

LISLE LIBRARY DISTRICT
BOARD MEETING
March 20, 2024 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Liz Sullivan - Secretary
Vanessa Berry - Trustee
Debbie Breihan - Trustee
Josh Martin – Trustee

Absent:

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]
Lorna Turner - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]
Joe Filapek – RAILS [left the meeting at 7:43 p.m.]
Marc Rogers - CCS International Inc. [left the meeting at 7:47 p.m.]

2. Opportunity for visitors to speak - general public comment period

A community member addressed the Board, asking them to consider installing electric vehicle charging stations on Library property.

3. Assignments for reviewing monthly accounts payable

- a. President Bartelli and Trustee Martin reviewed the February billings in March
- b. Secretary Sullivan and Trustee Berry will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 21, 2024 Board Meeting
- b. Approve Minutes of the February 21, 2024 Executive Session
- c. Acknowledge Treasurer's Report, 02/29/24, Investment Activity Report, 02/29/24, Current Assets Report, 02/29/24, Revenue Report, 02/29/24, and Expense Report, 02/29/24
- d. Authorize Payment of Bills, 03/20/24

MOTION: Secretary Sullivan moved to approve the Consent Agenda. Trustee Martin seconded.
Roll Call Vote - All Aye. The motion passed.

5. Decennial Committee

- a. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Liz Sullivan - Secretary
Vanessa Berry - Trustee

Debbie Breihan - Trustee
Josh Martin - Trustee
Tatiana Weinstein - Director
Will Savage - Assistant Director
Lorna Turner - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]
John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]

Absent:
Karen Larson - Treasurer

Director Weinstein reviewed the draft LLD Decennial Committee Report, highlighting changes to the previous draft. Changes include an introductory paragraph, the LLD's participation in insurance and internet partnership pools, partnerships with outside groups such as DuPage County, Giant Steps Autism Organization, and Versiti Blood Center. Additional items added to the report include sexual harassment training for staff and Trustees and FOIA training. The report also states that the LLD is exploring grant opportunities for the development of vacant lots. The report highlights automatic library card renewals. The report recaps operational processes that were implemented to increase efficiency, accessibility, and transparency. It mentions that the LLD decreased its levy in past years and works closely with other Lisle intergovernmental agencies.

- b. Approve LLD Decennial Committee Report – Action Required
MOTION: Trustee Breihan moved to accept the LLD Decennial Report. Treasurer Sullivan seconded.
Roll Call Vote: All Aye. The motion passed.
- c. Public Comment: Opportunity for visitors to comment on the Decennial Committee Report – None.
- d. Adjourn:
MOTION: Secretary Sullivan moved to adjourn the Decennial Committee Meeting. Trustee Martin seconded.
Voice Vote: All Aye. The motion passed.

President Bartelli thanked Decennial Committee resident members Lorna Turner and John McCabe for their participation on the Committee. She also thanked the Director and staff for their input and efforts in creating the Decennial Committee Report.

President Bartelli disbanded the Decennial Committee on March 20, 2024.

Ms. Turner and Mr. McCabe left the meeting at 7:12 p.m.

6. Trustee Training

Director Weinstein introduced Joe Filapek, Associate Executive Director of Reaching Across Illinois Library System (RAILS).

Mr. Filapek discussed Trustee roles. He highlighted the main responsibilities of Trustees which include setting policy, hiring and evaluating the Director, future planning, monitoring efficiencies, overseeing the budget, and advocating for the Library in the community. Mr. Filapek reviewed the State of Illinois Statutes and the importance of adhering to the Open Meetings Act.

7. Capital Improvement Project

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

Mr. Rogers stated that there are drywall cracks around some lighting in the main entrance lobby. Camosy, architects, lighting manufacturer, drywaller, and the electrician are discussing best methods for repair. The outdoor plants that died over the winter will be replaced in April, as they are still under warranty. The ceiling cover for the projector screen in Meeting Room A has been completed. The protective paneling for the meeting room walls should be installed before the next Board Meeting. The small outdoor sign has been repaired. Camosy will be conducting a one-year walk through in April. The balance in the Contingency Fund after the final payout to Camosy should be approximately \$108,000.

Mr. Rogers left the meeting at 7:47 p.m.

8. Committee Reports

- a. Finance – Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee met on March 12, 2024 and reviewed several policies, which would be presented to the Board later in the meeting.

Vice President Swistak stated that the Director’s evaluation and review would occur soon. She acknowledged that three Trustees have not yet been through this process. She said she would provide Trustees with the evaluation form before the next Board Meeting. Trustee Martin suggested sharing evaluation information as part of the onboarding process for new Trustees.

- c. Physical Plant – Director Weinstein stated that the Committee has a meeting scheduled on April 1, 2024 at 7:00 p.m.

9. Staff Reports

Director Weinstein stated that staff are preparing the draft 2024 –2025 Working Budget. She anticipates a draft to be presented at the April Board Meeting.

Director Weinstein stated that numerous policies were reviewed by the Personnel and Policy Committee and would be discussed later in the meeting.

Director Weinstein stated that the LLD is approaching the one-year anniversary of reopening the Library to the public. She shared statistics showing significant increases in the following areas: materials circulation, program attendance, database usage, WIFI use, library card registrations, meeting room use, public computer use, visitors to the library, and social media engagement. Director Weinstein felt that the increase in use was representative of the building renovation meeting the needs of the community.

A traditional Irish music program was attended by over 60 patrons. The LLD intends to schedule more cultural music programs in the future. The Leprechaun Hunt Pajama Storytime was attended by over 70 children and their caregivers.

Discussion: Trustee Martin suggested providing statistics comparing previous years to today to better gauge increases. The Director suggested providing statistics over the past five years. Trustee Martin said that he is pleased that social media engagement is increasing. Trustee Berry stated that she is pleased that recorded

programs have been reposted to social media. Vice President Swistak asked when the new website would go live. The Director stated that staff hope to go live very soon but the new online calendar will go live before the website.

Assistant Director Savage informed the Trustees that "S" Construction has repaired drywall cracks and installed the new cover on the drop-down screen in Meeting Room A. He stated the LIRA sent an insurance representative to conduct building appraisals of all LIRA-member libraries. He reiterated that the drywall cracks around the lighting in the main lobby were being addressed. The wall cladding in the Meeting Rooms should be completed soon. Sendra Services repaired the main humidifier. Anderson Pest Solutions will be out next month to determine a solution for mice nesting in certain light poles. All American Sign is working on a semi-transparent design for the large window at the south entrance.

10. New Business

- a. Approve LLD Policy 650: Use of Meeting & Study Room - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 650: Use of Meeting & Study Room. Trustee Breihan seconded.

Discussion: Director Weinstein stated that one sentence was removed from the policy.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 315: Loan Periods - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 315: Loan Periods. Trustee Berry seconded.

Discussion: Director Weinstein explained that five items were added to the loan periods list. Youth kits and puzzles were separated to differentiate item limits. Three items were footnoted. A reciprocal borrower eligibility column was added.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 365: Confidentiality of Library Records - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 365: Confidentiality of Library Records. Secretary Sullivan seconded.

Discussion: Director Weinstein stated that Policy 365: Confidentiality of Library Records and Policy 910: Confidentiality of Library Records were duplicates. She recommended revoking Policy 910. She stated that Policy 375: Search Warrant Policy and Policy 380: Request by a Sworn Law Enforcement Officer were related to Policy 365. She suggested incorporating Policy 375 and 380 into Policy 365 and revoking Policies 375 and 380.

Director Weinstein stated that Policy 365 provides an Introduction, full statutory language, and procedures for a search warrant or emergency request by a sworn law enforcement officer. She also highlighted forms for each circumstance. Director Weinstein stated that the policy was reviewed by the LLD's attorney.

Roll Call Vote - All Aye. The motion passed.

- d. Authorize the Revocation of Policy 910: Confidentiality of Library Records – Action Required
MOTION: Vice President Swistak moved to Revoke Policy 910: Confidentiality of Library Records. Trustee Martin Seconded.

Roll Call Vote - All Aye. The motion passed.

- e. Authorize the Revocation of Policy 375: Search Warrant Policy – Action Required
MOTION: Vice President Swistak moved to Revoke Policy 375: Search Warrant Policy. Trustee Breihan Seconded.

Roll Call Vote - All Aye. The motion passed

- f. Authorize the Revocation of Policy 380: Request by a Sworn Law Enforcement Officer – Action Required
MOTION: Vice President Swistak moved to Revoke Policy 380: Request by a Sworn Law Enforcement Officer. Secretary Sullivan Seconded.

Roll Call Vote - All Aye. The motion passed

- g. Approve LLD Policy 370: Freedom of Information Act - Action Required
MOTION: Vice President Swistak moved to approve LLD Policy 370: Freedom of Information Act. Trustee Martin seconded.

Discussion: Director Weinstein stated that updates include providing a physical address and email address, listing FOIA Officers, and outlining procedures in an improved manner.

Roll Call Vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Trustee Martin suggested looking into grants to install electric vehicle charging stations. Trustee Berry suggested reviewing Rewire America to search for government grants. Trustee Martin suggested looking into the LLD's electrical capacity to support an EV charging station. Trustee Martin stated that he was pleased with the increases in statistics.

Secretary Sullivan was impressed with Policy 365: Confidentiality of Library Records and felt it was a great tool for LLD staff to utilize during a serious situation.

Trustee Breihan commended the Director and the Personnel & Policy Committee on a great job regarding updating policies. She was pleased to hear about the cultural music program and the family-friendly programming choices.

Trustee Berry noted that several Barnes and Noble customers she knew will be using the LLD now that that store has closed.

Vice President Swistak stated that the LLD Strategic Plan dates have expired. Trustee Berry asked about the process of developing a new strategic plan. Director Weinstein stated that goals and objectives for a new plan would be defined by a Committee of the Whole. She also stated that Trustees and staff could draft a new strategic plan in-house rather than hiring outside consultants. President Bartelli appreciated the Trustee training session and thanked Joe Filapek for his presentation.

12. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Secretary Sullivan seconded. Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:24 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on April 17, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees