

LISLE LIBRARY DISTRICT
BOARD MEETING
September 16, 2020 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President
Marjorie Bartelli - Vice President (via GoToMeeting)
Jenny Norton - Treasurer (via GoToMeeting)
Emily Swistak - Secretary (via GoToMeeting)
Thomas Duffy - Trustee (via GoToMeeting)
Karen Larson - Trustee (via GoToMeeting)
Liz Sullivan - Trustee (via GoToMeeting)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Kay McKeen - SCARCE, Executive Director (via GoToMeeting)
Elizabeth Chaplin - DuPage County Board Member (via GoToMeeting)
Marc Rogers - CCS International Inc., Project Manager
Graham Harwood - CCS International Inc., Principal/Director

Treasurer Norton stepped away from the GoToMeeting at 7:01 p.m.

2. Opportunity for visitors to speak

One visitor addressed the Board. He spoke of the necessity for facility improvements based on past studies, existing needs, and issues related to the current pandemic. He recommended following through on repairs and maintenance work along with improvements. He requested that the Board retain the undeveloped lots on Kingston and Front Street for future use.

Treasurer Norton returned at 7:07 p.m.

3. SCARCE Presentation

Kay McKeen, SCARCE Executive Director, and Elizabeth Chaplin, DuPage County Board Member, presented the LLD an Earth Flag for environmental and energy conservation initiatives. They congratulated staff for their work and ongoing efforts. Ms. Chaplin read a list of environmental accomplishments and then read aloud the Resolution of Commendation from the DuPage County Board. Ms. McKeen stated that the LLD received two flags, one for flying outside and one for inside display.

Treasurer Norton stepped away from the GoToMeeting at 7:13 p.m.

Treasurer Norton returned at 7:17 p.m.

Ms. McKeen and Ms. Chaplin left the GoToMeeting at 7:18 p.m.

4. Assignments for reviewing monthly accounts payable
 - a. Secretary Swistak and Trustee Sullivan reviewed the August billings in September
 - b. Vice President Bartelli and Trustee Larson will review the September billings in October

5. Consent Agenda
 - a. Approve Minutes of the August 12, 2020 Board Meeting
 - b. Approve Minutes of the August 12, 2020 Executive Session #1
 - c. Approve Minutes of the August 12, 2020 Executive Session #2
 - d. Approve Minutes of the August 27, 2020 Special Board Meeting
 - e. Acknowledge Treasurer's Report, 08/31/20, Investment Activity Report, 08/31/20, Current Assets Report, 08/31/20, Revenue Report, 08/31/20, and Expense Report, 08/31/20
 - f. Authorize Payment of Bills, 09/16/20

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

President Hummel asked Director Weinstein to contact Ms. Chaplin for a summary of her statements.

6. Unfinished Business
 - a. Facility Options: CCS Capital Project Discussion/Update

Marc Rogers, from CCS, stated that they received 11 submittals and are in the review process. He mentioned that 6 of the 11 look to be contenders and will need further qualification checks. Mr. Rogers commented that he expects to have recommendations for the Board soon. Finalists will be interviewed by the Board. He also discussed the qualification review process.

Discussion: President Hummel asked about a meeting date. Director Weinstein stated that October 14th was slated since there are conflicts on the 12th and 13th. President Hummel asked if the Board could begin interviews earlier than 7 pm. The Board agreed that October 14th was a good date and to start earlier. Mr. Rogers discussed the interview process. Trustee Larson asked if the firms were local. Mr. Rogers stated that a majority of firms were from the Chicagoland area, but that there was also a national presence.

Trustee Duffy asked if the Board could receive a one-page summary with basic information on each firm. Mr. Rogers stated that they could ask for a one-page summary to supplement presentations. Mr. Rogers went over the summary of project parameters. Trustee Sullivan asked about prioritizing options. Secretary Swistak mentioned the 'Good/Better/Best' statement within the document. Trustee Sullivan commented on the project range of \$8.5M to \$9M and having the ability to scale up or down. Mr. Rogers stated that the range was a baseline.

The Board discussed the adjacent, undeveloped, lots as part of the parameters. Mr. Harwood recommended that, in the concept phase, the adjacent lots could be included. Trustee Duffy suggested that the adjacent lots could be developed in partnership with another governing body such as the Lisle Park District. Trustee Sullivan commented about LLD patrons utilizing the St. Joan parking lots during major events. Director Weinstein mentioned that outdoor events normally utilize a portion of the LLD's east parking lot, taking up a number of parking spots for event activities. Mr. Rogers and Mr. Harwood talked about planning for the concept design phase.

b. Renovation Communications/VP Bartelli: Discussion

Vice President Bartelli mentioned that she met with Director Weinstein about a communication plan regarding the facility improvement project. She suggested that a Committee of the Whole meeting would be a good way to discuss overall communications. Director Weinstein discussed an assignment for Trustees; drafting a list of ideas on ways to communicate project information. She mentioned other libraries that have dedicated pages for their improvement projects. Director Weinstein stated that maintenance repairs and facility improvements will be bundled into the total renovation and will be accomplished without raising taxes. She mentioned that an improvement concept has been discussed in public meetings over a six year span. She also stated that public libraries are a vital resource for families who cannot afford computers, internet access, and instruction, and that facility improvements are necessary.

Discussion: Vice President Bartelli asked Director Weinstein to email the Board three example library renovation page links and to ask Trustees for five ideas for the communication plan. Secretary Swistak thanked Vice President Bartelli for initiating the communication plan idea with Director Weinstein.

Mr. Rogers and Mr. Harwood left the meeting at 8:05 p.m.

7. Committee Reports

- a. Finance - Treasurer Norton stated a meeting would be scheduled for October 6th at 7:00 pm with an agenda in progress.
- b. Personnel/Policy - Secretary Swistak stated the Committee does not have a meeting scheduled. She stated that she would speak with Director Weinstein about a future date.
- c. Physical Plant - Vice President Bartelli commented the Committee does not have anything scheduled.

8. Staff Reports

Director Weinstein stated that the Library partnered with the Lisle Township, the DuPage Senior Citizen Council, and the Fire District, to help distribute meals to seniors at the Township. Library information was provided along with meal packets. The Lisle Woman's Club planted philodendrons in the Nancy Wilson Memorial Vase displayed at the Reference Desk. Director Weinstein mentioned an update to draft Policy 606 with recommendations from the Library's attorney and stated that a Personnel and Policy Committee meeting would likely happen sometime in October.

Director Weinstein stated that Summer Read concluded and went very well despite being 100% virtual. She mentioned the annual audit would be presented in October. Director Weinstein talked about the November 3rd Election Day holiday regarding which government bodies may close. The Library's attorney stated that an official ruling should happen on October 15th. Director Weinstein mentioned information about the local election taking place on Tuesday, April 6th, 2020. The Library has paper packets available for Trustee positions in the foyer. The first day to circulate petitions is September 22nd.

9. New Business

- a. LLD vacant lot discussion
President Hummel asked Trustees if they were agreeable to table the item until next month. The Board agreed.

b. Adopt Ordinance 20-05: Budget and Appropriation - Action Required

MOTION: Vice President Bartelli moved to adopt Ordinance 20-05: Budget and Appropriation, A Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2020 and ending June 30, 2021. Treasurer Norton seconded.

Director Weinstein explained the Budget and Appropriation Ordinance. There were no changes from the Tentative B&A presented last month. Sikich, the LLD's accounting firm, and the LLD attorney reviewed the document.

Roll Call Vote - Trustee Bartelli - Aye, Trustee Duffy - Aye, Trustee Norton - Aye, Trustee Sullivan - Nay, Trustee Swistak - Aye, Trustee Larson - Aye, Trustee Hummel - Aye.

The motion passed.

c. Approve Certificate of Estimated Revenue - Action Required

MOTION: Vice President Bartelli moved to approve Certificate of Estimated Revenue, Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2020-21. Trustee Duffy seconded.

Trustee Duffy mentioned he was having internet issues and would turn off his camera but would attend via audio (8:15 p.m.).

Director Weinstein explained the Certificate of Estimated Revenue and stated it was a statutory requirement. Sikich reviewed and verified the numbers on the document.

Discussion: Trustee Sullivan recommended reducing the fines, fees, and photocopies line by \$35,000 because no action has been taken to make up revenue since the Board voted to go fine-free. Director Weinstein responded by describing various revenue avenues, some already initiated, to replenish income such as a license plate sticker renewal program, fishing and hunting licenses, passport applications, branded items, and speaking with the Friends and Foundation about annual donations. Director Weinstein recommended keeping the document as-is.

President Hummel reiterated that the document was an estimate. Vice President Bartelli asked about repercussions if the estimate is not realized. Director Weinstein and President Hummel provided examples where estimates may not be reached such as receiving lower Per Capita Grant funds. President Hummel stated the \$35,000 is less than 1% of the estimated total revenues and that the majority of LLD's revenues come from property taxes. Treasurer Norton acknowledged Trustee Sullivan's comment and stated that the document is an estimate and that the amount in question is not sufficiently significant for an edit.

Roll Call Vote - Trustee Bartelli - Aye, Trustee Duffy - Aye, Trustee Norton - Aye, Trustee Sullivan - Nay, Trustee Swistak - Aye, Trustee Larson - Aye, Trustee Hummel - Aye. The motion passed.

d. Set Director's salary for FY2020-21 - Action Required

Board approval of LLD Director's salary for FY2020-21.

President Hummel stated that the Board would move forward with Trustee comments before going into Executive Session.

10. Opportunity for Trustee comments (five minutes)

Trustee Duffy stated he was proud of the staff for gaining recognition from SCARCE and for attaining the Earth Flag. He also thanked the resident for speaking during public comment. Treasurer Norton gave kudos to staff involved in the SCARCE recognition and appreciated Vice President Bartelli's communication plan idea. She encouraged the public to provide more feedback. Trustee Sullivan agreed with Treasurer Norton and thanked Director Weinstein for providing answers to her financial questions via email.

Trustee Sullivan stated that she appreciated the statements from the public comment visitor regarding the two adjacent lots. Secretary Swistak stated that she was proud to be part of the LLD regarding the recognition from SCARCE and that she looked forward to seeing the flags on display. She also appreciated the productive discussion during the meeting. She mentioned that she continues to utilize the curbside pick-up service and discussed the help she received from Youth Services staff in picking books for her 3rd grader.

President Hummel stated that there will be an increase in the number of meetings next month and asked Trustees to be cognizant of staff time in preparation for those meetings. He stated that it was an honor to be recognized by SCARCE. President Hummel asked about the SWAN system and if the general public could use the system. Director Weinstein explained the Library is a peripheral member of SWAN and that the SWAN catalog is open to the public. Vice President Bartelli thanked staff for the SCARCE commendation and enjoyed meeting Ms. Chaplin and Ms. McKeen. She commented that she was looking forward to the upcoming Finance Committee meeting and she thought that the Board had a great discussion.

11. Executive Session

MOTION: Vice President Bartelli moved to go into Executive Session for 5 ILCS 120/2(c)(1): The appointment, employment, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Trustee Larson seconded. Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:46 p.m.

The Board came back into Open Session at 10:17 p.m.

President Hummel stated that the Board is providing Director Weinstein a 3% raise, retroactive to July 1st, and a \$1,000 bonus. Director Weinstein thanked the Board for their confidence and acknowledged their feedback. President Hummel stated that Secretary Swistak would soon connect with the Director about future goals.

MOTION: Trustee Sullivan moved to set the Director's salary at a 3% increase, retroactive to July 1st, with a \$1,000 bonus. Treasurer Norton seconded. Roll Call Vote - All Aye. The motion passed.

12. Adjourn

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

Roll Call Vote - All Aye
The meeting adjourned at 10:20 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 21, 2020.
Approved by

Emily Swistak, Secretary of the LLD Board of Trustees