

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 24, 2023 - 7:00 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

Absent:

Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director  
Chris Knight - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 8:03 p.m.]

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

3. Assignments for reviewing monthly accounts payable

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

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 21, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/22, Investment Activity Report, 12/31/22, Current Assets Report, 12/31/22, Revenue Report, 12/31/22, and Expense Report, 12/31/22
- c. Authorize Payment of Bills, 01/24/23

**MOTION:** Vice President Swistak 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 apprised the Board about updates regarding Phase Two stairs, elevator shaft, north and south canopy, windows, restrooms, handrails, asphalt, and paint.

Discussion: Vice President Swistak asked about paint near the north entry. Mr. Rogers explained that a first coat was applied and another coat would follow once warmer weather arrived. Treasurer Norton asked about north canopy completion. Mr. Rogers stated that the sliding glass doors were in production and suggested timing the install to coincide with transitioning to the other side of the building. The Board agreed. Vice President Swistak asked about south entrance access. Mr. Rogers explained that the elevator inspection would come first and that substantial completion is anticipated to be mid-March.

Trustee Sullivan asked when the Board would be able to use the Library meeting rooms again. Mr. Rogers stated that the meeting rooms should be accessible in April. President Bartelli asked about the anticipated closure. Mr. Rogers suggested it could last 1-2 weeks. Trustee Sullivan suggested reminding patrons to use their card reciprocally during the closure. Director Weinstein agreed and also stated that the LLD would promote digital offerings as well.

Mr. Rogers stated that final completion is slated for mid-April. He said that more discussion regarding the grand opening would occur next month. Mr. Rogers provided an overview of the project schedule and upcoming activities.

Discussion: Vice President Swistak asked about the automatic doors for the restrooms. Mr. Rogers stated that key hardware has been installed and explained the automatic system. He said that additional components await install.

Mr. Rogers reported an update on the project budget.

Discussion: Trustee Sullivan said that she observed cones on the roof of the Library. Mr. Rogers explained that they were serving as indicators for the safe passage between the two canopies. Director Weinstein mentioned water dripping off the north side near the entrance and asked about gutter replacement. Mr. Rogers explained that a temporary gutter is in place and a new gutter system would soon be installed.

Mr. Rogers provided an overview of change orders that included credits, mechanical revisions, found conditions, relocation of mechanical equipment, and tile replacement for the east side restrooms. He provided information regarding plumbing and tiling work for the east restrooms. He discussed tile choices and samples.

Discussion: President Bartelli asked about the condition of the wall tiles in both restrooms and how much it would cost. Director Weinstein suggested a deep cleaning. Trustee Sullivan suggested that cleaning would not be satisfactory. Secretary Larson asked if the tiles could be painted. Director Weinstein mentioned that the tiles had a slight texture and worried that paint would flake. She suggested removing the tile altogether. Trustee Turner suggested a laminate to replace the tile. The Board gave direction to Director Weinstein to move forward with a solution for the wall tile in both restrooms.

- i. Approve renovation update to east men's restroom - Action Required  
**MOTION:** Trustee Sullivan moved to approve Change Order #27 to Camosy to replace the east men's restroom floor in the sum of \$19,373.00. Secretary Larson seconded.  
Roll Call Vote - All Aye. The motion passed.
- ii. Approve update to east women's restroom - Action Required  
**MOTION:** Trustee Sullivan moved to approve Change Order #28 to Camosy to replace the east women's restroom floor in the sum of \$19,373.00. Treasurer Norton seconded.  
Roll Call Vote - All Aye. The motion passed.
- iii. Select monument sign design - Action Required

Mr. Rogers provided four design options from Integrity Sign for the monument sign.

Discussion: Vice President Swistak asked about the lighting in each design option. Mr. Rogers explained the acrylic portion and lighting elements. Mr. Rogers mentioned three smaller directional signs with a similar color scheme.

President Bartelli asked about uniformity between the directional signs and the monument sign. Director Weinstein agreed that using white lettering on all signs provided continuity and suggested using reflective text. Trustee Sullivan asked Director Weinstein if she had a preferred option. Director Weinstein stated that option 1 was her preference. Mr. Rogers said that the green color would mirror the building's color.

Vice President Swistak stated that she preferred option 1 as well. Secretary Larson agreed with option 1. Treasurer Norton stated that she preferred option 1. She suggested changing the yellow line on the South Entrance sign. Mr. Rogers asked about replacing it with a white line. The Board agreed to change it to a white line.

**MOTION:** Vice President Swistak moved to approve Option 1 for the Library monument sign and peripheral signage. Treasurer Norton seconded.  
Roll Call Vote - All Aye. The motion passed.

Mr. Rogers stated that his next step would be to send a sign package to the Village for permit approval.

Mr. Rogers left the meeting at 8:03 p.m.

## 6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

## 7. Staff Reports

Director Weinstein stated that she has attended Lisle Warhol Committee meetings on a regular basis. She mentioned the four influential Lisle figures to be represented on a large window cling; Joy Morton, Martha Schiesher, Carlin Nalley, and Henry "Hank" Van Kampen. Director Weinstein commented that the Library would receive the complimentary window cling to display for the community Warhol event that begins in June and runs for three months. She shared information on plans and ideas that the Village and businesses would implement during the event.

Director Weinstein mentioned that the Library's phone system would migrate to a cloud-based solution.

Director Weinstein mentioned that part of her professional goals included a Library marketing plan for 2023. The plan focuses on three main goals; broaden reach to underserved populations, increase community awareness regarding Library location, and seek new avenues to promote digital offerings. She shared information on key performance indicators. Director Weinstein mentioned that the assessment would start in April 2023, gauging progress in October 2023, and fully analyzed in April 2024.

Discussion: Trustee Sullivan stated that this was the perfect time to publicize the value of the Library when people are cutting back on expenses. Treasurer Norton suggested having signage from the downtown to the Library and possibly partnering with an organization, such as the Park District, to develop the adjacent lot. Director Weinstein stated that the next Strategic Plan could fold in a focus area that included addressing the adjacent properties. President Bartelli suggested adding a QR code on LLD yard signs.

8. New Business

- a. Appoint Committee to prepare FY2023/24 Working Budget

President Bartelli appointed a Committee of the Whole to prepare the Working Budget for Fiscal Year 2023-24.

- b. Approve Per Capita Grant - Action Required

**MOTION:** Trustee Sullivan moved to approve the 2023 Illinois Public Library Per Capita and Equalization Aid Grant Application. Secretary Larson seconded.

Director Weinstein provided an overview of the 2023 Illinois Public Library Per Capita and Equalization Aid Grant Application.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Treasurer Norton mentioned that she visited a number of local area libraries and commented on interactive features within youth sections. Vice President Swistak mentioned her anticipation for the renovation completion date. President Bartelli asked if Trustees had a chance to tour Phase 2. Director Weinstein suggested scheduling tours. President Bartelli thanked Department Directors for their quarterly reports and commented on the usefulness of the self-pickup holds area.

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 8:40 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the Board of Trustees on February 21, 2023.

Approved by

---

Karen Larson, Secretary of the LLD Board of Trustees