

LISLE LIBRARY DISTRICT
BOARD MEETING
December 11, 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
Marc Rogers - CCS International Inc., Project Manager

2. Opportunity for visitors to speak

One visitor addressed the Board. He mentioned that he attended the presentation by PMA Securities and CCS. He stated that he was surprised that none of the options came close to the minimum of 45,000 square feet as recommended by the 2016 Engberg Anderson report. He mentioned Geneva and Lake Villa libraries as examples of relevant construction projects. He handed out copies of a Library project proposal from 2004.

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Duffy reviewed the November billings in December
- b. Treasurer Norton and Trustee Larson will review the December billings in January

4. Consent Agenda

- a. Approve Minutes of the November 13, 2019 Board Meeting
- b. Approve Minutes of the December 2, 2019 Special Board Meeting
- c. Approve Minutes of the December 2, 2019 Executive Session
- d. Acknowledge Treasurer's Report, 11/30/19, Investment Activity Report, 11/30/19, Current Assets Report, 11/30/19, Revenue Report, 11/30/19, and Expense Report, 11/30/19
- e. Authorize Payment of Bills, 12/11/19

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

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Treasurer Norton stated there was nothing to report.
- b. Personnel/Policy - Secretary Swistak mentioned the Committee may meet sometime in January or February.
- c. Physical Plant - Vice President Bartelli stated there was nothing to report.

6. Unfinished Business

Continuation of LLD facility option discussion

Review of Dec. 2nd Special Meeting documentation and provide direction regarding potential downtown option discussions with relevant entities.

Discussion: Vice President Bartelli asked for clarification on cost totals. Marc Rogers from CCS explained cost breakdowns and summaries in each proforma example. CCS stated that they would update labels within the report.

President Hummel asked about HVAC and elevator costs within the examples. CCS stated the costs for HVAC do not include the work that is currently being done and that the cost for an elevator was an allowance to see if any updating was needed. President Hummel stated it would not need to be updated.

Trustee Larson asked about Flaherty & Collins (F&C) presenting at the Village Planning and Zoning Commission. CCS stated that F&C will show preliminary plans. Trustee Sullivan mentioned that residents have inquired about CCS documents and the LLD facility. Director Weinstein stated the Library has posted the CCS documentation via the Board packets and have updated them as received.

President Hummel asked the Board if they would agree to have the Director contact F&C to allow the Library to be included in a conceptual plan for discussion with the Village, understanding that discussion and negotiations between F&C and the Library continue, along with discussions about renovating the Library's current building. President Hummel polled the table -- Trustee Larson did not agree with the idea, all other Board members agreed to allow the LLD to be included in a concept review.

Vice President Bartelli asked for clarification regarding CCS attending the Planning and Zoning meeting. Marc Rogers stated he is a member of the Planning and Zoning Commission and would abstain from discussions involving the LLD. Secretary Swistak and Trustee Sullivan asked for clarification regarding F&C. Director Weinstein explained that she would send F&C a statement letting them know they may use the Library as part of a concept for discussion purposes.

Trustee Sullivan mentioned that the Village posts videos of their meetings on their website. President Hummel stated there will be more meetings and more discussion on this topic at regular LLD Board meetings. Director Weinstein recommended having a page on the Library website dedicated to facility projects, linking to documentation and updates. The Board and CCS agreed that it was a good idea to have such a page.

7. Staff Reports

Discussion: Vice President Bartelli asked if Cathy Cawiezel would be attending the January LLD Board meeting, representing the Friends of the Lisle Library and the Lisle Library Foundation. Director Weinstein stated that it was a possibility for a representative to attend.

Vice President Bartelli commented that the LLD Board should discuss reinstating the Foundation. Director Weinstein stated that the Foundation is committed to supporting the Library and would

like to hear from the Board about initiatives and goals the LLD Board would like the Foundation to pursue. President Hummel asked if the Board would appreciate an agenda item for next month to discuss ideas regarding the Foundation and Friends. Director Weinstein said it would be a good idea. President Hummel stated that he wondered if both groups would be open to consolidation.

Treasurer Norton commented that it would be helpful to know the spirit of both organizations. President Hummel mentioned that the Director provided the LLD Board with documentation on both groups. Trustee Sullivan mentioned that the mission statements overlap.

Trustee Duffy commented about the difficulty of accessing information regarding both organizations. He mentioned wanting a better alignment with both organizations. President Hummel stated that the LLD Board should facilitate a non-adversarial relationship with the Friends and Foundation.

Trustee Sullivan commented about people wanting to volunteer with the Friends and that emails were not being answered. Director Weinstein mentioned the links on the LLD website were updated a while ago and emails go to all Friends Board members.

Trustee Sullivan discussed the donor wall at the Lisle Park District and that the LLD Foundation cannot accept donations because it lost its 501(c)(3) designation. President Hummel and Director Weinstein stated the Foundation would be invited to the next Board meeting. President Hummel asked the Board if they would want an agenda item for next month to discuss ideas. The Board was agreeable to that idea.

Trustee Sullivan asked how the Foundation is held accountable for the \$17,000 they've accumulated. She mentioned that within the Foundation's articles, it states that the Foundation should gift the Library monies every year and that she'd prefer the Foundation to give the Library the \$17,000 in full. President Hummel stated he would like the Foundation to reactivate, keep those monies as a base, and to grow from there.

Trustee Sullivan said she would like the Board to evaluate whether the right people are running the Foundation.

Director Weinstein had additions to the submitted Director's Report. She mentioned there is volunteering information on the LLD website under 'About Us.' "Volunteering" will also be highlighted in the next newsletter. Director Weinstein mentioned the Winter Read Kick-off Party and encouraged everyone to sign up. She thanked the Lisle High School Varsity Singers for caroling during the Party and praised the staff for an enjoyable event.

Discussion: President Hummel asked Assistant Director McQuillan about the HVAC project. Assistant Director McQuillan mentioned that the project is on schedule and three of the four air handlers were completed. Trustee Larson asked about estimates for the roof repair. Assistant Director McQuillan mentioned that it would be approximately \$4,000 to do the necessary work.

Trustee Larson asked about hand cranks for broken windows. Assistant Director McQuillan stated that some of them aren't working and some of them are missing. Treasurer Norton asked for clarification regarding meetings with Sikich. Director Weinstein and Assistant Director McQuillan clarified that Sikich staff work in the Admin office two days a month and that Assistant Director

McQuillan aids in providing appropriate paperwork/invoices. Treasurer Norton asked if things were settling and getting streamlined. Director Weinstein stated Sikich is working out very well, but there continue to be details to hammer out.

8. New Business

- a. Approve Per Capita Grant - Action Required

MOTION: Trustee Sullivan moved to approve Per Capita Grant. Trustee Duffy seconded.

Discussion: Director Weinstein provided a brief overview of the grant application. Trustee Sullivan asked if a specific project is targeted for grant money. Director Weinstein explained that the grant application asks libraries for categories of use for grant funds.

President Hummel asked for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- b. Acknowledge Annual Treasurer's Report

President Hummel explained that a vote would not be taken for this item and stated that the Board acknowledges the Annual Treasurer's Report.

- c. Approve 2020 Holiday Closings - Action Required

MOTION: Trustee Duffy moved to approve 2020 Holiday Closings. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

- d. Trustee Travel Reimbursement for ILA Conference - Action Required

MOTION: Trustee Sullivan moved to reimburse Marjorie Bartelli, Vice President for \$41.08. Trustee Larson seconded.

Discussion: Director Weinstein mentioned this was per the Local Government Travel Expense Control Act of 2017 and the Board is required to vote on any Trustee reimbursements.

President Hummel asked for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

President Hummel mentioned the Executive Session was not needed.

9. Opportunity for Trustee comments (five minutes)

Trustee Sullivan asked about a database usage statistics for each database. Director Weinstein said that the report would appear in the January packet. Trustee Larson mentioned she stopped by the Winter Read event and said it was very nice. Trustee Duffy said he would like to hear from the librarians regarding space needs at the LLD. Director Weinstein stated she could provide a statement in January from all Department Directors.

Vice President Bartelli wished the other Trustees and staff a Merry Christmas and a Happy New Year. President Hummel mentioned he attended the Winter Read event. He stated he was looking forward to 2020. Treasurer Norton mentioned she would like more feedback from the public regarding facility projects. Secretary Swistak mentioned she also attended the Winter Read Party and that it was a very fun event for her entire family.

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:20 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 15, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees