

LISLE LIBRARY DISTRICT
BOARD MEETING
October 18, 2023 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - Vice President
Karen Larson - Treasurer
Liz Sullivan - Secretary
Debbie Breihan - Trustee
Vanessa Berry - Trustee
Joshua Martin - Trustee

Absent:

Marjorie Bartelli - President

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:15 p.m.]

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

A visitor expressed concerns about the lack of activity by the Friends of the Lisle Public Library. She said she reached out to the current Friends organization. She asked that the Lisle Library District Board of Trustees work towards encouraging a re-launch of the Friends.

3. Assignments for reviewing monthly accounts payable

- a. Secretary Sullivan and Trustee Berry reviewed the September billings in October
- b. Treasurer Larson and Trustee Martin will review the October billings in November

4. Consent Agenda - Action Required

- a. Approve Minutes of the September 20, 2023 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 20, 2023 Board Meeting
- c. Acknowledge Treasurer's Report, 09/30/23, Investment Activity Report, 09/30/23, Current Assets Report, 09/30/23, Revenue Report, 09/30/23, and Expense Report, 09/30/23
- d. Authorize Payment of Bills, 10/18/23

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

5. Unfinished Business

a. Capital Improvement Project

Mr. Rogers informed the Trustees about the lighting programming and the south lighting repairs. The main entrance has a light out and was not corrected by installing a new bulb. This repair will be covered by the warranty. The install of an electrical outlet at the AS service desk has been completed. Mr. Rogers stated that the end panels and tops for book shelves should be available by the end of October and the controls for the A/V system in the meeting room is to be received by Quarter 4 of

2023. Vice President Swistak questioned if the delay in receiving the A/V system controls was typical or due to supply chain issues. Mr. Rogers stated that the delay was due to supply chain issues.

Mr. Rogers stated that there were no new change orders, nor were any more expected. The payout remaining to Camosy Construction is approximately \$200,000. He added that any remaining funds may be used for future capital projects.

Mr. Rogers left the meeting at 7:15 p.m.

6. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that a meeting has been scheduled for October 26, 2023 at 7:00 p.m.
- c. Physical Plant - Treasurer Larson stated that a meeting was scheduled for October 23, 2023 p.m.

7. Staff Reports

Director Weinstein stated that LLD hosted the intergovernmental meeting. She introduced Will Savage to the group. She stated that the group was looking forward to the Chief of Police joining in the near future. Director Weinstein stated that the Library's Fall Fest was attended by 850 - 900 people. She received positive comments from community members for hosting a family-friendly event with no additional cost for attendees.

The Library is planning for its annual Staff In-Service Day, scheduled for November 17, 2023. The Library will train staff for emergencies such as fire, tornado, power outage, and Code Adam. Speakers will include a Lisle Police Officer as well as a speaker who instructs staff on handling challenging situations within a public building. The day will wrap up with a team building activity where staff work with differing departments.

Director Weinstein stated that the Library has received the memorial plaque and planter in honor of long-time resident and patron John Marshall who lead the SIG Group. The planter will be filled and placed inside the south entrance. The Library thanks the SIG Group for their donation.

Discussion: Vice President Swistak asked Director Weinstein to explain Code Adam. Director Weinstein stated that Code Adam drills occur when there is a missing child in the building. Trustee Martin asked if staff would have an opportunity to ask the Police Officer questions during the presentation. Director Weinstein stated that staff would have an opportunity to ask questions and that training would be incorporated into Library procedures.

Assistant Director Savage mentioned a webinar presented by the FBI on protocols about threats in public buildings. He also mentioned that he attended a program presented by HR Source regarding policies to include in employee handbooks.

Assistant Director Savage stated that Pieper Power was completing indoor lighting projects and addressing outdoor lighting punch list items. Stephens Plumbing completed repairs in the public restrooms. Sendra Service replaced failed sensors which caused heating and cooling discrepancies on both sides of the building. Further, Assistant Director Savage stated that he was in the process of obtaining quotes on building automation software to better control the heating and cooling system.

Discussion: Secretary Sullivan asked about the HVAC issues in relation to the renovation project. Director Weinstein explained that the renovation included duct work modifications which did resolve

much of the air flow concerns. However, she explained that the renovation did not include upgrades to the building automation system. The Library is in the process of obtaining quotes for new software and suggested that remaining renovation monies may be used to purchase an upgraded system.

8. New Business

- a. Approve closing Library for Staff In-Service Day - Action Required

MOTION: Karen Larson moved to approve closing Library building for Staff In-Service Day on November 17, 2023. Trustee Breihan seconded.

Director Weinstein stated that closing the Library for Staff In-Service Day requires Board approval per policy.

Roll Call Vote - All Aye. The motion passed.

- b. Approve Resolution 23-07: Resolution to Determine Estimate of Funds - Action Required

MOTION: Joshua Martin moved to approve Resolution 23-07, a Resolution to Determine Estimate of Funds needed for the 2023-24 fiscal year. Trustee Berry seconded.

Director Weinstein provided an overview of Resolution 23-07: Resolution to Determine Estimate of Funds.

Roll Call Vote - All Aye. The motion passed.

- c. The Library acknowledged payment of earned/unused vacation time as require by IL Wage Payment and Collection Act (820 ILCS 115 /5) for a payment that shall not exceed \$1274.41 to be paid to Anjali Rentfleish.

- d. The Library acknowledged payment of earned/unused vacation time as require by IL Wage Payment and Collection Act (820 ILCS 115 /5) for a payment that shall not exceed \$4177.13 to be paid to Rosary Ann Lewellyn.

9. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated she did not have any comments. Trustee Breihan stated that she enjoyed reading the Department Director Quarterly Reports. She acknowledged the amount of outreach the Library does. She said that the positive attitudes of staff were evident, and commended Director Weinstein on fostering a positive library environment. She acknowledged the array of duties Assistant Director Savage oversees.

Trustee Berry stated that she is excited that Youth Services has implemented a year-long reading program. Trustee Martin encouraged the Village of Lisle to participate in the intergovernmental group. Treasurer Larson agreed that the Village should participate in the intergovernmental group. She also stated she was excited to see the wide variety of programs offered by the Youth Services Department.

Vice President Swistak stated that Fall Fest was a successful event and well-enjoyed by the community. She stated that she was excited for the middle school book club. She encouraged Trustees to explore various areas of the Library.

10. Adjourn

MOTION: Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:37 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on November 15, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees