

LISLE LIBRARY DISTRICT
BOARD MEETING
November 17, 2021 - 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 8:30 p.m.]
Eric Penney - Sheehan, Nagle, Hartray Architects [left the meeting at 8:04 p.m.]
Amy Schmieding - Sheehan, Nagle, Hartray Architects [left the meeting at 8:04 p.m.]
Matt Beran - Lauterbach & Amen [left the meeting at 7:13 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 Turner reviewed the October billings in November
- b. Treasurer Norton and Trustee Sullivan will review the November billings in December

4. Consent Agenda - Action Required

- a. Approve Minutes of the October 20, 2021 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/21, Investment Activity Report, 10/31/21, Current Assets Report, 10/31/21, Revenue Report, 10/31/21, and Expense Report, 10/31/21
- c. Authorize Payment of Bills, 11/17/21

MOTION: Trustee Turner moved to approve the Consent Agenda. Secretary Larson seconded.

Discussion: Trustee Sullivan proposed the elimination of the Account Distribution Report. Director Weinstein asked which the Board preferred, by account or vendor. The Board agreed to keep the report by vendor.

Roll Call Vote - All Aye. The motion passed.

5. Annual Audit Presentation - Representative from Lauterbach & Amen presentation

Mr. Beran provided an overview of the annual audit report and management letter.

Discussion: Trustee Sullivan commented on capital assets. Mr. Beran suggested conducting an appraisal every 10 years. Trustee Sullivan asked about appraisals of land versus the building. Mr. Beran stated that in government accounting, the appraisal is not based on current market value, it is

based on when the land was first purchased. Mr. Beran concluded by stating that the Library was in a healthy financial state and that the audit next year would include renovation expenditures.

Mr. Beran left the meeting at 7:13 p.m.

6. Unfinished Business

a. Capital Improvement Project

i. SNHA/CCS Progress update and exterior color palette review - Discussion

Mr. Rogers provided a progress update including information about the debt certificate bond sale, meetings between SNHA, CCS, and LLD Administration and staff, construction documents, signage, and landscaping.

Board members stepped away from the Board table to view and discuss exterior color options on the opposite side of the meeting room at 7:16 p.m.

The Board discussed 5 color options and came to a consensus regarding an exterior color choice.

Board members returned to the Board table at 7:36 p.m.

ii. CCS Project updates, schedule, costs, debt issuance, and upcoming activities - Discussion

Mr. Rogers provided project updates. He stated that a 10-month construction duration was supported when interviewing general contractors.

Discussion: Vice President Swistak asked if the Board should have a Special Board meeting in January. Mr. Rogers stated that the regular Board meeting on the 19th would probably be sufficient. Vice President Swistak asked about opening bids. Mr. Rogers explained the bidding process.

Mr. Rogers provided an update to project costs and stated that the LLD was on target.

Discussion: President Bartelli asked about the project contingency line. Mr. Rogers stated that it was currently 2.55% and said that it could fluctuate a bit.

Mr. Rogers stated that the first bond payment would be due in July of 2022. He explained that payments would be due in July and January.

Mr. Rogers provided an overview of upcoming activities including completing the construction documents, FF&E (Furniture, Fixtures, and Equipment) selection, and releasing bid documents.

iii. Authorize release of bid documents to prequalified general contractors - Action Required

MOTION: Vice President Swistak moved to authorize the release of bid documents to six prequalified general contractors. Trustee Sullivan seconded.

Discussion: Mr. Rogers stated that he, Mr. McKay, Director Weinstein, Assistant Director McQuillan, President Bartelli, and Vice President Swistak interviewed 10 firms over a two day period. He stated that 6 firms were recommended to submit a bid. Mr. Rogers provided a summary of topics that were covered in the interviews.

President Bartelli commented that it was a very interesting process and quite in-depth. President Bartelli stated that she felt very comfortable with the 6 firms. Vice President Swistak mentioned that she felt the same way. She commented that Mr. Rogers lead them through the process with professional help from Mr. McKay. Vice President Swistak affirmed that she was comfortable with the 6 firms. Director Weinstein mentioned that safety, information on material delays, and phasing approaches were all important topics during the interviews.

Mr. Rogers stated that he would contact the firms as soon as possible after the Board meeting. He stated that inviting six firms was good. He mentioned that the holidays may force a firm to drop out due to other projects and that this is a normal occurrence.

Ms. Schmieding and Mr. Rogers provided an overview of the lower and upper floor plans.

Discussion: Trustee Sullivan asked about staff spaces. Ms. Schmieding stated that staff configurations were directed by the department managers. Vice President Swistak said she was appreciative that staff were able to provide input regarding their respective spaces.

Roll Call Vote - All Aye. The motion passed.

Mr. Penney and Ms. Schmieding left the meeting at 8:04 p.m.

7. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee met and are planning to meet again the first week in December. She spoke about the renovation video project and invited other Trustees to participate. Director Weinstein reassured everyone that the videos are coached and graciously edited. She stated that the goal of the videos is to highlight areas of the Library that will be improved by the renovation. Director Weinstein stated that Trustee Wynn has already agreed to be in a video and asked if the remaining Board members would like to volunteer. Trustees agreed.

Trustee Sullivan spoke about a fundraising idea that would include drafting a letter for Board approval. Director Weinstein asked Committee members about their availability for a meeting. Members agreed that Monday, December 6th worked best.

8. Staff Reports

Director Weinstein summarized her Director's report. She mentioned that she participated in an intergovernmental focus group where input was gathered for the Village's strategic plan workshop. She stated that she attended the annual Village TIF meeting on October 27th at Village Hall. The TIF consultant reviewed the 3 TIFs in Lisle. Director Weinstein mentioned that the TIF reports could be found on the Illinois Comptroller's website. She attended a LEDP design charrette meeting facilitated by Flaherty & Collins and KTG Architects at the Park District on October 28th for a proposed development on the corner of Main and Ogden. The purpose of the meeting was to receive community input regarding aesthetics.

Director Weinstein stated that staff participated in yearly harassment prevention training and had in-service training sessions. The in-service training was facilitated by Director Weinstein and Assistant Director McQuillan over a two day period, in small groups. Assistant Director McQuillan covered topics such as tornado, AED, fire, and Code Adam and Director Weinstein provided a comprehensive overview of the renovation with time for Q&A.

Director Weinstein commented on investment information shared with the Board which included planning for consolidating holdings using a single reporting platform and segregating the renovation project and bond proceeds accounts. She stated that Ehlers has already prepared an account ready to receive the bond proceeds. Director Weinstein stated that the next step would be to connect back with Ehlers to ladder investments to maximize returns during the course of the project.

Director Weinstein spoke about the Library's Annual Report included in the Board packet. The report is a recap of the prior fiscal year which includes a message from the Director, list of current Trustees, financial recap, statistics, and pictures. She stated that paper copies would be available at the public service desks and on the Library's website.

She commented that the *LovePurse* donation campaign was well received. Director Weinstein stated that there was a new donation box in the lobby from the Lisle Woman's Club where they are collecting scarves for veterans.

Director Weinstein mentioned a new program; LLD Kindness Cards. This program begins the first week in December. It is an 'instant volunteer' opportunity where patrons can write or decorate cards for hospitalized children, seniors, or veterans. Tables will be placed in Youth Services and Adult Services with blank cards, decorating materials, simple instructions, and ideas for inspiration. For students who are tasked to complete volunteer hours, 5 cards can equal 1 hour of volunteer time. Completed cards will be sent to *Cardz For Kidz*, a Chicago-based nonprofit.

Discussion: Vice President Swistak asked about the future of the meeting rooms and moving things during the renovation. Mr. Rogers stated that his task is to draft an RFP for moving services. Mr. Rogers provided an overview of the phasing process. He stated that offsite storage will be provided by a vendor. Vice President Swistak asked who would pack Library items. Mr. Rogers stated that staff will pack their desk items and the collection would be packed by the movers. Director Weinstein stated that Library departments will not look the same during the first phase of the renovation.

Mr. Roger left the meeting at 8:30 p.m.

Assistant Director McQuillan mentioned that MetalMaster Roofing conducted an inspection and a few repairs are planned on the south side. Assistant Director McQuillan mentioned that the HVAC software was updated. She stated that a humidifier will be repaired within the next week. She commented that Stephens Plumbing will replace a couple of toilets that have cracks.

Discussion: Trustee Sullivan asked about the location of AEDs. Assistant Director McQuillan stated that there is one located on the lower floor between fiction and non-fiction and that the closest one to the meeting room is located inside the Youth Services Department doors.

9. New Business

a. Accept Annual Audit - Action Required

MOTION: Treasurer Norton moved to accept the Library Audit, year ending June 30, 2021. Trustee Wynn seconded.

Roll Call Vote - All Aye. The motion passed.

b. Adopt Ordinance 21-05: Tax Levy Ordinance - Action Required

MOTION: Trustee Sullivan moved to adopt Ordinance 21-05: Tax Levy Ordinance. Trustee Turner seconded.

Director Weinstein provided an explanation of Ordinance 21-05: Tax Levy Ordinance.

Roll Call Vote - All Aye. The motion passed.

c. Approve Certification of Compliance with TITA - Action Required

MOTION: Treasurer Norton moved to approve the Certification of Compliance with TITA, the Truth in Taxation Act. Vice President Swistak seconded.

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

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Wynn stated her appreciation for CCS and SNHA. She also affirmed her appreciation for being a member of the Board. She said she could not wait to see all the wonderful outcomes. Trustee Turner stated that SNHA had gone above and beyond. She stated that she was relieved that the Board chose the exterior color. Vice President Swistak stated that she was excited about the renovation. Trustee Sullivan stated that she agreed with everything that was said. She stated that she thought they were making great progress. Treasurer Norton gave kudos to a successful audit and to a great bond rating. She commented that she was excited about the Advocacy and Outreach Committee's work. Secretary Larson stated that there are exciting times ahead. President Bartelli stated that she was excited about the Library's progress. She wished everyone a very Happy Thanksgiving.

11. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Treasurer Norton seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:41 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on December 15, 2021.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees