

LISLE LIBRARY DISTRICT
BOARD MEETING
December 20, 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
Josh Martin - Trustee

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Marc Rogers - CCS International Inc. [left the meeting at 7:17 p.m.]

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

Lorna Turner, on behalf of the Lisle Woman's Club, presented the LLD with a gift basket of fruit and chocolates to thank the Library for accommodating their meetings throughout the year. Director Weinstein thanked the Lisle Woman's Club for their support and for their efforts founding the Library.

3. Assignments for reviewing monthly accounts payable

- a. Trustee Berry and Trustee Breihan reviewed the November billings in December
- b. Treasurer Larson and Secretary Sullivan will review the December billings in January

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 15, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/23, Investment Activity Report, 11/30/23, Current Assets Report, 11/30/23, Revenue Report, 11/30/23, and Expense Report, 11/30/23
- c. Authorize Payment of Bills, 12/20/23

MOTION: Secretary Sullivan moved to approve the Consent Agenda. Vice President Swistak seconded.

Discussion: Director Weinstein noted a scrivener's error in the November 15, 2023 Board Meeting Minutes.

Roll Call Vote - All Aye. The motion passed.

5. New Business

- a. Capital Improvement
 - i. Monthly Project Status Update – CCS Report including schedule and budget update

Marc Rogers updated Trustees on the status of the Renovation Project. He explained that there were approximately 10 punch list items remaining. Mr. Rogers stated that additional signage is to be installed. Director Weinstein confirmed that the signage installation is scheduled for December 22, 2023.

Mr. Rogers stated that the Library has elected to install additional overhead speakers for the meeting rooms. He mentioned that the cost will be approximately \$3,300. Director Weinstein asked Mr. Rogers to clarify the original project bid for outfitting the meeting rooms. Mr. Rogers explained that additional speakers were not specifically noted in the bid request, but rather quoted with other upgrade options that the Library did not approve of at the time of proposal.

Mr. Rogers concluded that there were no additional change orders. President Bartelli asked if there were any other projects that contingency funds would be used for. Director Weinstein stated that contingency funds could be used for capital improvement projects pursuant to updating the Special Reserve Ordinance. Mr. Rogers left the meeting at 7:17p.m.

6. Committee Reports

- a. Finance – Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak scheduled the next meeting for January 10, 2024 at 7:00p.m.
- c. Physical Plant - Treasurer Larson had nothing to report.

7. Staff Reports

a. Directors Report

Director Weinstein informed Trustees that the Staff In-Service Day was a success. Staff practiced emergency preparedness drills, listened to presentations on facility threats and First Amendment audits, and finished the day with a team-building exercise.

The Library is researching overlays to the LLD catalog. BiblioCore is one product that the Library is exploring. A draft site for the LLD website has been created. Staff have selected Library Market as the new calendar and event scheduling platform. Implementation is underway. It is expected to go live in March. Director Weinstein explained that options for addressing power outages are being researched. One option is to host the authentication server in the cloud. This would require an annual fee, and significant modifications to all databases to ensure proper authentication. Another option is for the LLD to purchase a generator for the server room. Director Weinstein informed the Trustees that once research was completed, information could be presented at a Physical Plant Committee Meeting.

Director Weinstein stated that the Winter Read Kick-off was a great success. She estimated approximately 375 – 400 people attended the event. She praised Lisle School District 202's Jazz Band, and said the ice sculptors did a great job engaging children during the process. Thus far, enrollment in the Winter Read program includes 248 Adults, 119 Youth and 21 Teen participants.

Director Weinstein was contacted by Palatine Public Library regarding fundraising to purchase a LiteZilla for their library. She explained the LLD's successful fundraising process.

Discussion: Secretary Sullivan stated the eMedia Library no longer allows requests for purchases in audio book format. She wondered if BiblioCore could address this matter. Director Weinstein stated that BiblioCore was an overlay and could not communicate with eMedia Library. She suggested emailing Adult Services with audio book purchase suggestions. Trustee Martin asked if purchasing a generator was the right choice versus cloud storage. Director Weinstein acknowledged that while offsite cloud storage would provide protection during power outages, the service has substantial

annual fees and requires various technological modifications to the databases and other authentication-dependent resources. Another drawback is that LLD could completely lose access if the cloud service went down. A generator may be more cost effective and provide hands-on access to servers. The Library generally loses power a handful of times per year. She stated that research for both options was ongoing. Trustee Martin asked for clarification regarding the design and interface for the new website. Director Weinstein explained that staff were still providing feedback to create a visually attractive website. President Bartelli asked if the Trustees could see the prototype before the website went live. Director Weinstein assured the Board that they would see visuals before a public launch.

President Bartelli stated that the current website includes links to years of board packets. She asked if the new web site would continue to offer the same. Director Weinstein stated that Trustees could decide to limit the number of board packets available. President Bartelli asked if the bills paid to Library Market were an annual fee. Assistant Director Savage explained that the fees paid to date were to cover the costs of customization, onboarding, and staff training. He explained that once the interface went live, the LLD would be billed on an annual basis.

Assistant Director Savage stated that he attended the LIRA Bi-Annual Membership Meeting. They discussed the annual insurance renewal, and viewed a presentation on promoting safety in public buildings. The Event Team met to discuss Winter Read. Assistant Director Savage thanked all who participated. The Event Team will meet again to discuss National Library Week, which will take place in April. Mr. Savage reiterated that staff reviewed emergency procedures and drills during Staff In-Service Day. LIRA performed their annual on-site inspection of the LLD. They reviewed improvements from last year as well as recommended two improvements for this year. Crosstown Electric installed the new light pole in the parking lot.

Discussion: Trustee Martin asked about LIRA's suggestions. Assistant Director Savage stated that last year, LIRA suggested putting rubber grip feet on one of the ladders. This year, LIRA suggested putting up signage that prohibits roller blading and skateboarding. They also suggested a lightning rod be installed on the building. Director Savage stated that he has been in communication with both our roofers and our electricians to begin obtaining quotes for lightning rod installation.

8. New Business

a. Approve 2024 Holiday Closings - Action Required

MOTION: Vice President Swistak moved to approve the Library holiday closing dates for the 2024 calendar year. Treasurer Larson seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

b. Acknowledge Annual Treasurer's Report

President Bartelli acknowledged the Annual Treasurer's Report. She stated that the report was a recap of disbursements and expenditures from the previous fiscal year as prepared by the LLD's outsourced financial team Sikich. Sikich prepares the report after the official audit.

9. Opportunity for Trustee comments (five minutes)

President Bartelli thanked Vice President Swistak for filling in during her absence. She also stated that Winter Read was a success and thought the Lisle School District 202 Jazz Band was fantastic. She wished everyone a Happy Holiday.

Trustee Berry stated that she appreciated that the cupcakes provided at the Winter Read event were offered at no additional cost to the community, especially for children who may not have funds to purchase such things. She stated that she was proud that the LLD does not charge patrons for events. She also stated that she chatted with a Village Trustee and showed them the LLD Board Packet online. The Village Trustee said that they were amazed at the detail included in the Library Board Packet.

Trustee Breihan said she enjoyed Winter Read Kick Off. She stated that the day after Winter Read she was at a Park District event and many community members commented that Winter Read was enjoyable. She is looking forward to the Tik Tok Program in January. She stated the Library is always so welcoming and looks festive with all the holiday decorations.

Treasurer Larson enjoyed Winter Read Kick Off. She wished everyone Happy Holidays.

Trustee Martin stated that he appreciated all the communications from the Director via email and in the Board Packet. He enjoyed Winter Read Kick Off and stated that he hoped the Library could bring in more teens to enjoy such events.

Secretary Sullivan stated that she had heard from families with young children that they appreciated Story-time programming. She wished everyone Happy Holidays.

Vice President Swistak welcomed President Bartelli back. She thought Winter Read Kick Off was a success. She wished everyone Happy Holidays.

10. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Secretary Larson seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:52 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on January 17, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees