

LISLE LIBRARY DISTRICT
BOARD MEETING
February 17, 2021 - 7:01 p.m.

1. Roll call

Present:

Thomas Hummel - President (via GoToWebinar)
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
Andrew Kim - PMA Securities LLC; Director, Public Finance (via GoToWebinar) [left the meeting at 7:47 p.m.]
Bob Lewis - PMA Securities LLC; Senior Vice President, Managing Director-Public Finance (via GoToWebinar) [joined the meeting at 7:08 p.m., left the meeting at 7:47 p.m.]
Graham Harwood - CCS International Inc., Principal/Director (via GoToWebinar) [left the meeting at 9:34 p.m.]
Don McKay - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:34 p.m.]
Eric Penney - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:34 p.m.]

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Duffy reviewed the January billings in February
- b. Secretary Swistak and Trustee Sullivan will review the February billings in March

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 20, 2021 Board Meeting
- b. Approve Minutes of the February 3, 2021 Special Board Meeting
- c. Acknowledge Treasurer's Report, 01/31/21, Investment Activity Report, 01/31/21, Current Assets Report, 01/31/21, Revenue Report, 01/31/21, and Expense Report, 01/31/21
- d. Authorize Payment of Bills, 02/17/21

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

5. Unfinished Business

- a. Facility Options:
 - I. Preliminary Financial Sourcing Analysis - discussion/PMA, CCS

Director Weinstein introduced Mr. Kim from PMA and stated that Mr. Lewis would be joining the meeting shortly. Mr. Kim presented a preliminary financial sourcing analysis.

Discussion: Treasurer Norton asked about a 75% threshold TIC rate. Mr. Kim provided clarification about the TIC rate. Treasurer Norton asked about a ratings increase. Mr. Kim provided additional clarification about increases. Trustee Duffy asked about contributions from the Special Reserve Fund. Mr. Kim provided example scenarios. Trustee Duffy asked for a recommendation regarding a Special Reserve balance. Mr. Kim suggested projecting additional projects for the next 5-6 years and to fund the Special Reserve Fund accordingly.

President Hummel stated that the current project will address renovations and repairs for at least the next decade and suggested to not retain as much in Special Reserve. Trustee Sullivan asked about the Library's cash flow. Mr. Kim explained that he had yet to evaluate cash flow. Mr. Lewis mentioned common high/low cash balance points.

Treasurer Norton mentioned the FQC report and asked about Special Reserve needs post-project. Mr. Lewis stated that PMA would work with the Library to determine the proper amounts. Director Weinstein mentioned possible intergovernmental agreements for future projects. President Hummel asked Mr. Kim to provide funding scenarios and a forecast for the project. Mr. Kim agreed to provide a comprehensive analysis for a future meeting.

Mr. Kim and Mr. Lewis left the meeting at 7:47 p.m.

II. Concept Review - discussion/SNH, CCS

Mr. McKay presented four building concepts that included parking diagrams.

Discussion: Board members and Director Weinstein discussed drop-off areas, sidewalk placement, dedicated teen space, elevator, public restrooms, meeting room location, parking spaces, landscaping near the entrance, roof schemes, mechanicals, and building materials.

President Hummel asked Board members to provide an opinion on the roofline choices and asked about a south east entrance concept. A majority of Board members preferred the flat roof concept and did not consider a south east entrance appealing.

Mr. McKay suggested that SNH would have general cost estimates to share at the next appropriate meeting. He stated that they would refine the designs per the evening's discussion.

Mr. McKay, Mr. Penney, and Mr. Harwood left the meeting at 9:34 p.m.

III. Capital Project Statement - discussion

Director Weinstein provided an overview of the draft Capital Project Statement.

Discussion: Secretary Swistak thanked Director Weinstein for the refinements to the draft. She stated that it needed no further adjustments. President Hummel asked Trustees if they agreed with the language in the Capital Project Statement. Board members agreed.

6. Committee Reports

- a. Finance - Treasurer Norton stated that the Committee met on February 3rd to review RFP responses for a financial advisor. The full Board met immediately after the Committee meeting and approved the Committee's recommendation for a firm.
- b. Personnel/Policy - Secretary Swistak stated the Committee would be meeting on Monday, March 8th at 7:00 p.m.
- c. Physical Plant - Vice President Bartelli stated there was nothing to report and thanked Assistant Director McQuillan for the FQC review and update.

7. Staff Reports

Director Weinstein mentioned that the Library partnered with the Lisle Township Food Pantry, accepting non-perishable food donations from February 15th through February 24th. The Director stated that she was also asked to participate in an interview about mental health service systems that serve Lisle Township.

Trustee Sullivan asked Assistant Director McQuillan for clarification on some vendors that appeared within her report. Assistant Director McQuillan explained that various vendors provided quotes for potential service agreements. Trustee Sullivan asked about the connectivity issue at the last Board meeting. Director Weinstein stated it may have been a Wi-Fi anomaly or that it was something on the architect's end while presenting his design.

8. New Business

- a. Approve Per Capita Grant - Action Required
MOTION: Trustee Larson moved to approve the Per Capita Grant application. Trustee Sullivan seconded.

Director Weinstein provided an explanation about the Per Capita Grant.

Roll Call Vote - All Aye. The motion passed.

President Hummel suggested to advance agenda items and go to the Opportunity for Trustee comments before Executive Session. There were no objections.

- b. Semi-annual review of executive session minutes - Action Required
Six month review of executive session minutes to release or to remain closed.
- c. Review of executive session recordings more than 18 months old - Action Required
Six month review of executive session recordings to retain or destroy.

9. Opportunity for Trustee comments (five minutes)

Vice President Bartelli asked if Trustees could get copies of the new building concepts. Director Weinstein stated she would forward copies to the Trustees. Vice President Bartelli stated that she appreciated the curbside pick-up option during the cold weather. Trustee Duffy mentioned that a friend had passed away due to COVID-19 and reminded the public to mask-up and wash hands. President Hummel mentioned he was pleased with several circulation statistics, mentioning Youth Services print and digital materials have increased circulation numbers. Treasurer Norton appreciated the staff's quick action to promote the license plate sticker renewal program on the Village's digital sign on Route 53. Trustee Sullivan mentioned that she was very excited to conduct the renovation and appreciated everyone's commitment to the project. Secretary Swistak thanked Treasurer Norton for contribution to the discussion with the financial advisor and also

thanked for the productive discussion with the architects. Secretary Swistak thanked Administration for continuing to offer curbside pick-up, providing PPE, and keeping staff safe.

10. Executive Session

MOTION: Treasurer Norton moved to go into Executive Session for 5 ILCS 120/2(c)(21): 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 Larson seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 9:49 p.m.

The Board came back into Open Session at 10:12 p.m.

MOTION: Trustee Duffy moved to release the following Executive Session minutes; June 17, 2020, July 15, 2020, August 12, 2020 #1, and August 12, 2020 #2. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Duffy moved to destroy the following Executive Session recordings more than 18 months old; February 13, 2019 and August 14, 2019. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

11. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 10:15 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on March 17, 2021.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees