

LISLE LIBRARY DISTRICT
BOARD MEETING
March 11, 2020 - 7:04 p.m.

1. Roll call

Present:

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

Absent:

Emily Swistak - Secretary

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Pat Briggs - Lisle Woman's Club
Marc Rogers - CCS International Inc., Project Manager

2. Opportunity for visitors to speak - None

President Hummel asked for a motion to move item 8a. Lisle Woman's Club presentation to the next item.

MOTION: Trustee Duffy made a motion to move agenda item 8a. Lisle Woman's Club presentation to the next item. Treasurer Norton seconded.

Voice Vote - All Aye. The motion passed.

3. Lisle Woman's Club presentation

Pat Briggs, President of the Lisle Woman's Club, discussed the passing of Nancy Wilson. Mrs. Wilson contributed a large part of her life to the Lisle community. She was an LLD Trustee, Friend, and Lisle Woman's Club member. In memory of Nancy Wilson, President Briggs presented a hand-thrown, ceramic vase to the LLD. The vase was crafted by Marie Gnesda, an artist at ClaySpace in Lisle. Director Weinstein stated the vase shall be used as a planter and that the Lisle Woman's Club will choose the type of perennial to plant. The vase will be prominently displayed in the Adult Services department. Photos with the Board and Lisle Woman's Club members were taken at the end of the presentation.

4. Assignments for reviewing monthly accounts payable

- a. Secretary Swistak and Trustee Sullivan reviewed the February billings in March
- b. Vice President Bartelli and Trustee Larson will review the March billings in April

5. Consent Agenda

- a. Approve Minutes of the February 12, 2020 Board Meeting
- b. Approve Minutes of the February 12, 2020 Executive Session

- c. Acknowledge Treasurer's Report, 02/29/20, Investment Activity Report, 02/29/20, Current Assets Report, 02/29/20, Revenue Report, 02/29/20, and Expense Report, 02/29/20
- d. Authorize Payment of Bills, 03/11/20

MOTION: Trustee Duffy moved to approve the Consent Agenda. Treasurer Larson seconded.

Roll Call Vote - All Aye. The motion passed.

6. Committee Reports

- a. Finance - Treasurer Norton stated no update.
- b. Personnel/Policy - Trustee Duffy provided a recap of the February 21st Personnel and Policy Committee meeting. The Committee discussed loan periods, fines, environmental policies, and community outreach. The next meeting was scheduled for Monday, March 23rd at 6:00 pm.
- c. Physical Plant - Vice President Bartelli stated that she would like to hear the CCS update before providing feedback.

7. Unfinished Business

Facility options: CCS update and discussion

Marc Rogers from CCS provided a facility options update including information regarding downtown Lisle. Discussion topics included Village consultants, Downtown TIF, parking issues, and Request for Qualifications (RFQ) for LLD development. Trustee Duffy said that he appreciated that the LLD has progressed in discussions regarding the Library and restated that the Village and developer should have a public meeting regarding the topics the LLD was discussing. Mr. Rogers concurred with Trustee Duffy.

Trustee Sullivan asked about a schedule. Mr. Rogers presented an overview of a potential schedule which included an RFQ project for the Board. Trustee Duffy asked if CCS has an established scoring system. Mr. Rogers explained that it would be part of the RFQ development. Vice President Bartelli asked about the project location, evaluating the existing property, and Downtown concepts.

Director Weinstein asked Mr. Rogers to discuss other options for the Library. Mr. Rogers stated that if the Flaherty and Collins (F&C) project fell through, the Board/CCS could reach out to other developers that had interest moving to Downtown Lisle. Trustee Sullivan asked about the RFQ process. Trustee Larson asked if it would be realistic to do two RFQs, one for Downtown and one for the current location. Mr. Rogers stated that one RFQ could have two different location projects.

Director Weinstein asked the Board if they would like to proceed with the RFQ process. The Board agreed. Trustee Sullivan commented that she would like to be heavily involved in the RFQ process. Mr. Rogers stated that RFQ development would involve the entire Board.

Trustee Sullivan commented about library projects featured in the Illinois Reporter magazine. Vice President Bartelli mentioned other library renovation projects such as Villa Park, Vernon Hills, and Lake Villa; comparing total costs. She also mentioned construction grants. President Hummel suggested staff could look into grants. Director Weinstein stated that the LLD would first need to have a general plan before applying for grants. President Hummel agreed.

8. Staff Reports

Director Weinstein discussed the very successful LLD Harry Potter Day, held on March 7th. The Library had 550 visitors during the event. She thanked staff and volunteers for making the event a huge success.

Director Weinstein reminded and encouraged the public to fill out the 2020 Census. Director Weinstein met with new Board members of the Friends of the Lisle Public Library District, Sue Ekans and Rose Sepeda. The Friends have initiated a fundraiser at The Country House in April.

Director Weinstein discussed public health regarding the COVID-19 threat and commented that staff have regularly posted public service announcements via social media. The LLD has installed automatic hand sanitizer dispensers throughout the building and has provided hand sanitizer pumps/antibacterial wipes at each public service desk. Staff have also been sanitizing areas on a regular basis.

Director Weinstein mentioned that the City of Chicago cancelled its St. Patrick's Day parade and that some local schools had closed. She suggested initiating an intergovernmental meeting with her colleagues to have everyone on the same page. Director Weinstein stated the LLD may suspend public programming. The consensus of the Board was to be proactive and suspend public programming. Trustee Duffy recommended a complete cleaning for the LLD. Director Weinstein mentioned that there have been some challenges with obtaining supplies, but that the LLD has good amount for now and that additional supplies are on backorder.

9. New Business

- a. Approve LLD pay grade adjustment - Action Required

Director Weinstein explained the pay grade adjustment.

Discussion: Trustee Sullivan asked about getting an organizational chart. Director Weinstein stated an updated chart was available on the LLD website.

MOTION: Trustee Duffy moved to approve LLD pay grade adjustment. Trustee Larson seconded. Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Treasurer Norton appreciated that the Personnel and Policy Committee discussed further outreach opportunities. Trustee Sullivan asked if the Physical Plant Committee could review the next set of critical projects listed in the FQC report. Director Weinstein stated that the Committee has reviewed those projects. Trustee Larson said that the Board meeting was conducted well. Trustee Duffy stated that the LLD has to be proactive regarding the health and safety of the public and thanked staff for going the extra mile. Vice President Bartelli thanked Director Weinstein for her work on the budget and thought the Board had a good discussion. President Hummel stated that he attended the Harry Potter Day event and thanked the Director for her work on the budget.

11. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Trustee Duffy seconded.

Voice Vote - All Aye

The meeting adjourned at 8:30 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on May 13, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees