

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 15, 2020 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President  
Marjorie Bartelli - Vice President  
Jenny Norton - Treasurer  
Emily Swistak - Secretary  
Thomas Duffy - Trustee  
Karen Larson - Trustee  
Liz Sullivan - Trustee

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Larson reviewed the December billings in January
- b. President Hummel and Trustee Duffy will review the January billings in February

4. Consent Agenda

- a. Approve Minutes of the December 11, 2019 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/19, Investment Activity Report, 12/31/19, Current Assets Report, 12/31/19, Revenue Report, 12/31/19, and Expense Report, 12/31/19
- c. Authorize Payment of Bills, 01/15/20

**MOTION:** Trustee Duffy moved to approve the Consent Agenda. Secretary Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Treasurer Norton stated that she may aim for a meeting in February.
- b. Personnel/Policy - Secretary Swistak stated she met with Director Weinstein and discussed dates for a meeting; Committee members agreed to meet on Friday, February 21<sup>st</sup> at 6 pm.
- c. Physical Plant - Vice President Bartelli stated the Committee met on January 9<sup>th</sup>. She provided a recap of the discussion regarding critical repairs, roof maintenance, HVAC fire safety work, drainage work for the east parking area, battery backup, and paging system needs. The Committee endorsed upcoming projects such as landscape drainage work and updating the uninterruptable power system (UPS) backup and paging system.

Discussion: Trustee Sullivan asked which projects were still on the critical list according to FQC. Vice President Bartelli stated that she mentioned them during her committee report. Trustee Sullivan asked if all air handlers were done. Vice President Bartelli and Director Weinstein confirmed all four air handlers were replaced. Trustee Sullivan commented that

a paging system and intercom system are not interchangeable terms. Director Weinstein mentioned that departmental budget planning has begun.

## 6. Unfinished Business

Facility options: Department statements, Board discussion, and consultant engagement

President Hummel stated that the Board asked staff to provide additional feedback regarding the facility. He mentioned that the statements reiterate a lot of what has been discussed at previous Strategic Planning meetings. He also stated that he would like to discuss upcoming arrangements with CCS. Director Weinstein clarified that Flaherty & Collins is seeking a meeting with the Village. She also discussed opportunities to continue work with CCS. She stated that CCS will attend the next Board meeting to provide an update. She said that future arrangements should be in accordance with the rates as quoted in the original project exercise contract.

Discussion: Trustee Sullivan asked for CCS's rates. Director Weinstein stated that she did not have the information at hand. Trustee Sullivan asked if CCS could provide EPA remediation information regarding the Family Square property. Trustee Sullivan stated that she wanted staff to give more detail regarding their facility statements. Trustee Duffy asked about the space needs for the next 10-15 years. Director Weinstein asked the Board if they wanted a more detailed report next month. President Hummel commented that the Board is not ready for finer details as of yet. Director Weinstein commented that the quarterly reports are provided to inform the Board of activities in each department. She also suggested forwarding additional professional articles to apprise the Board of state/national library news and innovation. Trustee Larson asked which local libraries had active play areas. The Director of Youth Services gave a few examples including Geneva, Naperville, Woodridge, and Downers Grove. Trustee Duffy asked about a deadline regarding Flaherty & Collins, the Village, and downtown area discussions. Trustee Sullivan asked about next steps regarding CCS and funding. Director Weinstein clarified that expenditures may be different depending on renovation or relocation, particularly if a developer is working with LLD on a mixed use property. President Hummel stated that the Board should continue to work with CCS at the hourly rate and see how things progress. Trustee Sullivan stated that she now disagrees with giving Flaherty & Collins permission to include the Library within their downtown concept. She stated that she spoke with many people in her neighborhood who don't want the Library to move. President Hummel stated that the downtown area has been discussed for many years. He suggested that having the Library downtown would be a game-changer for the community and that the Board should continue discussion on this topic. Director Weinstein suggested that having a public meeting regarding downtown options, including discussing public parking, would be helpful.

## 7. Staff Reports

Discussion: President Hummel stated that he appreciated Director Weinstein's summary regarding the Strategic Plan initiatives that have been accomplished this past quarter. Trustee Sullivan would like to see more detail regarding the database packages and their costs. Director Weinstein stated that staff are actively budgeting for all materials, including databases. Trustee Sullivan asked about the Meadows zone data in the packet. Director Weinstein provided an overview of the data and stated that she would provide data for all zones next month.

8. New Business

a. Appoint Committee to prepare FY20/21 Working Budget

President Hummel announced that a Committee of the Whole will be created to prepare the working budget. He asked Trustees if they were agreeable to have meetings at 6 pm prior to the regular Board meetings in March and April. The Board agreed to this schedule.

b. LLD Friends and Foundation discussion

President Hummel stated that last month, he asked Board members to think of ideas/goals for the Friends and Foundation. He mentioned the letters that the Board received from both organizations regarding their status and intentions.

Discussion: Vice President Bartelli asked if the organizations wanted to be active and if they had plans for fundraising. Director Weinstein said that she understood that they did have plans to fundraise and remain supportive of the Library. Director Weinstein reiterated that the Foundation is seeking Board input regarding projects/initiatives. President Hummel suggested that the Youth Services department might be a good target for fundraising. Trustee Duffy thanked the groups for their letters but mentioned that his questions from last month remain unanswered. Treasurer Norton commented that she was glad the Board received a response but prefers a shared discussion of goals. President Hummel asked Trustees for ideas to give the Foundation direction. Trustee Sullivan stated she tried to join both organizations but was denied. Trustee Duffy suggested the Foundation initiate a marketing strategy to be more effective and build brand awareness. Trustee Sullivan mentioned the letters were not signed. President Hummel mentioned the \$2,000 grant application from the Foundation. Director Weinstein stated that the grant was a step towards refreshing the relationship and opening communication. Trustee Larson commented that staff would have a better idea of the Library's needs than the Board. Secretary Swistak mentioned that a couple of years ago, there were negative communications regarding the Friends and that the Library Board/Friends relationship has been strained since. President Hummel asked the Board if they agreed to ask staff for ideas for the grant. The Board agreed. Trustee Duffy asked if the Foundation was legally allowed to grant money. Director Weinstein said that she understands that the Foundation has checked with legal counsel for their activities.

9. Opportunity for Trustee comments (five minutes)

President Hummel asked how the mini-branches have been doing. The Director of Youth Services stated that the mini-branches are doing well. Treasurer Norton encouraged the Board to start looking at funding for capital projects. Trustee Sullivan commented about the parking in downtown and costs. Secretary Swistak mentioned that her child has attended two teen programs and enjoyed them. Vice President Bartelli asked Treasurer Norton about funding sources and the budget. Treasurer Norton stated she is focused on the Library's economic position. Trustee Duffy clarified his frustration regarding the lack of dialog with the Friends/Foundation and apologized if his reaction came off harsh.

10. Adjourn

**MOTION:** Secretary Swistak moved to adjourn the meeting. Trustee Duffy seconded.

Voice Vote - All Aye

The meeting adjourned at 8:36 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on February 12, 2020.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees