

LISLE LIBRARY DISTRICT  
BOARD MEETING  
February 21, 2023 - 7:01 p.m.

1. Roll call

Present:

Marjorie Bartelli - President  
Emily Swistak - Vice President  
Jenny Norton - Treasurer  
Karen Larson - Secretary  
Liz Sullivan - Trustee  
Lorna Turner - Trustee  
Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Chris Knight - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:56 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Assignments for reviewing monthly accounts payable

- a. Vice President Swistak and Trustee Wynn reviewed the January billings in February
- b. Trustee Sullivan and Trustee Turner will review the February billings in March

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 24, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 01/31/23, Investment Activity Report, 01/31/23, Current Assets Report, 01/31/23, Revenue Report, 01/31/23, and Expense Report, 01/31/23
- c. Authorize Payment of Bills, 02/21/23

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

5. Unfinished Business

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

Mr. Rogers discussed Phase 1 carry-over work and Phase 2 construction progress. He stated that the project schedule summary was tracking with a substantial completion date of 3/22, final completion of 4/11, with a suggested grand opening date of 4/22.

Discussion: Trustee Sullivan asked for clarification regarding the contingency line. Mr. Rogers explained the reduction was due to work in the east restrooms.

Mr. Rogers provided an overview of change orders and said that he didn't anticipate too many more as Camosy closes-out the project.

i. Change Order Approval - Action Required

**MOTION:** Trustee Sullivan moved to approve Change Order #41 to Camosy for one month of extended supervision and general conditions costs in the sum of \$49,520.00. Vice President Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

ii. Library Closure Discussion

Mr. Rogers provided an overview of closure plans. He stated that as soon as the Library has temporary occupancy, the staff who currently occupy the teen space and YS play area will be moved to their permanent work rooms. Camosy would then complete the teen space and YS play area. He suggested that the closure occur between Monday, March 27<sup>th</sup> through Sunday, April 9<sup>th</sup>. The closure would include moving and sorting the Library collection, orienting staff to new office work rooms, installing technology and functionality testing. Mr. Rogers stated that Board approval for closure would be on the March agenda.

Discussion: Vice President Swistak asked about notifying the public about the closure. Director Weinstein stated that the LLD would follow the same procedures as the last closure. President Bartelli asked about spring break. Vice President Swistak stated that spring break starts the last week in March.

iii. Grand Opening Discussion

Mr. Rogers suggested to first have a soft open, and then a grand opening on Saturday, April 22<sup>nd</sup>. He discussed the Open Meetings Act (OMA), refreshments, and promotion.

Discussion: Trustee Sullivan suggested that crowds may rival the LLD's Harry Potter Day numbers and to plan accordingly. President Bartelli asked about the soft open. Director Weinstein said that it would afford staff the time to ensure that all service points were fully functional. Treasurer Norton asked which day would be best for an event. Director Weinstein stated that most LLD events occur on Saturdays because it accommodates most residents. Director Weinstein asked if Trustees would be available on April 22. Trustees stated they were free on that date. Vice President Swistak mentioned that April 22 was also Earth Day. Director Weinstein suggested that the Board hold a meeting similar to the ground-breaking ceremony in respect to OMA. Treasurer Norton suggested having consensus on a time to adjourn. Director Weinstein suggested committing to an hour-long meeting and then to adjourn.

Trustee Sullivan asked about the timeframe for a grand opening. Director Weinstein stated that LLD events generally occur during a 3-hour window, such as 11am to 2pm, while continuing to be open all day. Vice President Swistak asked about refreshments. Director Weinstein suggested something similar to a Summer Read event offering individual portions. Vice President Swistak mentioned having branded items available. Director Weinstein said that research was happening on branded material. Vice President Swistak asked about the progress on the railings. Mr. Rogers explained that Camosy was aware that the railings were not acceptable and will address the issue. Trustee Sullivan asked about the window installation for the drive-up window. Mr. Rogers said that he anticipated installation in April. Vice President Swistak asked about progress on the main sign. Mr. Rogers explained that the sign was currently in permit review.

Mr. Rogers left the meeting at 7:56 p.m.

#### 6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated the Committee would schedule a meeting in the near future to refresh members on the Director evaluation form, to update the Director job description, and to review several policies. She stated that the Director evaluation would take place before a new Board is seated in May.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report. She asked if staff tested the LiteZilla. Director Weinstein confirmed it was tested.

#### 7. Staff Reports

Director Weinstein stated that she attended multiple Warhol Committee meetings. She mentioned that the Library would host an unveiling event for the Warhol window cling. The event date has yet to be scheduled. Director Weinstein added that family members of the four honorees would be invited to the event. She commented that the LLD would have a modified logo in a Warhol theme. Director Weinstein stated that the LLD would conduct a Warhol art program, compliments of the College of DuPage. She said that the Warhol Committee experience has been great and that working with Lisle businesses and organizations provides a wonderful blueprint for future community collaborations.

Director Weinstein said she provided tours of Phase 2 to some Trustees. She updated the Board about restroom wall tile options, suggesting a cost-saving option. Director Weinstein commented that she met with Department Directors, Hallett Movers, and Mr. Rogers to discuss moving to the east side of the building. She announced that the LLD would host Illinois State Representative Terra Costa Howard on Monday, February 27 from noon to 2PM. Director Weinstein thanked Jennifer Wannemaker for a donation of seeds for the LLD Seed Library.

Assistant Director McQuillan mentioned that she conducted Person in Charge (PIC) training for some staff. She stated that the PIC manual will be updated with the new building configuration. Assistant Director McQuillan commented that some budget work has begun.

#### 8. New Business

- a. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$1888.65, to be paid to Rachael Perek.

President Bartelli read aloud the acknowledgement of payment to Rachael Perek for earned/unused vacation time.

#### 9. Executive Session

**MOTION:** Treasurer Norton 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. Secretary Larson seconded. Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:10 p.m.

The Board came back into Open Session at 8:21 p.m.

**MOTION:** Vice President Swistak moved to release the following Executive Session minutes; August 17, 2022. Trustee Wynn seconded.  
Roll Call Vote - All Aye. The motion passed.

**MOTION:** Treasurer Norton moved to destroy the following Executive Session recordings more than 18 months old; February 17, 2021 and August 11, 2021. Vice President Swistak seconded.  
Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Treasurer Norton stated that she was happy with the renovation progress and the camaraderie on the Board. Trustee Wynn said she was pleased with the progress of the renovation. Vice President Swistak stated that she was looking forward to the finish line and shared a positive text she received from a patron. Secretary Larson commented that she could not wait for the renovation to be completed. Trustee Sullivan commented on statistics for digital media, museum passes, computer and technology programs, and outreach. She mentioned that the Library was doing an excellent job regarding digital offerings and technology.

Trustee Turner suggested that museum pass use was likely increased due to more availability. She asked Director Weinstein if the LLD would entertain having the Lisle Woman’s Club conduct another flower arrangement event near Mother’s Day. Director Weinstein suggested that utilizing the new outdoor reading space might be an appropriate spot. President Bartelli said that it was exciting to see the new automatic doors. She also mentioned that she walked the outdoor Sidewalk Stories display over the weekend.

11. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Trustee Sullivan seconded.  
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:30 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on March 15, 2023.

Approved by

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Karen Larson, Secretary of the LLD Board of Trustees