

LISLE LIBRARY DISTRICT  
BOARD MEETING  
July 19, 2023 - 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  
Joshua Martin - Trustee

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Chris Knight - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:10 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 Breihan reviewed the June billings in July
- b. Vice President Swistak and Trustee Martin will review the July billings in August

4. Consent Agenda - Action Required

- a. Approve Minutes of the June 21, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 06/30/23, Investment Activity Report, 06/30/23, Current Assets Report, 06/30/23, Revenue Report, 06/30/23, and Expense Report, 06/30/23
- c. Authorize Payment of Bills, 07/19/23

**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
  - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions

Mr. Rogers provided a progress update regarding punchlist items including lighting controls, signage, and south parking lot lights.

Director Weinstein mentioned that the architects and Library are eager take photos with signage in place. She also mentioned wanting to create a 360° virtual tour of the Library.

Mr. Rogers provided an update on project costs, contingency, invoices, change orders, and hand rails.

Discussion: Vice President Swistak asked who was responsible for repairing a shelving unit in Youth Services. Mr. Rogers stated that it was the furniture vendor's responsibility. Secretary

Sullivan mentioned a small unpainted area within a study room. Director Weinstein said that the Library's Facility Monitors could address the matter.

Vice President Swistak mentioned a stain on the carpet near Gallery 777. Mr. Rogers stated that the carpet was commercial grade. He commented that the carpet could be cleaned and, if needed, the carpet tiles could be replaced.

Mr. Rogers left the meeting at 7:10 p.m.

## 6. Committee Reports

President Bartelli stated that the Library has not had any Committee meetings since the appointment of new members.

## 7. Staff Reports

Director Weinstein provided an update on Summer Read, stating that there were approximately 1400 people signed up. She announced that John Ferrari has been hired as the new Youth Services Director. She stated that she and YS Director Ferrari were in the process of interviewing for the Youth Services Assistant Director position.

She explained circulation statistics were impacted due to the renovation this past fiscal year. Director Weinstein commented that half of the building was closed at multiple times throughout the year and that 40-50% of the collection was stored offsite for the duration of the project. She stated that there has been a recent increase in circulation due to Summer Read-

Director Weinstein discussed VEGA, a potential upgrade to the public catalog. She stated that staff were scheduled for webinars on VEGA. Director Weinstein said that there would be a future presentation on VEGA and mentioned there was a list of libraries in the report that are in the process of implementing VEGA.

She stated that she and the IT Manager have been working on the website redesign with the outsourced vendor. Director Weinstein explained what will be included in the new design.

Director Weinstein commented that the Library has received its Per Capita Grant of \$44,664.48.

Director Weinstein explained that she was in communication with a discussion group regarding donation ideas in memory of patron John Marshall.

Discussion: Trustee Breihan commented on having guidelines for future donations. Secretary Sullivan suggested that groups donate something other than books. Trustee Martin asked about hiring procedures. Director Weinstein explained that open positions are first posted internally and then posted externally. She commented that Department Directors are responsible for hiring within their departments.

Assistant Director Savage stated that he has been working on punch-list items. He mentioned that he and the Department Directors met with the Library's Innovative representative to discuss VEGA and other Innovative products. Assistant Director Savage explained that he attended the full membership meeting of LIRA, where they highlighted the success of a water detection system.

He mentioned that Chicago Metro Fire performed inspections and provided repair recommendations in April. Chicago Metro Fire made those repairs in July. Assistant Director Savage commented that the coils for the HVAC units were cleaned. He stated that Summer Read is going well and was excited to see how the program finishes regarding minutes read, books read, and participants for this year.

8. New Business

- a. Approve Resolution 23-05: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required

**MOTION:** Secretary Sullivan moved to approve Resolution 23-05 a resolution authorizing the preparation and filing of the Budget and Appropriation, otherwise known as the B&A. Treasurer Larson seconded.

Director Weinstein provided an explanation of Resolution 23-05: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A).

Roll Call Vote - All Aye. The motion passed.

- b. Approve Public Notice of Public Hearing on B&A - Action Required

**MOTION:** Trustee Martin moved to approve the Public Notice of a Public Hearing on the Lisle Library District's B&A. Trustee Breihan seconded.

Director Weinstein provided an explanation of the Public Notice of Public Hearing on B&A.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Vice President Swistak stated that it was nice to see how everything was coming together regarding completing the renovation. She mentioned that she was pleased with the number of patrons using the facility whenever she has visited. Vice President Swistak said that she enjoyed reading the quarterly reports and congratulated John Ferrari on his promotion. She also congratulated Assistant Director Savage for his work and acclimating to his new position. Trustee Martin said that he appreciated the Summer Read program for youth especially. He mentioned that he was looking forward to learn about VEGA and other catalog enhancements and an increased virtual presence.

Trustee Breihan commented that staff and Trustees did a great job with the 4<sup>th</sup> of July parade. She mentioned that the father/daughter book suggestions were a nice complement to a Park District program, and that she loved the Barbie display. She thanked President Bartelli and staff member Jackie Kilcran for the training for reviewing bills. Trustee Breihan stated that she loved reading the quarterly reports. Trustee Berry commented on an experience she had visiting the Library with her son when books were pulled from storage.

President Bartelli stated that she loved the 4<sup>th</sup> of July parade. She said that she appreciated the quarterly reports.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:36 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 16, 2023.

Approved by

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Liz Sullivan, Secretary of the LLD Board of Trustees