

LISLE LIBRARY DISTRICT
BOARD MEETING
November 18, 2020 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President
Marjorie Bartelli - Vice President (via GoToWebinar)
Jenny Norton - Treasurer (via GoToWebinar)
Emily Swistak - Secretary (via GoToWebinar)
Thomas Duffy - Trustee (via GoToWebinar)
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 (via GoToWebinar)
Don McKay - Sheehan Nagle Hartray Architects, Principle (via GoToWebinar)
Eric Penney - Sheehan Nagle Hartray Architects, Principle (via GoToWebinar)

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

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

4. Consent Agenda

- a. Approve Minutes of the October 21, 2020 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/20, Investment Activity Report, 10/31/20, Current Assets Report, 10/31/20, Revenue Report, 10/31/20, and Expense Report, 10/31/20
- c. Authorize Payment of Bills, 11/18/20

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

5. Unfinished Business

- a. Facility Options: Communications Plan Discussion - CCS

Director Weinstein provided a summary of Trustee feedback regarding the facility renovation. Mr. Rogers discussed an online dashboard.

Discussion: Trustee Sullivan asked about the dashboard. Mr. Rogers explained that the dashboard could be accessed via Library's website. Trustee Sullivan asked about seeing dashboard content before going public with the information. Mr. Rogers stated CCS would work with staff to determine how to best implement dashboard access via the LLD website.

6. Committee Reports

- a. Finance - Treasurer Norton stated that a Committee meeting would be held on November 24th to review capital funding options and cash flow.
- b. Personnel/Policy - Secretary Swistak stated that the Committee met last Wednesday. The Committee discussed one policy which was included in the packet for consideration.
- c. Physical Plant - Vice President Bartelli stated the Committee has not met. She mentioned that she attended a webinar on November 10th entitled 'The Accidental Facilities Manager' and stated she would share information with Assistant Director McQuillan.

7. Staff Reports

Director Weinstein summarized her Director's report and added extra information. She spoke about the State's Tier 3 status and discussed Library operations.

Discussion: Trustee Duffy commented about keeping the public informed as things change. Director Weinstein referred to Tier 3 measures and said the Library would pivot if necessary. Trustee Sullivan asked about loaning laptops to the public. Director Weinstein stated that there has not been a demand for checking out laptops. Trustee Sullivan suggested asking the Foundation to help fund laptop check-out.

8. New Business

- a. Approve LLD Policy 606: Public Health Response - Action Required
MOTION: Secretary Swistak moved to approve LLD Policy 606: Public Health Response and supplemental administrative documents. Trustee Duffy seconded.

Discussion: Director Weinstein provided a summary of the policy and supplemental administrative documents. Director Weinstein provided clarification from the attorney about the FFCRA administrative document regarding item A5.

Roll Call Vote - All Aye. The motion passed.

- b. Accept Architectural contract - Sheehan, Nagle, Hartray Architects - Action Required
MOTION: Trustee Duffy moved to accept the architectural contract from Sheehan, Nagle, Hartray Architects. Trustee Larson seconded.

Discussion: Mr. Rogers provided an overview of the proposed contract and recommended approval. Vice President Bartelli asked about public meetings. Mr. Rogers and Mr. McKay explained how public meetings could work. Trustee Sullivan mentioned concerns about public attendance due to COVID-19. Mr. McKay stated that the LLD was in a preliminary phase and that there will be innovative opportunities for engagement such as social media, online dashboards, and in-person engagement. Treasurer Norton recommended two edits to the contract language. Vice President Bartelli asked about LEED certification. Mr. Rogers explained LEED certification. Mr. McKay provided additional information on LEED certification. The Board agreed with Treasurer Norton's edits.

Trustee Duffy withdrew his motion.

MOTION: Trustee Duffy moved to accept the contract for Sheehan, Nagle, Hartray Architects as amended. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. McKay, Mr. Penney, and Mr. Rogers left the meeting at 8:16 p.m.

c. Adopt Ordinance 20-06: Tax Levy Ordinance - Action Required

MOTION: Trustee Duffy moved to adopt Ordinance 20-06: Tax Levy Ordinance. Trustee Larson seconded.

Discussion: Director Weinstein provided a summary of Ordinance 20-06: Tax Levy Ordinance and recommended adopting Ordinance 20-06 as presented. President Hummel commented about a 1% adjustment made by the County and suggested potentially adding an agenda item in March to discuss this issue. Trustee Larson asked for clarification about the levy being flat. Director Weinstein explained that the Ordinance shows a flat levy request and that the County determines any variances. Vice President Bartelli recommended passing the levy as-is.

Roll Call Vote - All Aye. The motion passed.

d. Approve Certification of Compliance with TITA - Action Required

MOTION: Trustee Larson moved to approve Certification of Compliance with TITA. Secretary Swistak seconded.

Discussion: Director Weinstein explained the Certification of Compliance with TITA.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Treasurer Norton said she is grateful and impressed with the Library's willingness and ability to innovate as the COVID-19 situation develops. Trustee Sullivan said she is excited to see what the designers can produce. Secretary Swistak stated that she appreciates the curbside program and all the work that goes into conducting such a great service. Vice President Bartelli thanked Director Weinstein and Mr. Rogers for negotiating the architectural contract. Trustee Duffy commented on the current pandemic and recommended everyone wear masks. President Hummel thanked staff for applying for a FEMA grant and for presenting a flat levy.

10. Adjourn

MOTION: Trustee Larson moved to adjourn the meeting. Trustee Duffy seconded.

Roll Call Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on December 16, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees