

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
September 26, 2019 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services
Graham Harwood - CCS International Inc., Principal/Director
Marc Rogers - CCS International Inc., Project Manager

2. Opportunity for visitors to speak

One visitor addressed the Board. She spoke of the importance of a libraries, maintaining innovative facilities, and to facilitate learning for both children and adults.

3. Consent Agenda - Action Required

Acknowledge:

- a. Revenue Report, 8-31-2019
- b. Expense Report, 8-31-2019

MOTION: Trustee Sullivan moved to acknowledge the Revenue and Expense reports for August 31, 2019. Trustee Duffy seconded.
Roll Call Vote - All Aye. The motion passed.

4. Project definition & options for LLD facility | CCS presentation & discussion

President Hummel stated that the purpose of the special board meeting to discuss options for the LLD facility including facility improvements, location, and cost estimates. President Hummel introduced Graham Harwood and Marc Rogers of CCS International Inc. CCS stated that they've reviewed various LLD reports and began the meeting by asking the Board about pain points within the building, such as not having a restroom in Youth Services.

President Hummel asked about the possibility of moving departments within the building. Trustee Larson asked if it was possible to expand on the north side of the building and have an entrance on the north side. Trustee Duffy mentioned that noise cancellation techniques would need to be implemented if Youth Services moved downstairs. Secretary Swistak stated that having only one entrance is a problem and that there used to be a main entrance near the atrium area. She recommended more than one entrance,

especially if Youth Services moves downstairs. CCS said if there was an expansion on the north side of the building, there would be displacement of parking. CCS also mentioned the option of expanding the second floor and asked if parking was restrictive. Secretary Swistak mentioned that parking was restrictive during certain events. Director Weinstein agreed that parking is limited when the LLD has large events outside, like the Summer Read Kick-off, but outside of those type of events, parking is adequate. Trustee Duffy stated that the LLD's current entrance needs improvement and that it doesn't feel welcoming. CCS asked if the LLD needed a family restroom, and if so, where, and how many. Secretary Swistak commented that it would depend on the location of Youth Services and the number of entrances. Trustee Duffy stated that he sees the need for more than one. Trustee Larson asked CCS about other libraries. CCS stated that it was typical to see two family bathrooms in libraries of LLD's size.

CCS asked about meeting and study spaces. President Hummel mentioned that the community survey showed that the LLD needed more study space and suggested reconfiguring/converting Administration offices into study spaces. Board members suggested that study spaces should be flexible to accommodate different uses.

CCS asked about media labs and STEAM spaces. President Hummel suggested having something small at first and expanding if needed. CCS mentioned that having such spaces is dependent on community needs. Board members and staff agreed that space should be flexible to accommodate different uses.

CCS asked if there was a need for a dedicated teen area. Secretary Swistak commented that the teen books are on the Adult floor and stated that the teens have no place to call their own. Trustee Larson how much space is generally needed for a teen space. CCS mentioned that teen spaces can be a variety of sizes and that group study rooms are very valuable to the teen population. Board members questioned the Youth Services Director about teen Library use. He mentioned that trying to find meeting/study space is difficult during after-school hours due to the teens occupying the limited amount of study space the LLD has.

Treasurer Norton questioned what could be done with the existing square footage regarding the Strategic Plan. Trustee Sullivan offered the Board and CCS her notes, including suggestions and priorities.

CCS asked about shelving. Trustee Larson asked CCS for their recommendation. CCS said that they see the trend of highlighting of materials via shelving options. CCS asked if the Board was looking at all new shelving or a mix of new/old. Director Weinstein said that expanding the number of shelves was not needed, but allowing for flex shelving was appropriate. Secretary Swistak suggested better signage. Trustee Duffy suggested lowering some of the shelves.

CCS brought asked about a vehicle drop off area. President Hummel mentioned that the parking lot flow had been reversed years ago. CCS discussed the LLD's presence in the community, especially regarding the landscaping obscuring the view of the building. Trustee Larson suggested that it would be more open and inviting if the landscaping was modified. CCS discussed light and the uniformity of LED lighting.

CCS explained basic funding options for capital improvements and recommended having a financial expert come to the next meeting. The Board agreed. CCS discussed the development business and examples of good and bad partnerships. CCS asked the Board if they were interested in CCS meeting with the specific developers who've shown interest in a downtown development that included the LLD. The Board asked about timeframes and being able to move downtown within a reasonable amount of time. President Hummel reminded the Board that any capital project will impact the Library for years to come. The Board agreed to have CCS and Director Weinstein meet with the developers to hear their ideas and report back to

the Board. Trustee Sullivan asked about donations funding projects. CCS gave donation examples but cautioned that donations don't generally pay for the entirety of a capital project.

CCS stated that the next meeting would be scheduled after consulting with the developers. The next meeting would include preliminary cost estimates based upon the evening's discussion.

5. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 9:00 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 9, 2019.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees