

LISLE LIBRARY DISTRICT
BOARD MEETING
February 21, 2024 - 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
Jackie Kilcran - Recording Secretary

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Swistak and Trustee Breihan reviewed the January billings in February
- b. President Bartelli and Trustee Martin will review the February billings in March

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 17, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 1/31/24, Investment Activity Report, 1/31/24, Current Assets Report, 1/31/24, Revenue Report, 1/31/24, and Expense Report, 1/31/24
- c. Authorize Payment of Bills, 02/21/24

MOTION: Treasurer Larson moved to approve the Consent Agenda. Trustee Martin 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
 - i. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update

Director Weinstein provided a summary of the project report. Landscape plants will be replaced in April. A final payment to Camosy will occur in April. Projects outside the scope of the renovation project include addressing the drop-down screen in Meeting Room A, installing protective wall covering in both meeting rooms, and repairing existing wall cracks in Youth Services, near the Atrium, and in the Assistant Director's Office. Director Weinstein stated that approximately \$109,000 remains in contingency.

Discussion: Vice President Swistak asked if the color sample in the Board Packet reflects the color chosen for the protective wall covering. Director Weinstein affirmed yes. President

Bartelli asked if the wall covering would protect against chairs hitting the wall. Director Weinstein affirmed yes.

6. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that she plans to schedule a meeting soon.
- c. Physical Plant – Treasurer Larson stated that she plans to schedule a meeting soon.

7. Staff Reports

- a. Director Weinstein shared that Illinois Representative Terra Costa Howard visited the Library and met with constituents. Director Weinstein discussed several meetings she attended including the State of the Village, Lisle Intergovernmental Meeting, and an emergency management meeting at the Lisle Police Department.

Director Weinstein stated that progress is being made on a revamp of the LLD website and online calendar. She provided images of the new color palette, buttons, and discussed the upcoming enhancements. She stated that currently, all scheduled events are visible to the public, whether they are Library-sponsored or outside group meetings. She noted that the LLD is the only library in our area who features outside groups on its calendar. She suggested posting only LLD-sponsored, legislative, and intergovernmental meetings on the calendar to more effectively promote LLD programs.

Discussion: Vice President Swistak stated that scrolling through numerous outside group meetings could be confusing to patrons looking to register for a Library program. Trustee Martin stated that showing all meetings would be cumbersome, especially when using a mobile device. Secretary Sullivan asked if the reservation system and calendar communicate with each other. Director Weinstein said it was one system. Secretary Sullivan asked if reservations can be made online. Assistant Director Savage affirmed yes. The Trustees agreed to streamline the calendar view by posting LLD programs, intergovernmental, and legislative meetings.

Director Weinstein stated that she has scheduled webinars and training regarding GATA (Grant Accountability and Transparency Act) in preparation for potential funding opportunities. She stated that she was also enrolled in training through the IL Department of Commerce and Economic Opportunity.

Director Weinstein stated that Joe Filapek, Deputy Director of RAILS, is willing to provide Trustee training at the March Board Meeting. Mr. Filapek would discuss Trustee roles, advocacy, the relationship with the Library Director, and planning for the future. The Trustees agreed to have Mr. Filapek visit in March.

Director Weinstein stated that she submitted photos of the LLD Renovation to ILA for consideration in the ILA Magazine's Best Libraries edition.

- b. Assistant Director Savage stated that he has met with several HVAC companies regarding the Building Automation System (BAS). He has received several estimates and is waiting for one more. The Department Directors continue to plan for National Library Week in April.

A new amplifier has been installed in Meeting Room A. The sound system is now complete. Bradford Systems has installed the final shelf tops. Their work is complete. Terrance Electric

completed lighting repairs in the South Parking Lot. The cause of the interruption to service was mice and Anderson Pest Control is looking to provide a solution.

8. New Business

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

9. Executive Session

MOTION: Vice President Swistak 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 Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:27 p.m.

The Board came back into Open Session at 7.33 p.m.

MOTION: Vice President Swistak moved to release the following Executive Session minutes; August 16, 2023. Treasurer Larson seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Vice President Swistak moved to destroy the following Executive Session recording more than 18 months old; August 17, 2022. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

President Bartelli, Treasurer Larson, Secretary Sullivan, and Trustee Breihan provided no comments. Trustee Berry stated that she took part in the LLD's Coffee and Craft program which was very well attended. She said that all participants eagerly awaited the next session. Trustee Martin thanked Director Weinstein for the preview of the website and calendar platforms. He stated that he is looking forward to taking advantage of the LLD Seed Library offerings. Vice President Swistak stated that she was excited that the completion of the Renovation Project was near. She said that she was looking forward to upcoming Trustee training. She said she appreciated the website's new color palette and felt it complimented the newly renovated building.

11. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Trustee Martin seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:38 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on March 20, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees