

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 20, 2021 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President  
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  
Marc Rogers - CCS International Inc., Project Manager (via GoToWebinar) [left the meeting at 9:30 p.m.]  
Don McKay - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:20 p.m.]  
Eric Penney - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:20 p.m.]  
Amy Schmieding - Sheehan, Nagle, Hartray Architects; Project Manager (via GoToWebinar) [left the meeting at 9:20 p.m.]

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 - Action Required

- a. Approve Minutes of the December 16, 2020 Board Meeting
- b. Approve Minutes of the January 13, 2021 Special Board Meeting
- c. Acknowledge Treasurer's Report, 12/31/20, Investment Activity Report, 12/31/20, Current Assets Report, 12/31/20, Revenue Report, 12/31/20, and Expense Report, 12/31/20
- d. Authorize Payment of Bills, 01/20/21

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

5. Unfinished Business

- a. Facility Options:
  - i. Draft Design Concepts - CCS/SNH

Mr. Rogers introduced the concept discussion. Mr. McKay, from Sheehan, Nagel, Hartray Architects, presented four building concepts.

Discussion: Board members and Director Weinstein discussed the first two concepts commenting on office placement, outdoor programming space, building entry, parking spaces, drop off area, meeting room placement, handicap parking, elevator placement, vending area, drive-up window, mechanical systems, automatic sorter system, sidewalks, and restrooms.

Board members and Director Weinstein stated that the west entry concept was the most appealing concept.

President Hummel stated that he wasn't opposed to a north entry concept. Mr. McKay and Mr. Penney explained various challenges with the property. President Hummel asked about having staff offices on one floor and respective departments on another floor. Director Weinstein stated that it would not be optimal. Trustee Duffy stated that the north entry concept felt crowded.

Mr. McKay talked about refining the most appealing concepts and having CCS put together cost estimates. Trustee Sullivan suggested that the refinements include items from the Board and staff surveys. President Hummel asked if Board members would consider the south entry concept along with the west entry concept. Board members agreed to not rule it out and keep it as an option.

Mr. McKay, Mr. Penney, and Ms. Schmieding left the meeting at 9:20 p.m.

## II. Capital Project Statement - Draft Discussion

Director Weinstein stated that a draft capital project statement was provided in the packet.

Discussion: Trustee Duffy suggested adding to the statement by describing why the project is underway. Trustee Sullivan suggested that there be improved language regarding not raising taxes. Secretary Swistak recommended adding the "21<sup>st</sup> Century" comments made by staff. Treasurer Norton stated that she would like to see language regarding investing in the facility in lieu of "band-aiding" issues. Vice President Bartelli suggested mentioning FQC report findings. Treasurer Norton suggested adding the word 'ongoing' in front of 'community engagement,' in the first sentence.

Director Weinstein stated that she would use all feedback and prepare a new version for the next regular meeting.

Mr. Rogers left the meeting at 9:30 p.m.

## 6. Committee Reports

- a. Finance - Treasurer Norton stated that a meeting was scheduled for February 3<sup>rd</sup> at 6:00 pm to discuss proposals for a financial advisor and to make a recommendation. Director Weinstein mentioned that the proposals would be due on Friday, January 22<sup>nd</sup> and that she would get a packet out to the Board as soon as possible.
- b. Personnel/Policy - Secretary Swistak asked Committee members if they would be available to meet on Wednesday, February 24<sup>th</sup>. Committee members stated they would not be available that day. Director Weinstein stated she would email Committee members more dates.

- c. Physical Plant - Vice President Bartelli stated that the Committee had no plans to meet and asked for an updated FQC project list. Director Weinstein stated that an updated list would be completed and emailed to the Board.

## 7. Staff Reports

Director Weinstein thanked the Friends of the Lisle Public Library, Lisle Library District Foundation, and Lisle Woman's Club members for their participation and feedback at the January 13<sup>th</sup> Special Board meeting. Director Weinstein provided an update on COVID-19 initiatives as Illinois moved from Tier 3 to Tier 2. She stated that she was looking into ensuring that Library staff are considered essential workers in relation to obtaining the vaccine. Director Weinstein mentioned that the license plate sticker renewal program was going very well and that 56 stickers had been purchased to date.

Discussion: Treasurer Norton complimented the Director's report and mentioned that she'd been to the DMV recently and waited 90 minutes in line for other vehicular services. She asked if the Library could advertise the sticker program even more. Director Weinstein stated that the program is being publicized on social media, the LLD website, newsletter, and has been featured in the Daily Herald. Trustee Larson suggested having a notice on the Village's electronic sign on the corner of Main Street and Route 53. Director Weinstein concurred, and said she would look into it right away.

Trustee Larson asked Assistant Director McQuillan about outdoor lockers for patron pickup similar to Villa Park Library. Assistant Director McQuillan suggested having that feature be part of the renovation project. Trustee Larson, Trustee Sullivan, and President Hummel liked the idea of having outdoor pickup lockers.

## 8. New Business

- a. Appoint Committee to prepare FY2021/22 Working Budget

President Hummel stated that a Committee of the Whole would discuss the 2021/2022 Working Budget. Director Weinstein stated that meeting dates would be scheduled in March and April.

## 9. Opportunity for Trustee comments (five minutes)

Secretary Swistak stated that she thought the meeting was very productive and looks forward to continuing discussions on the concepts. She also stated her appreciation for the work done by staff, CCS, and the architects and also reiterated her appreciation for curbside pick-up. Trustee Sullivan stated that the Board has made great progress in reviewing the concepts. She asked about further community feedback and about installing additional directional Library street signage in the community. Treasurer Norton congratulated Pam Freer on 19 years of service and wished her well. She also welcomed more community feedback. Trustee Larson stated that she thought the meeting was great and looks forward to seeing more designs next month. President Hummel stated that he was happy the Library was able to stay open while other libraries remain closed. He commented on the popularity of the license plate sticker renewal program. Trustee Duffy appreciated the engagement with the Friends of the Lisle Public Library and Lisle Woman's Club members at the January 13<sup>th</sup> Special Board meeting. He discussed having a standardized survey to identify trends. He recommended the topic be discussed at a Personnel and Policy Committee meeting. Vice President Bartelli stated that the Board had a great meeting and accomplished a lot. She thanked staff and CCS for preparing all materials. She mentioned that she enjoyed reading the quarterly

reports and the departmental comments from meeting with Sheehan, Nagel, Hartray. Vice President Bartelli also spoke about articles she read in the *United for Libraries* newsletter and congratulated Pam Freer on her 19 years of service.

10. Adjourn

**MOTION:** Trustee Larson moved to adjourn the meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye

The meeting adjourned at 9:56 p.m.

Recorded by

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Chris Knight, Recording Secretary

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

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees