

LISLE LIBRARY DISTRICT  
BOARD MEETING  
November 15, 2023 - 7:05 p.m.

1. Roll call

Present:

Emily Swistak - Vice President

Karen Larson - Treasurer

Liz Sullivan - Secretary

Vanessa Berry - Trustee

Debbie Breihan - Trustee

Josh Martin - Trustee

Absent:

Marjorie Bartelli - President

Also present:

Tatiana Weinstein - Director

Will Savage - Assistant Director

Jackie Kilcran - Recording Secretary

Brad Porter - Lauterbach & Amen [left the meeting at 7:17 p.m.]

Edwin Rivera - Lauterbach & Amen [left the meeting at 7:17 p.m.]

Lorna Turner - Lisle Resident/Decennial Committee member [left the meeting at 7:31 p.m.]

John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:31 p.m.]

Marc Rogers - CCS International Inc. [left the meeting at 7:37 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 Martin reviewed the October billings in November

b. Trustee Berry and Trustee Breihan will review the November billings in December

4. Consent Agenda - Action Required

a. Approve Minutes of the October 18, 2023 Board Meeting

b. Acknowledge Treasurer's Report, 10/31/23, Investment Activity Report, 10/31/23, Current Assets Report, 10/31/23, Revenue Report, 10/31/23, and Expense Report, 10/31/23

c. Authorize Payment of Bills, 11/15/23

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

5. Audit Presentation - Lauterbach & Amen

Mr. Porter introduced Edwin Rivera from Lauterbach & Amen. He provided an overview of the Annual Audit including the Independent Auditors' Report, Management's Discussion and Analysis, Statement of Revenues, Expenditures, and Changes in Fund Balances. Mr. Porter pointed out that the IMRF Pension Fund was ninety-seven percent funded. He had no rectification recommendations for the LLD and reported that all recommended financial controls are in place.

Mr. Porter and Mr. Rivera left the meeting at 7:17 p.m.

6. Decennial Committee

a. Roll call

Present:

Emily Swistak - Vice President

Karen Larson - Treasurer

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 7:31 p.m.]

John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:31 p.m.]

Absent:

Marjorie Bartelli - President

b. Compliance guidelines

Director Weinstein reviewed the State of Illinois Decennial Committee guidelines.

c. Draft report document - discussion

Director Weinstein reviewed the draft report to date. She described a potential service the LLD is considering where District cards would automatically renew. This service would be facilitated by an outsourced vendor.

Discussion: Trustee Martin asked if the vendor also supported virtual library cards. Director Weinstein and Vice President Swistak affirmed that LLD cards already have the ability to be stored on smart phones. Trustee Berry asked how cards held by minors are verified. Assistant Director Savage stated that youth cards are registered under an adult caregiver's card and that once a caregiver is verified, youth cards are auto-verified as well. Trustee Martin asked how many libraries in Illinois use this service. Director Weinstein stated that the LLD would be one of the first, using this specific vendor. She also stated that the LLD utilizes this vendor for other services, so the company has been vetted. Ms. Turner asked if staff had input regarding providing this service. Director Weinstein affirmed that the Department Directors were in favor of this service and the Circulation Director was leading this effort. The Committee agreed that the service would benefit the Library. Director Weinstein stated that she would implement discussion notes within the report and have a draft ready for the next meeting.

d. Public comment - None

e. Adjourn

**MOTION:** Trustee Martin moved to adjourn. Treasurer Larson seconded.

Roll Call Vote: All Aye. The motion passed.

Ms. Turner and Mr. McCabe left the meeting at 7:31 p.m.

7. Unfinished Business

a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget updates & discussion

Mr. Rogers stated that the A/V system controls and software were installed. The punch-list walk through is scheduled for Monday, November 20, 2023. The remaining shelving end panels should arrive the week of November 20<sup>th</sup>. Quotes are being obtained for remaining signage. He said that there are funds for signage. Mr. Rogers stated that Camosy noted that outstanding items have been completed. Mr. Rogers said that Camosy would soon invoice for the remaining balance owed for construction.

Discussion: Vice President Swistak asked if the walk through included the entire building. Mr. Rogers explained that library-wide punch-list items would be reviewed. Secretary Sullivan asked if the meeting room screen was addressed. Mr. Rogers stated that the screen was not initially part of the construction project but he is consulting with a vendor to cap the existing ceiling cover for the screen.

Mr. Rogers explained that the contingency line has increased slightly because funds held for additional allowances weren't required. He stated that the available contingency at the conclusion of the project should be near \$100,000. He said there were no payouts this month and there were no new change orders.

Mr. Rogers left the meeting at 7:37 p.m.

#### 8. Committee Reports

a. Finance - Secretary Sullivan had nothing to report.

b. Personnel and Policy -

Vice President Swistak informed the board that the Committee met in October and had four policies they would put forth to the Board later in the meeting.

c. Physical Plant -

Treasurer Larson stated that the Physical Plant Committee met in October and reviewed the 2019 FQC Report. The Committee discussed updating the Special Reserve Ordinance. They discussed non-renovation repair projects. The Committee will meet again, possibly in January.

#### 9. Staff Reports

Director Weinstein stated that all staff have been assigned annual sexual harassment prevention training per State of Illinois guidelines and per LLD Policy 901. She told Trustees to expect an email with a link to complete their training. Director Weinstein informed the Board of the work that goes in to completing the annual audit and commended staff for their contributions. Director Weinstein stated that a significant amount of staff time went into drafting the Levy, which would be discussed later in the meeting. She informed Trustees of the process when revising policies, which include input from Department Directors as well as editing and revising to address the needs of the Library. She stated that policies are first presented to the Personnel and Policy Committee for review and editing. She said she would discuss the policies in greater detail later in the meeting.

Assistant Director Savage stated that he met with vendors regarding the BAS software and is awaiting quotes. He also informed the Trustees that he met with Department Directors for input and suggestions on event calendar software. The team reviewed three different products and a final decision will be made soon. Assistant Director Savage received training on the new A/V controls in the meeting rooms. He is in the process of training departments on the use of the equipment. Outdoor lighting in the North parking lot was repaired. Winter Read preparations are underway. Metalmaster completed an inspection of the roof. Two inspections were conducted on the elevators:

The State required FAID Inspection, and the final inspection by the Fire Marshall. The shelving tops from Bradford are expected next week.

Discussion: Vice President Swistak asked if the Winter Read Kick-off schedule has been confirmed. Assistant Director Savage stated that the event would take place from 5:00 p.m. to 7:00 p.m. on December 8<sup>th</sup>. The Lisle High School Jazz Band Combo will perform at 5:00 p.m., and at 6:00 p.m. there will be Storytime. Ice sculpting and a cupcake truck will occur outdoors.

Secretary Sullivan asked if the Library has ever partnered with local businesses during reading events. Assistant Director Savage stated the Library has in the past and that Youth Services Director Ferrari is looking into reading reward opportunities for Summer Read.

#### 10. New Business

- a. Accept Annual Audit - Action Required

**MOTION:** Secretary Sullivan moved to Accept the Annual Audit. Trustee Martin seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 23-05: Tax Levy Ordinance - Action Required

**MOTION:** Trustee Breihan moved to adopt Ordinance 23-05 the Tax Levy Ordinance for the fiscal year beginning July 1, 2023 and ending June 30, 2024. Trustee Berry seconded.

Director Weinstein provided an overview of Ordinance 23-05, the Tax Levy Ordinance. She explained that the funds levied this year will be utilized in the next fiscal year. Director Weinstein reviewed the Consumer Price Index (CPI) for the Midwest region which has risen as high as 9.5% and is currently at 4.6%. The Ordinance shows an increase of 4.8%, which aligns with the fluctuating CPI and with the LLD's financial plan. Director Weinstein affirmed that the Ordinance was reviewed by the LLD's financial advisors and the Library's attorney, who agreed that the Ordinance was sound and ensured the LLD would be prepared for the next fiscal year.

Discussion: There was no further discussion; Trustees agreed that the overview was thorough.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Certification of Compliance with TITA - Action Required

**MOTION:** Treasurer Larson moved to approve the annual Certificate of Compliance with the Truth in Taxation Act (TITA). Secretary Sullivan seconded.

Director Weinstein provided an overview of the Certification of Compliance with TITA.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 340: Internet Access & Public Computer Use - Action Required

**MOTION:** Trustee Martin moved to approve LLD Policy 340: Internet Access & Public Computer Use. Trustee Breihan seconded.

Director Weinstein highlighted the changes to the policy which specify that Adult Services computers should be utilized by adult patrons, and that Youth Services computers should be utilized by youth patrons and their caregivers. This arrangement provides access to staff who have expertise in serving specific demographics, keeps noise levels appropriate to specific areas of the facility, and imparts a level of protection for our younger users.

Discussion: Trustee Martin asked about some of the language that was removed. Director Weinstein confirmed that there was duplicative wording and that identical language was within the Code of Conduct. Trustee Martin agreed and suggested inserting matching language throughout the document. Trustees agreed with his suggestions.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 610: Patron Code of Conduct - Action Required

**MOTION:** Treasurer Larson moved to approved LLD Policy 610: Patron Code of Conduct. Secretary Sullivan seconded.

Director Weinstein advised Trustees of changes to the Policy that included treating equipment with care, prohibiting patrons from distributing items/food within the facility, and modifying the cell phone behavior language.

Discussion: Trustee Breihan asked for clarification on the mention of pervasive/offensive odors. Director Weinstein explained that a pervasive odor may refer to skunk spray or heavy perfume. Trustee Martin asked for clarification on the dress code reference. Vice President Swistak explained that the Committee agreed that the dress code should align with local school district policy. Trustees agreed.

Roll Call Vote - All Aye. The motion passed

- f. Approve LLD Policy 650: Use of Meeting Space - Action Required

**MOTION:** Secretary Sullivan moved to approve LLD Policy 650: Use of Meeting and Study Rooms. Trustee Berry seconded.

Director Weinstein stated that this Policy underwent a major revision because the Library now has additional study rooms. Adjustments included a title change and information about reserving the Maple and Ginkgo Study Rooms.

Discussion: Trustee Martin asked for clarification regarding the age for reserving the meeting rooms. Director Weinstein stated that meeting rooms must be reserved by an adult but the study rooms may be reserved by patrons of any age. Trustee Sullivan asked if the Oak Study Room is both a reservable meeting room and first come first serve space. Director Weinstein affirmed that the Oak Study Room is both reservable, and a first come first serve use space. Trustee Breihan asked if patrons who use the first come first serve study rooms need to show a library card. Trustee Weinstein stated that library cards are not necessary to use the space.

Roll call vote - All Aye. The motion passed.

- g. Approve LLD Policy 735: Donations & Gifts - Action Required

**MOTION:** Secretary Larson moved to approve LLD Policy 735: Donation & Gifts. Trustee Martin seconded.

Director Weinstein explained revisions to Policy 735 which included guidelines on non-monetary donations as well as in-memoriam donations. The Policy includes instructions on how to make donations in person and online.

Discussion: Trustee Breihan appreciated that the Policy outlined non-monetary donations must be approved in advance.

Roll call vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Secretary Sullivan thanked the Director and the Personnel & Policy Committee for their work on revising the policies.

Trustee Martin thanked Trustees for their efforts.

Treasurer Larson wished everyone a Happy Thanksgiving.

Trustee Breihan expressed gratitude for the Director and Assistant Director's work this month. She said that the agenda for Staff Development Day seemed very comprehensive.

Trustee Berry wished everyone a Happy Thanksgiving.

Vice President Swistak thanked the Director and Assistant Director for their work this month. She was grateful that the Board of Trustees acknowledged the work that goes into policy revisions and she thanked them for their input. She is looking forward to Winter Read Kick-Off.

12. Adjourn

**MOTION:** Trustee Martin moved to adjourn the meeting.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:31 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on December 20, 2023.

Approved by

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Liz Sullivan, Secretary of the LLD Board of Trustees