

LISLE LIBRARY DISTRICT
BOARD MEETING
December 16, 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) [left the meeting at 8:32 p.m.]
Don McKay - Sheehan, Nagle, Hartray Architects, Principle (via GoToWebinar) [left the meeting at 8:13 p.m.]
Eric Penney - Sheehan, Nagle, Hartray Architects, Principle (via GoToWebinar) [left the meeting at 8:13 p.m.]
Amy Schmieding - Sheehan, Nagle, Hartray Architects, Project Manager (via GoToWebinar) [left the meeting at 8:13 p.m.]

2. Opportunity for visitors to speak

One visitor addressed the Board. She spoke of safety and precautionary measures related to the pandemic and the Library. She asked the Board not to take any action that might bring risk to employees and patrons.

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 18, 2020 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/20, Investment Activity Report, 11/30/20, Current Assets Report, 11/30/20, Revenue Report, 11/30/20, and Expense Report, 11/30/20
- c. Authorize Payment of Bills, 12/16/20

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

5. Unfinished Business

- a. Facility Options:
 - I. Project parameters, checklist, and schedule - CCS

Mr. Rogers, from CCS, provided an overview of the concept phase status and schedule with next steps - including future Board meeting dates, obtaining public feedback, and the selection of a financial advisor.

Discussion: President Hummel asked the Director about stakeholders. Director Weinstein suggested inviting the Lisle Woman's Club and Friends of the Library to provide feedback. Trustee Duffy asked about preparatory materials for the organizations and recommended receiving feedback from senior centers and schools as well. Mr. Rogers stated that the organizations would have access to a variety of information and that he and Director would prepare introductory information for the groups.

Director Weinstein asked Mr. Rogers about dates for stakeholder meetings. Mr. Rogers suggested the week of January 11th. Director Weinstein stated that she would connect with individuals about availability. Mr. Rogers suggested hiring a financial advisor. Director Weinstein stated that she would work with CCS on an RFP so that the Finance Committee meeting could review proposals and make a recommendation to hire an advisor. Treasurer Norton agreed and stated it was consistent with what the Committee discussed.

II. Summary: Departmental meetings, surveys, design strategy - SNH/CCS

Mr. McKay, from Sheehan, Nagle, Hartray Architects presented program definition activities, preliminary survey results, and design considerations.

Discussion: Secretary Swistak discussed fundraising options using engraved bricks and impacts on design. Mr. McKay stated that commemorative bricks deserve consideration when discussing design. Vice President Bartelli asked for clarification regarding the lots in the presentation. President Hummel stated that one lot was a neighboring property not owned by the Library. President Hummel discussed the community, staff, and Trustee surveys. He mentioned that he was not in favor of mirroring Village Hall architecture and was also not in favor of utilizing the vacant lots. President Hummel asked about parking options over the detention area. Mr. McKay explained ways that storm water could be captured underneath a parking lot. Trustee Sullivan suggested the architects develop ideas for the vacant lots. Director Weinstein asked Mr. McKay if SNH received enough feedback to return next month with concepts. Mr. McKay affirmed that the feedback from Trustees provided ample information for next month's presentation.

Mr. McKay, Mr. Penney, and Ms. Schmieding left the meeting at 8:13 p.m.

III. Communications plan - CCS

Mr. Rogers presented a project dashboard.

Discussion: President Hummel asked for clarification about the videos. Mr. Rogers explained that he uploaded videos at specified starting points. Director Weinstein stated that there are document links as well. Trustee Duffy stated that he wanted something in addition to the dashboard to tell the project story. Mr. Rogers

discussed having a section that defines key takeaways. Director Weinstein stated that the dashboard provides full transparency and recommended a capital project statement to introduce the dashboard. Trustee Duffy asked President Hummel if the Board could discuss a capital project statement in January. President Hummel agreed. Secretary Swistak thanked Mr. Rogers and Director Weinstein for their work on the dashboard. Director Weinstein asked Board members if they wanted the dashboard to immediately go live or to wait until the Board crafts a statement. The Board agreed to go live with the dashboard and post a statement later.

Mr. Rogers left the meeting at 8:32 p.m.

6. Committee Reports

- a. Finance - Treasurer Norton stated that the Committee met on Tuesday, November 24th. She provided an overview of the meeting. No future meeting has been scheduled.
- b. Personnel/Policy - Secretary Swistak stated she would connect with the Director and schedule a meeting sometime after the first of the year.
- c. Physical Plant - Vice President Bartelli stated that there was nothing to report.

7. Staff Reports

Director Weinstein provided a summary of her report. She reminded Trustees to complete the online sexual harassment training module before the end of the month.

Discussion: President Hummel asked if the license plate renewal program is just for sticker renewal. Director Weinstein confirmed that it is for sticker renewal. Trustee Duffy asked if department directors were regularly meeting with staff and listening to concerns about safety during COVID. Director Weinstein stated that department directors have regular check-ins with staff about safety and health.

8. New Business

- a. Acknowledge Annual Treasurer's Report

The Board acknowledged the Annual Treasurer's Report.

- b. Approve 2021 Holiday Closings - Action Required

MOTION: Trustee Duffy moved to approve 2021 Holiday Closings. Trustee Larson seconded. Roll Call Vote - All Aye. The motion passed.

- c. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$9194.85, to be paid to Pamela Freer (December 2020)

The Board acknowledged payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$9194.85, to be paid to Pamela Freer (December 2020)

9. Opportunity for Trustee comments (five minutes)

Vice President Bartelli congratulated Director Weinstein and staff on the Illinois license plate sticker renewal

program. She also mentioned the newly available hotspots, Sidewalk Stories installation, and her appreciation of the staff responses to the architect survey. Vice President Bartelli wished Trustees and staff a Merry Christmas and Happy New Year. Trustee Duffy stated that he hoped everyone would have a great holiday and a great rest of the year. President Hummel addressed the public comment by stating that staff should not fear expressing their concerns and that they should go through the proper channels. He also mentioned that he was impressed with how staff handled the challenging year and also added new services. President Hummel wished everyone a happy holiday. Trustee Larson thanked everyone for their hard work and stated that she was excited about the license plate sticker renewal service. She wished everyone a Merry Christmas and Happy New Year. Treasurer Norton was pleased with the new programs and dashboard. She was also impressed with staff working with CCS and keeping to timelines. She wished everyone a safe and happy holiday season. Trustee Sullivan wished everyone a happy holiday. Secretary Swistak thanked Director Weinstein, staff, CCS, and architects for their hard work. She stated her appreciation for online programming and curbside pick-up. She wished everyone a happy and restful holiday season.

10. Adjourn

MOTION: Trustee Larson moved to adjourn the meeting. Treasurer Norton seconded.

Roll Call Vote - All Aye

The meeting adjourned at 8:54 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