sullivan asked if the additional levy information could be provided to the public. Director Weinstein suggested posting the information on the Library's financial page. The Board agreed.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Certification of Compliance with TITA - Action Required

MOTION: Treasurer Norton moved to approve the annual Certificate of Compliance with the Truth in Taxation Act (TITA). Trustee Wynn seconded.

Director Weinstein provided an overview of the Certification of Compliance with TITA.

Roll Call Vote - All Aye. The motion passed.

- 9. Opportunity for Trustee comments (five minutes)

Vice President Swistak mentioned that at the December Board meeting the Director would share self-directed goals. She commented that Trustees would have an opportunity to provide Board-directed goals if desired. She stated that she and her family have visited the LLD twice since reopening and that it was refreshing to see the new areas. Trustee Sullivan thanked Director Weinstein for her work. Trustee Turner stated that she visited the LLD on the first day of reopening and had a positive conversation with a patron at the LLD entrance.

Treasurer Norton discussed the welcoming atmosphere in the lobby area. She stated that the audit report was exceptional and that the Library did a great job. She discussed the LLD's levy history and the value that the Library brings to community. Trustee Wynn agreed with Treasurer Norton's comments. She stated that staff's work was commendable and that she was proud to be a part of the LLD. President Bartelli agreed with Board member comments and thanked the staff for the fantastic audit report.

- 10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:07 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on December 21, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees