

LISLE LIBRARY DISTRICT
BOARD MEETING
September 20, 2023 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Marc Rogers - CCS International Inc. [left the meeting at 7:07 p.m.]
Chris Knight – Outgoing Recording Secretary
Jackie Kilcran – Incoming Recording Secretary

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

President Bartelli invited the public to address the LLD Board of Trustees. No visitors were present at the Board meeting.

3. Assignments for reviewing monthly accounts payable

- a. President Bartelli and Trustee Breihan reviewed the August billings in September.
- b. Secretary Sullivan and Trustee Berry will review the September billings in October.

4. Consent Agenda - Action Required

- a. Approve Minutes of the August 16, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 08/31/23, Investment Activity Report, 08/31/23, Current Assets Report, 08/31/23, Revenue Report, 08/31/23, and Expense Report, 08/31/23
- c. Authorize Payment of Bills, 09/20/23

MOTION: Trustee Martin moved to approve the Consent Agenda. Treasurer Larson seconded.

Discussion: Vice President Swistak pointed out a scrivener's error. It was noted by staff.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

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

Mr. Rogers provided progress updates on signage, indoor and outdoor lighting controls, paging speakers, shelf tops and end panels, and AV controls.

Mr. Rogers also provided an update on project costs and invoices. He reported that there were no new change orders.

Mr. Rogers left the meeting at 7:07 p.m.

6. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee was working on setting a meeting date. Director Weinstein suggested meeting on October 19th or 26th.
- c. Physical Plant - Treasurer Larson suggested the Committee meet on October 16th, 23rd, or 25th. Director Weinstein narrowed the dates to October 23rd or 25th. Trustee Martin suggested October 23rd. The Committee agreed to meet on October 23, 2023.

7. Staff Reports

Director Weinstein stated that the LLD will assist the Village by promoting their community-wide survey. She stated that a shortcut to the survey would be available on two laptop computers at public service desks. Director Weinstein stated that the Library cataloged the Village's draft of the Comprehensive Land Use Plan. A physical copy is available at the Reference Desk for residents to view or copy.

Director Weinstein informed Trustees that she met with the Lisle Woman's Club. She gave the Club a tour of the Library and an overview of the renovation project. She congratulated Secretary Sullivan on becoming the Lisle Woman's Club President.

Director Weinstein stated that Chris Knight was now a full time IT Assistant and Jackie Kilcran would now be the Recording Secretary at Board Meetings. She discussed installing Apple computers for public use and documenting IT equipment.

Director Weinstein updated Trustees on the progress of the revisions to the Library web site.

Discussion: Trustee Berry mentioned the mobile web site and hoping it would become more responsive with the website update. Director Weinstein stated that this issue was being addressed. Trustee Martin asked who was directing the changes to the website. Director Weinstein explained that Department Directors and IT staff met to discuss changes and the results of these discussions were reported to the outsourced vendor. Director Weinstein also stated that input from Trustees is also welcome.

Director Weinstein stated that the Library is working with a new signage company to complete the remaining interior signage.

Director Weinstein stated that the self-check stations now accept up to five audio visual materials at a time. She also stated that she was interviewed for a Lisle Chamber of Commerce publication. She said she spoke of the renovation and some of the Library's unique services such as license sticker renewals and the Seed Library. She told the Trustees she would let them know as soon as she was informed of the publication date.

Director Weinstein stated that the Library now has a contact at Representative Terra Costa Howard's Office which will allow the Library to participate in their e-Blasts. She further mentioned that Library staff were stationed at Depot Days and also visited residents at Villa St. Benedict.

Director Weinstein stated that she had not yet received a response from the Friends of Lisle Public Library District regarding an update. She said that she contacted the Library's attorney per President Bartelli's authorization. The attorney confirmed that funds gained from the Book Sale Corner could directly benefit the LLD. Trustees agreed to have LLD staff manage the Book Sale Corner and for funds to directly benefit the LLD. Director Weinstein added that some Friends USPS mail comes to the LLD. Trustees discussed this issue and determined it was problematic. Director Weinstein mentioned that the attorney offered to pen a letter to the Friends asking for an organization update. The Trustees agreed that the attorney should draft a letter.

Assistant Director Savage stated the Library was ready for Fall Fest which would be held Friday, September 22, 2023 in the southeast parking lot. He also stated that Department Directors were starting to discuss Winter Read. He said that he reviewed training modules from LIRA.

Assistant Director Savage said that the ramp rails were looking better, indoor lighting issues were being addressed, and outdoor lighting repairs were ongoing. He further stated that Sendra replaced compressor contacts and a claim was submitted to ComEd for reimbursement. Sendra will provide a quote for a new compressor for budgeting purposes. Assistant Director Savage stated that a claim for the light post damaged by a resident's vehicle has been submitted to our insurance company who will work with the driver's company for reimbursement.

President Bartelli requested an update on the performance of Eco Clean. Assistant Director Savage stated that there have been improvements and that he is staying in close contact with them.

8. New Business

- a. Approve tentative Budget and Appropriation Ordinance 23-04 (B&A) - Action Required

MOTION: Vice President Swistak moved to approve Ordinance 23-04 a Tentative Budget and Appropriation 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, 2023 and ending June 30, 2024. Karen Larson seconded.

Director Weinstein stated that there were no changes to Budget and Appropriation Ordinance 23-04 since the Board and Finance Committee reviewed the Draft. She also stated that the attorney had also reviewed the document.

Roll Call Vote - All Aye. The motion passed.

- a. Approve Certificate of Estimated Revenue - Action Required

MOTION: Trustee Breihan moved to accept the Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2023-24. Liz Sullivan seconded.

Director Weinstein stated that the Certificate of Estimated Revenue numbers come from the Board-approved budget revenue documents, but are in a different arrangement.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Bartelli stated she was looking forward to Fall Fest and thanked Director Weinstein for consolidating reports to save paper.

Trustee Berry said that while visiting the Library, her daughter had a positive interaction with Circulation Associate Alexandria, and left with a list of suggested books and videos.

Treasurer Larson stated she was looking forward to Fall Fest.

Trustee Breihan stated that she attended two programs at the Library; a cookbook discussion group and a Gallery 777 opening. She had positive experiences at both and was looking forward to attending more programs in the future.

Trustee Martin stated that he was looking forward to Fall Fest. He also said that he viewed the Gallery 777 photos via social media. He stated that he hoped for more advertising of programs on the web site and wanted more enhancements for people with vision or hearing impairments.

Secretary Sullivan said she is looking forward to Fall Fest. She stated that one evening after leaving the Library, while sitting in her car, a Facility Monitor asked if she needed help with her car. She very much appreciated his concern.

Vice President Swistak stated that she was looking forward to Fall Fest. She also suggested looking into a land acknowledgement statement. She said she was aware that some public buildings have such statements.

10. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Trustee Martin seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:50 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 18, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees