

LISLE LIBRARY DISTRICT
BOARD MEETING
October 21, 2020 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President
Marjorie Bartelli - Vice President (via GoToMeeting)
Jenny Norton - Treasurer (via GoToMeeting)
Emily Swistak - Secretary (via GoToMeeting)
Thomas Duffy - Trustee (via GoToMeeting)
Karen Larson - Trustee
Liz Sullivan - Trustee (via GoToMeeting)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager
Michael Del Valle - Auditor, Lauterbach & Amen, LLP

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Larson reviewed the September billings in October
- b. President Hummel and Trustee Sullivan will review the October billings in November

4. Consent Agenda

- a. Approve Minutes of the September 16, 2020 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 16, 2020 Board Meeting
- c. Approve Minutes of the September 16, 2020 Executive Session
- d. Approve Minutes of the October 13, 2020 Special Board Meeting
- e. Approve Minutes of the October 14, 2020 Special Board Meeting
- f. Acknowledge Treasurer's Report, 09/30/20, Investment Activity Report, 09/30/20, Current Assets Report, 09/30/20, Revenue Report, 09/30/20, and Expense Report, 09/30/20
- g. Authorize Payment of Bills, 10/21/20

MOTION #1: Treasurer Norton moved to approve the Consent Agenda. Trustee Duffy seconded.

Discussion: President Hummel recommended amending the minutes of the October 13, 2020 Special Board Meeting and October 14, 2020 Special Board Meeting by adding the times that each architect firm arrived.

MOTION #2: Trustee Duffy moved to amend the minutes of the October 13, 2020 Special Board Meeting and October 14, 2020 Special Board Meeting. Vice President Bartelli seconded.

Discussion: Secretary Swistak asked Trustee Duffy for clarification on the amendment. Trustee Duffy explained the addition of arrival times.

Roll Call Vote for MOTION #2 - All Aye. The motion passed.

Roll Call Vote for MOTION #1 - All Aye. The motion passed.

5. Annual Audit Presentation - Lauterbach & Amen presentation

Michael Del Valle, from Lauterbach & Amen, presented the annual audit.

Discussion: President Hummel asked about surplus funds. Mr. Del Valle mentioned the surplus of \$118,333 and endorsed moving funds from the General Fund to Special Reserves. President Hummel asked about deficit spending. Mr. Del Valle explained that the LLD was not deficit spending. He reiterated that moving funds from the General Fund to the Special Reserve Fund is a proper action.

Treasurer Norton thanked Mr. Del Valle for the presentation and mentioned the management letter comments. Mr. Del Valle thanked the Board and staff for taking the management letter comments seriously and acting on them.

Mr. Del Valle left the meeting at 7:23 p.m.

6. Unfinished Business

a. Facility Options: Communications Plan Discussion

Director Weinstein provided a recap of communication plan solutions using Trustee ideas.

Discussion: Mr. Rogers recommended communicating the problems, the solutions, and why expending funds now will save money in the long run. Board members discussed methods of communicating, timelines, a digital dashboard, and funding information.

Director Weinstein suggested that Trustees provide more feedback via email regarding key elements for the dashboard. Board members agreed to email the Director with their ideas.

Mr. Rogers left the meeting at 7:51 p.m.

7. Committee Reports

a. Finance - Treasurer Norton provided an overview of the October 6th Finance Committee meeting.

Discussion: President Hummel asked about an upcoming Committee meeting. Director Weinstein stated it would occur in mid to late November.

b. Personnel/Policy - Secretary Swistak stated the Committee has scheduled a meeting on Wednesday, November 11th at 7:00 p.m.

Discussion: President Hummel asked if the topic included the policy with the legal review. Director Weinstein confirmed that the LLD attorney reviewed the drafts.

c. Physical Plant - Vice President Bartelli stated the Committee had not met due to ongoing discussions with CCS.

8. Staff Reports

Director Weinstein mentioned Governor Pritzker's recent proclamation extending the emergency executive order. She stated the Library would continue to maintain all of the safety protocols related to minimizing risk, one hour limit for patrons, and continuing curbside pick-up. Director Weinstein mentioned an increase in virtual and outdoor programming, hot spot check outs in the near future, and a story walk project by Youth Services. Director Weinstein stated she was in the process of applying for FEMA funds for PPE. She mentioned the addition of two online resources; PressReader and Kanopy.

Discussion: President Hummel suggested ordering extra PPE. He commented on the success of the outdoor programming and suggested also talking to the County for PPE funding.

Assistant Director McQuillan mentioned that the LLD's landscaping firm would soon begin work on the the detention wall.

Discussion: Vice President Bartelli stated she had a conversation with Assistant Director McQuillan about the costs of smaller projects. Vice President Bartelli asked about the barcoding and referencing of furnishings and materials. Assistant Director McQuillan explained that the purpose is for auditors to put a value on equipment and materials. Director Weinstein mentioned the French drain project was to mitigate the icing on the sidewalks on the southeast end of the parking lot. Secretary Swistak stated she appreciated the Department Directors' quarterly reports.

9. New Business

a. LLD vacant lots - Discussion

Discussion: The Board discussed the vacant lots to the east and south of the Library. Board members agreed to retain both lots for the time being.

b. Accept Annual Audit - Action Required

MOTION: Treasurer Norton moved to accept the annual audit. Trustee Sullivan seconded. Roll Call Vote - All Aye. The motion passed.

c. Approve Resolution 20-04: Resolution to Determine Estimate of Funds - Action Required

MOTION: Trustee Duffy moved to approve Resolution 20-04: Resolution to Determine Estimate of Funds. Treasurer Norton seconded.

Discussion: Director Weinstein provided an explanation about the agenda item.

Treasurer Norton stepped away from the GoToMeeting at 8:21 p.m.

Roll Call Vote - Trustee Duffy - Aye, Trustee Norton - Absent, Trustee Sullivan - Aye, Trustee Swistak - Aye, Trustee Bartelli - Aye, Trustee Larson - Aye, Trustee Hummel - Aye. The motion passed.

Treasurer Norton returned at 8:23 p.m.

d. November 3, 2020 Election Day closing - Action Required

MOTION: Trustee Duffy moved to approve the November 3, 2020 Election Day closing. Trustee Larson seconded.

Discussion: Director Weinstein provided an explanation about the agenda item. Board members discussed whether other local agencies were going to be open or closed on November 3rd. Board members established that having the Library open would provide access for patrons who many need important information on such an significant day.

President Hummel called for a vote on the motion. He stated a yes vote was for closing the Library and a no vote was to keep the Library open.

Roll Call Vote - All Nay. The motion failed.

10. Opportunity for Trustee comments (five minutes)

Vice President Bartelli stated she appreciated the interview meetings last week and thanked staff and CCS for organizing. She appreciated the quarterly reports, library visits by Trustees, and discussion on the communications plan. Vice President Bartelli thanked President Hummel for delivering Board packets. Trustee Duffy stated that he enjoyed the presentations and discussions last week. Trustee Larson thanked staff and CCS for organizing the meetings last week. Treasurer Norton gave kudos to everyone for their efforts and remarked about the public's input in the renovation. Secretary Swistak stated she continues to appreciate curbside pick-up services and thanked staff for continuing the service. President Hummel asked about a drop in curbside pick-up. Director Weinstein mentioned curbside use has declined due to the Library being open to the public. President Hummel discussed the Public Comment Policy. He mentioned the increase in the number of Board meetings and asked Trustees to be respectful of staff time.

11. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 8:44 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 18, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees