

LISLE LIBRARY DISTRICT
BOARD MEETING
August 16, 2023 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Karen Larson - Treasurer
Liz Sullivan - Secretary
Vanessa Berry - Trustee
Debbie Breihan - Trustee
Joshua Martin - Trustee

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Chris Knight - Recording Secretary
Lorna Turner - Lisle Resident/Decennial Committee member [left the meeting at 7:23 p.m.]
Thomas Hummel - Public Comment resident/Lisle Park District Commissioner

2. Opportunity for visitors to speak - general public comment period

Mr. Hummel welcomed the new Board members. He congratulated the Library on its efficiencies including reducing its levy from 2017 through 2019 by 18% and keeping it flat in 2020, improving transparency by recording all of its Board and Committee meetings, and recent building renovation improvements. He clarified that he was speaking as an individual Lisle Park District Commissioner, not on behalf of the entire Park Board. Mr. Hummel stated that he thought that the Park District and Library District could create an intergovernmental agreement to create a park at the vacant Kingston Avenue property.

3. Approve LLD Resolution 23-06: In Memoriam Resolution for Richard Flint - Action Required

MOTION: Vice President Swistak moved to approve LLD Resolution 23-06. Trustee Martin seconded.

Vice President Swistak read aloud Resolution 23-06.

Roll Call Vote - All Aye. The motion passed.

4. Assignments for reviewing monthly accounts payable

- a. Vice President Swistak and Trustee Martin reviewed the July billings in August
- b. President Bartelli and Trustee Breihan will review the August billings in September

5. Consent Agenda - Action Required

- a. Approve Minutes of the July 19, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 07/31/23, Investment Activity Report, 07/31/23, Current Assets Report, 07/31/23, Revenue Report, 07/31/23, and Expense Report, 07/31/23
- c. Authorize Payment of Bills, 08/16/23

MOTION: Trustee Breihan moved to approve the Consent Agenda. Treasurer Larson seconded.

Discussion: Vice President Swistak pointed out a scrivener's error. It was noted by staff.

Roll Call Vote - All Aye. The motion passed.

6. Decennial Committee

a. Introductions

President Bartelli announced that the full Board, Director Weinstein, Assistant Director Savage, and Lisle resident Lorna Turner were present for the meeting. She stated that Lisle resident John McCabe could not be present.

b. Compliance guidelines

President Bartelli summarized the compliance guidelines. She stated that the Committee must have met for the first time before June 10, 2023. She stated that the Committee held its first meeting in May. She said that the Committee must meet at least three times total, prepare a written report with recommendations, and then file the report with the County no later than 18 months after the first Committee meeting.

c. Draft report document - discussion

Director Weinstein read a note provided by Mr. McCabe. She provided an overview of the draft report document.

Discussion: Vice President Swistak suggested adding the play area to the list under Core Programs or Services Offered by the LLD. Treasurer Larson suggested adding LiteZilla to the list. Director Weinstein mentioned adding the teen space to the list as well. Trustee Martin mentioned the license plate sticker renewal program. Vice President Swistak suggested adding the study rooms. Trustee Berry mentioned the outdoor seating area. Secretary Sullivan suggested adding reference services.

Vice President Swistak suggested using 'Lisle-Woodridge Fire District' instead of 'Lisle Fire District' under Intergovernmental/System Partnerships.

Secretary Sullivan suggested a correction to the third bullet point under Efficiency Implementations/Projects to say 'meetings' instead of 'meeting.'

Treasurer Larson asked about the goals for all entities. Director Weinstein suggested that the intended outcome is to increase efficiencies while maintaining quality services. Trustee Berry suggested it might be a way to get districts talking about efficiencies and have it on record. Ms. Turner commented on the taxing system of Illinois compared to neighboring states.

d. Public comment - None

e. Adjourn

MOTION: Secretary Sullivan moved to adjourn. Treasurer Larson seconded.

Roll Call Vote - All Aye. The motion passed.

Ms. Turner left the meeting at 7:23 p.m.

7. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Director Weinstein provided an overview of Mr. Rogers' report to the Board.

8. Committee Reports
 - a. Finance - Secretary Sullivan stated that the Committee had met to discuss and review the tentative B&A.
 - b. Personnel and Policy - Vice President Swistak had nothing to report.
 - c. Physical Plant - Treasurer Larson had nothing to report.

9. Staff Reports

Director Weinstein stated she met with Joe Viso, the Village's Community Engagement Specialist, to discuss an upcoming community survey for the Village of Lisle. The survey will involve Village related activities and satisfaction. He asked that the Library help promote the survey which happens in September.

Director Weinstein said a few words about former Trustee Richard Flint and expressed sympathies to his family and friends.

Director Weinstein stated that Administration was accessing operational needs regarding technology. She commented that she and the IT Manager have discussed improvements to operations including better documentation and updating the technology report. Director Weinstein mentioned that this might involve some job responsibility changes and/or increased outsourcing services; all adjustments are within budget.

She commented on her personal experience with the accessibility improvements made by the Library.

Director Weinstein stated that the Library experienced a power outage last Saturday. She explained that ComEd had to evaluate and replace a damaged cable underground. Assistant Director Savage checked to make sure power was restored on Saturday and Sunday. Director Weinstein mentioned that there was a non-emergency alert coming from the fire panel, which was resolved on Monday by the fire panel vendor.

She commented that YS Outreach Librarians, Isolda and Emily, visited Lisle Elementary School's *Back to School Fair*. They spoke to over 300 people about the Library's September programs and digital resources for homework help.

Director Weinstein announced that the keyless entry cards were ready for Board members and she passed them out.

Discussion: Vice President Swistak asked about the self-check kiosks allowing one AV item to be checked out at a time. Director Weinstein stated that there was an issue. Assistant Director Savage commented that the issue is being investigated by Technical Services and Circulation Services. Secretary Sullivan discussed exiting the entrance doors during a fire. Director Weinstein explained that the entrance doors can be pushed out for emergencies. Secretary Sullivan asked about generators to keep IT services running during a power outage. Director Weinstein discussed the on-premises Polaris server and suggested it could be moved to the cloud, but would be an expense for the next budget cycle. She stated that IT Staff would look into the expense of installing a generator for the server room.

Assistant Director Savage stated he had several meetings over the course of the month. He mentioned that the event team met for the first time in a while. They discussed Fall Fest, which will take place on September 22nd. He commented that Pieper came out to complete outstanding lighting control work. Assistant Director Savage explained that a damaged tree on the south lot was removed due to the storms in late July. He mentioned that Metal Master came out to assess gutters, drainage issues, and leveling. He is waiting on a proposal. He mentioned that Chicago Metro Fire came out to assess the fire panel and determined that the backup batteries needed to be replaced due to age. He commented that Bear Landscaping mulched over the space that was dug up due to the damaged electrical cable.

Discussion: Trustee Martin asked if the fire panel was replaced as part of the renovation. Director Weinstein stated that it was. Secretary Sullivan asked if Fall Fest was taking place on a Friday. Assistant Director Savage clarified that it was taking place on Friday, September 22nd from 5-7 pm.

10. New Business

- a. Approve tentative Budget and Appropriation Ordinance 23-04 (B&A) - Action Required
MOTION: Vice President Swistak moved to approve Ordinance 23-04 a Tentative Budget and Appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2023 and ending June 30, 2024. Trustee Martin seconded.

Director Weinstein provided an overview of the tentative Budget and Appropriation Ordinance 23-04 (B&A).

Roll Call Vote - All Aye. The motion passed.

- b. Accept Illinois Public Library Annual Report (IPLAR) - Action Required
MOTION: Secretary Sullivan moved to accept the Illinois Public Library Annual Report as statutorily required and to submit the IPLAR to the State Library as a condition of system membership. Trustee Berry seconded.

Director Weinstein provided an explanation of the Illinois Public Library Annual Report (IPLAR).

Discussion: Vice President Swistak suggested a correction to Treasurer Larson's term. She stated that it should show the term ending May 2027 instead of May 2023. Trustee Berry asked about the minor square footage increase. Director Weinstein commented that the only square footage increases were at both entrance vestibules.

Roll Call Vote - All Aye. The motion passed.

- c. Semi-annual review of executive session minutes - Action Required
- d. Review of executive session recordings more than 18 months old - Action Required

11. Executive Session

MOTION: Vice President Swistak moved to go into Executive Session under 5 ILCS 120/2(c)(21) the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Martin seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:57 p.m.

The Board came back into Open Session at 8:13 p.m.

MOTION: Treasurer Larson moved to release the following Executive Session minutes; February 21, 2023. Vice President Swistak seconded.
Roll Call Vote - All Aye. The motion passed.

MOTION: Vice President Swistak moved to destroy the following Executive Session recording more than 18 months old; February 16, 2022. Trustee Martin seconded.
Roll Call Vote - All Aye. The motion passed.

12. Opportunity for Trustee comments (five minutes)

Vice President Swistak stated she was at the Library last month during a tornado warning. She commented that Youth Services Director Ferrari kept constant communication with the Director and gave updates and made sure everyone was safe. Vice President Swistak mentioned it was nice to see how staff handled a weather event. She shared a positive experience she had with Adult Services Librarian Xavier, who helped her find a book she was looking for. She congratulated Katie McMahon on her promotion to Youth Services Assistant Director.

Vice President Swistak thanked staff for taking care of the carpet stain on the lower level. She mentioned that she and her family have enjoyed using the individual study rooms. Vice President Swistak mentioned that she, Secretary Sullivan, and President Bartelli had taken part in Trustee training in 2017 along with the Board at the time. She suggested that they have the training again as a refresher. Vice President Swistak commented that it was nice to see Director Weinstein back at work on a regular basis.

Trustee Martin appreciated the work done by Director Weinstein and Assistant Director Savage on preparing the budget reports and the thorough analysis and explanation.

Trustee Breihan reiterated comments on the preparation on the B&A and walkthrough. She thanked staff on keeping the Board updated on the power outage. Trustee Breihan complimented the Library newsletter and social media posts.

Trustee Berry said she had information about environmental programming. Director Weinstein stated that information could be forwarded to her and that she'd forward to relevant staff. Trustee Berry passed along a thank you from a group of boys that were featured in an Instagram post.

President Bartelli thanked staff for their work during emergencies such as the power outage. She asked about the repairs and responsibility. Director Weinstein stated that Assistant Director Savage confirmed it was ComEd's expense.

13. Adjourn

MOTION: Secretary Sullivan moved to adjourn the meeting. Trustee Martin seconded.
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:22 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 20, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees