

LISLE LIBRARY DISTRICT
BOARD MEETING
January 17, 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
Josh Martin – Trustee [arrived at 7:14 p.m.]

Absent:

Debbie Breihan - Trustee

Also present:

Tatiana Weinstein – Director
Will Savage – Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:06 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Larson and Trustee Martin reviewed the December billings in January
- b. Vice President Swistak and Trustee Breihan will review the January billings in February

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 20, 2023 Board Meeting
- b. Acknowledge Treasurer’s Report, 12/31/23, Investment Activity Report, 12/31/23, Current Assets Report, 12/31/23, Revenue Report, 12/31/23, and Expense Report, 12/31/23
- c. Authorize Payment of Bills, 01/17/24

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

Mr. Rogers updated Trustees on progress with punch list items. Bradford installed the top of the periodical shelving. Camosy was on site working on Youth Services doors. Indoor and outdoor lighting issues have been addressed and some progress had been made with the meeting room speakers. Outstanding items include attending to certain plumbing fixtures and a credit for landscape plants that died. Plants will be replaced in the spring.

Mr. Rogers stated that after this month’s payout, the balance of retainage due to Camosy is under \$10,000. Camosy will continue to support the project under the current warranty which runs

through April, 2024. Contingency funds available for the project are approximately \$122,000. Mr. Rogers is contacting contractors for proposals for the projector screen covering.

Discussion: None.

Mr. Rogers left the meeting at 7:06 p.m.

6. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee had met on January 10th to review Policy 850 which would be discussed later in the meeting.
- c. Physical Plant – Treasurer Larson had nothing to report.

7. Staff Reports

- a. Director Weinstein stated that the Library closed on Friday, January 11th due to severe weather conditions. She explained that emergency procedures were followed, which included posting the closure on the website and social media. Department Directors contacted their staff. Patrons who were registered for programs were contacted. The Library's voice mail was changed to inform callers of the closure.

Director Weinstein stated that the Personnel and Policy Committee met to discuss revisions to Policy 850. She stated that the Policy would be reviewed in detail later in the meeting. She highlighted the Annual Report that was included in the Board Packet. The Annual Report is posted on the website, and printed copies are available for patrons at service desks. Director Weinstein stated that on January 23, Representative Terra Costa Howard will meet with constituents at the LLD.

- b. Assistant Director Savage stated that staff training on the new calendar and scheduling software is ongoing. The Event Team met to discuss a Library-wide event that will take place during National Library Week in April.

Director Savage stated that he was in the process of obtaining quotes for BAS software and would be meeting with another vendor later in the week. All American Sign Company was on site to change restroom signage. Meilahn Mfg. was on site to conduct warranty repairs on the public service desks. On Sunday, January 14th, the boiler went into alarm mode. Sendra Services found that a sensor was tripping. The sensor was replaced. Work on the Meeting Room speakers was conducted. Meeting Room B is complete. Work on Meeting Room A is still being addressed. Electricians will be on site later in the week to troubleshoot a short in the parking lot.

Discussion: President Bartelli asked if the same vendor maintains both the BAS software and the mechanical HVAC system. Director Weinstein said that separate companies manage the systems. Secretary Sullivan asked if English Language Development had a study room. Director Weinstein stated that there is a room on the upper level near the Reference Desk reserved for literacy, language development, and tutoring.

8. New Business

- a. Appoint Committee to prepare FY2024/25 Working Budget
President Bartelli appointed a Committee of the Whole to prepare the Working Budget for Fiscal Year 2024-25.

- b. Approve Resolution 24-01: Adoption of the ALA Bill of Rights Pursuant to P.A. 103-100 – Action Required

MOTION: Vice President Swistak moved to approve Resolution 24-01: Adoption of the ALA Bill of Rights Pursuant to Illinois Public Act 103-100 (75 ILCS 10/1). Secretary Sullivan seconded.

Director Weinstein informed Trustees that a new law was enacted to ensure libraries do not ban materials and to support the ALA Bill of Rights. All Illinois Libraries applying for the Illinois Public Per Capita and Equalization Aid Grant are advised to formally adopt the ALA Bill of Rights.

Roll call Vote – All Aye. The motion passed.

- c. Approve Per Capita Grant - Action Required

MOTION: Secretary Sullivan moved to approve the 2024 Illinois Public Library Per Capita and Equalization Aid Grant Application. Treasurer Larson seconded.

Director Weinstein provided an overview of the 2024 Illinois Public Library Per Capita and Equalization Aid Grant Application.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 850: LLD Employee Handbook – Action Required

Vice President Swistak moved to approved LLD Policy 850: Employee Handbook. Trustee Berry seconded.

Director Weinstein explained that the Personnel and Policy Committee met to review LLD Policy 850: Employee Handbook. The Policy was updated to incorporate new legislation and procedures including VESSA and PLAWA. Other areas were revised for clarification or to remove redundant and/or outdated material.

Discussion: Vice President Swistak suggested minor grammatical changes and format corrections. Trustee Berry found strikeouts to be removed. Secretary Sullivan pointed out a word that needed to be deleted.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Vice President Swistak thanked the Director for her determination on revising Policy 850 and thanked the Personnel and Policy Committee for their efforts in reviewing the Policy. She also mentioned that she appreciated that staff properly responded to the emergency closure on January 11th. Secretary Sullivan thanked Circulation Department employees Stephanie and Teri for helping the Lisle Woman’s Club schedule meetings and set up the meeting room. Trustees Martin, Larson, and Berry had no comment. President Bartelli thanked the Personnel and Policy Committee for their work on Policy 850. She also thanked the Department Directors for their Quarterly Reports.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:36 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on February 21, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees