

LISLE LIBRARY DISTRICT
BOARD MEETING
September 18, 2019 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. Secretary Swistak and Trustee Duffy reviewed the August billings in September
- b. Vice President Bartelli and Trustee Larson will review the September billings in October

4. Consent Agenda

- a. Approve Minutes of the August 14, 2019 Board Meeting
- b. Approve Minutes of the August 14, 2019 Executive Session
- c. Acknowledge 08/31/19 Investment Activity Report, 08/31/19 Current Assets Report, Accounts Payable/Distribution Report, Prior Months Bills Paid Report
- d. Authorize Payment of Bills, 09/18/19

MOTION: Secretary Swistak moved to approve the Consent Agenda. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - The Committee did not meet. The next meeting is scheduled for September 24th at 6:00 pm in the group study room. Treasurer Norton stated that a representative from Ehlers would be in attendance to discuss investment strategies.
- b. Personnel/Policy - The Committee met on August 26th. Secretary Swistak stated that the Committee continued work on the Trustee ethics policy, Director's evaluation, and prioritization of policies to review. The Committee did not set a date for the next meeting.
- c. Physical Plant - The Committee did not meet. Vice President Bartelli asked that Administration send the Board the RFP for storm water pipe work. Vice President Bartelli stated that the Committee does not have another meeting scheduled.

6. Staff Reports

Discussion: Trustee Duffy asked if the *New Library Cards Added* statistic on the monthly Circulation Report counted only new cards or did it include renewed cards. Director Weinstein stated that the reported number was for new cards only. Trustee Duffy asked for a status update regarding supplementary public restroom cleaning service. Assistant Director McQuillan shared what the current cleaning company provides and updated members on daytime cleaning costs for the restrooms. Trustee Larson suggested a cleaning chart. President Hummel asked if there were signs in the restrooms directing patrons to notify staff if restrooms need attention. Director Weinstein stated that signs could be created. President Hummel asked if staff is gathering additional quotes. Director Weinstein stated that Assistant Director McQuillan reached out to three vendors, with the most affordable quote nearing \$10,000 annually. Trustee Duffy asked if a supplementary cleaning company would disinfect or simply tidy up the restrooms during the day. Vice President Bartelli asked if additional cleaning was needed due to switching vendors. Director Weinstein stated that the recommendation for additional cleaning had nothing to do with switching vendors and was recommend by a patron at a recent committee meeting. She restated that the LLD's regular cleanings happen overnight. The Board suggested to continue looking into the matter.

Treasurer Norton asked Director Weinstein if she inquired about collaborating and sharing resources when she toured the new elementary school. Director Weinstein stated that staff frequently connect with District 202 staff to enhance programs in both Districts.

Director Weinstein referenced the financial documents included in the September Board packet. She mentioned that Sikich staff continue to review LLD financials and that the Board would formally acknowledge the revenue and expense reports at the upcoming Special Board Meeting. In October, the packet should include both the September and October Treasurer's Reports. She also reported that the organizational culture in the Administrative Office is positive and that Administrative Office Coordinator, Jackie Kilcran, is doing an excellent job.

Director Weinstein announced that the Library's practicum student was in the audience taking notes and observing Board deliberations.

President Hummel asked about the atrium windows. Assistant Director McQuillan explained a leak problem, how it would be fixed, and provided a cost estimate.

Trustee Larson asked about the ComEd environmental initiatives. Assistant Director McQuillan explained that ComEd toured the facility, looked at energy use in the building, and would have suggestions for the LLD. The LLD should receive a report by the end of September. Trustee Duffy asked if the Board could see that report at the next Board meeting. Assistant Director McQuillan said she would include the report in her packet submission.

7. Unfinished Business - None

8. New Business

a. Adopt Ordinance 19-03: Budget and Appropriation - Action Required

MOTION: Treasurer Norton moved to adopt Ordinance 19-03: Budget and Appropriation. Secretary Swistak seconded.

Discussion: Treasurer Norton asked if there had been any changes to the draft since the last Board meeting. Director Weinstein stated that there had been no changes. President Hummel referred to an item line in the B&A. Director Weinstein commented that it was part of the Library's LIMRiCC membership and that costs were lower due to more members participating. Trustee Duffy asked about the HVAC project. Director Weinstein stated that expenses would come from Special Reserves.

President Hummel call for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

b. Approve Certificate of Estimated Revenue - Action Required

MOTION: Secretary Swistak moved to approve Certificate of Estimated Revenue. Trustee Larson seconded.

Discussion: Director Weinstein mentioned this is filed with the DuPage County Clerk's Office every year. Most of the numbers come from the approved working budget, estimates are based on prior years, and the other calculations come from the DuPage County final tax extension received in May.

President Hummel call for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

c. Preliminary discussion for Special Meeting on Sept. 26, 2019: Strategic Plan/Facility options

Discussion: Director Weinstein provided questions to ponder prior to the Special Meeting on September 26th and also encouraged visiting other libraries. President Hummel encouraged Board members to attend the open house for the new elementary school. Trustee Duffy asked Director Weinstein to send him the 2016 space study. Director Weinstein stated that she would resend supportive documents to the entire Board. Trustee Larson asked if CCS would address both renovation on the current footprint and a downtown option. Director Weinstein confirmed that both options would be addressed.

d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$3,982.16, to be paid to Josh Hepler (September 2019).

President Hummel stated that to be compliant with IL Wage Payment and Collection Act (820 ILCS 115/5), the Board acknowledges payment not to exceed \$3,982.16 to Josh Hepler paid in September 2019.

e. Trustee Reimbursement for meetings, conferences, and workshops.

President Hummel stated that two Trustees submitted forms for the ILA conference in Tinley Park to be held on October 24th and asked if the Board was in favor of both attending. Director Weinstein explained the procedure. The Board agreed that both Trustees should attend ILA and provide reports to the Board at the next meeting.

9. Opportunity for Trustee comments (five minutes)

Secretary Swistak mentioned she was excited to see the LLD table at a recent Steeple Run Elementary School Open House. Treasurer Norton commented that she was very sad to hear of the passing of Nancy Wilson and grateful to have met her this year at the LLD memorial for Barbara Roake. She stated that Ms. Wilson made an incredible impression on her. Treasurer Norton also stated that she supported transitioning the Finance Director position to an outsourced firm. She commended the work of the LLD Committees and recommended that Policy 705 be reviewed. President Hummel expressed his condolences to friends and family of Nancy Wilson. He stated his support for the decision to outsource finance responsibilities and encouraged everyone to attend the open house for the new elementary school on Saturday the 21st. Vice President Bartelli stated that staff did a great job regarding outsourcing and said she was looking forward to the CCS presentation. Trustee Duffy and Trustee Larson both stated they were looking forward to the CCS presentation. Trustee Larson mentioned that she saw a news story regarding literacy dogs in libraries. Director Weinstein stated that the LLD has had that type of program in the past and that it was very popular. Trustee Sullivan thanked Director Weinstein for staffing the finance office in a creative and cost effective way.

10. Adjourn

MOTION: Secretary Swistak moved to adjourn the meeting. Trustee Duffy seconded.

Voice Vote - All Aye

The meeting adjourned at 7:56 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 9, 2019.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees