

LISLE LIBRARY DISTRICT  
BOARD MEETING  
October 27, 2022 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President

Emily Swistak - Vice President

Jenny Norton - Treasurer

Karen Larson - Secretary

Liz Sullivan - Trustee

Lorna Turner - Trustee

Sara Wynn - Trustee [left the meeting at 7:54 p.m.]

Also present:

Tatiana Weinstein - Director

Chris Knight - Recording Secretary

Marc Rogers - CCS International Inc. [left the meeting at 7:55 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Assignments for reviewing monthly accounts payable

- a. Secretary Larson and Trustee Wynn reviewed the September billings in October
- b. President Bartelli and Trustee Sullivan will review the October billings in November

4. Consent Agenda - Action Required

- a. Approve Minutes of the September 21, 2022 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 21, 2022 Board Meeting
- c. Acknowledge Treasurer's Report, 09/30/22, Investment Activity Report, 09/30/22, Current Assets Report, 09/30/22, Revenue Report, 09/30/22, and Expense Report, 09/30/22
- d. Authorize Payment of Bills, 10/27/22

**MOTION:** Vice President Swistak moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

a. Capital Improvement Project

- I. Monthly Project Status Update - CCS Report including schedule, budget updates, and discussion

Mr. Rogers discussed replacing a safety panel motherboard. He stated that Johnson Controls would install the unit. Mr. Rogers stated that due to the fire safety issue, he advised not opening to the public until the panel is installed.

Discussion: Trustee Turner asked about employees in the building in the interim. Director Weinstein stated that the construction team and select staff are on site until the panel is installed.

Mr. Rogers discussed the installation of RFID security gates, automated sorting machine, and continued work on the north and south entrance canopies.

Discussion: Treasurer Norton asked when the panel would be up and running. Mr. Rogers stated that Johnson Controls is hoping to have the panel delivered over the weekend and that it may take a full day to install. Mr. Rogers commented that Saturday is not viable for reopening. Director Weinstein said that after the Board discusses the issue, President Bartelli would announce an extension of the official closure until further notice and the Library would announce via social media, eBlast, and physical signage the next day.

Treasurer Norton asked about reopening on Sunday. Mr. Rogers stated that reopening would more likely happen on Monday or Tuesday if the panel was delivered. Director Weinstein mentioned that reopening would depend on testing as well. President Bartelli asked if the panel needed another inspection. Mr. Rogers suggested that replacing the motherboard was a maintenance task, and he said he would verify.

Mr. Rogers stated there were no current changes to the construction schedule. He provided an overview of upcoming activities including Phase 2 abatement, RFP to be issued for the main monument sign, and Phase 2 demolition.

Mr. Rogers commented that the project costs were on track. He stated that there were no updates to bid alternates. Mr. Rogers provided a change order update. He explained a credit for power washing and that the credit was used for a subsequent change order. Mr. Rogers explained a moisture mitigation action and some necessary drywall modifications.

## II. Change Order #1R Approval Recommendation - Action Required

Mr. Rogers provided an overview of change order #1R.

Discussion: Trustee Sullivan asked about the amount of concrete in the area under consideration. Mr. Rogers explained that the current area and the renovated area would have about the same amount of concrete. President Bartelli asked about the layout of the outside program area. Mr. Rogers used a whiteboard to draw a diagram of the area.

**MOTION:** Trustee Sullivan moved to approve Camosy change order #1R permit review process scope changes for the sum of \$27,366.00 for Phase 2, per the Village of Lisle permit process. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

## III. Approval for public bids for new monument sign - Action Required

**MOTION:** Trustee Sullivan moved to approve the authorization to release a public Request for Bids for new monument sign that includes pricing. Trustee Turner seconded.

Mr. Rogers provided an explanation of the Request for Bids and overview of concept 1 and 2 including construction materials, lighting, and size.

Discussion: Secretary Larson asked if bids were needed for one or both concepts. Mr. Rogers stated that he intended to ask for bids on both concepts. Vice President Swistak asked about pricing for the current sign. Mr. Rogers commented that he has quote for that sign.

President Bartelli asked about sign maintenance regarding embedded lights. Mr. Rogers stated that it is common for there to be an access panel. He also explained that the lighting would likely be LED.

Trustee Sullivan asked about sign longevity and maintenance costs. Mr. Rogers suggested that a vinyl logo may need replacing every 3-4 years due to fading. Trustee Turner asked if it would make sense to purchase multiple vinyl logos. Mr. Rogers suggested the minimal costs would not warrant a pre-purchase.

Mr. Rogers mentioned that raised lettering would have a white glow. Vice President Swistak asked whether it would be a blue white or warm white. Mr. Rogers suggested a warm white. President Bartelli commented about the base having room for plantings and snow. Mr. Rogers stated that the concepts indicated a 1-foot skirting. Vice President Swistak asked for clarification regarding the logo and lettering on both sides of the sign. Mr. Rogers explained that it would read left to right on both sides. Mr. Rogers asked about the banding around the border on both concepts, and whether to keep the banding or not. The Board agreed to keep the banding but not have it be lit with LED lighting.

Vice President Swistak asked for Treasurer Norton's input. Treasurer Norton stated that her thoughts revolved around the overall project budget. President Bartelli asked if the Board would have bids by the next meeting. Mr. Rogers stated they would not have them by next meeting. President Bartelli asked about timing and a grand opening. Mr. Rogers stated that he is concerned about installation in winter and would address this with the eventual vendor as we advance the project.

Roll Call Vote - All Aye. The motion passed.

Trustee Wynn left the meeting at 7:54 p.m.  
Mr. Rogers left the meeting at 7:55 p.m.

#### 6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

#### 7. Staff Reports

Director Weinstein summarized her Director's report. She stated that there was a new Public Act that requires units of local government to form a special committee to study efficiencies and create a report that would be filed with the DuPage County Clerk. Director Weinstein mentioned that the committee would comply with OMA and would have to meet at least three times.

She stated that in compliance with the Workplace Transparency Act and per LLD Policy 901, staff and Trustees are required to complete annual sexual harassment training. She mentioned that staff would complete training during the Library's closure.

Director Weinstein provided an update on the move from Phase 1 to Phase 2 including outfitting offices and moving library materials. She reminded the Board and public that, once the LLD is open, the public floor will be a shared space and that some areas would be unfinished. Director Weinstein stated that she and the Assistant Director conducted an abbreviated in-service day which included a rundown of Phase 2 activities, the staff evaluation process, and facility safety points such as tornado shelter locations, AEDs, and reviewing bloodborne pathogen kits.

Assistant Director McQuillan stated that MetalMaster Roofing repaired a couple areas on the roof and inspected the roof membrane and found no defects. She mentioned that the LLD would clean the gutters to make sure they are functional through winter. Assistant Director McQuillan commented that Bear Landscaping completed cleanup on the west side of the LLD campus.

Discussion: President Bartelli asked about new procedures for filling trustee vacancies that were discussed by the Illinois State Library. Assistant Director McQuillan stated that a board has 90 days to fill a vacancy.

#### 8. New Business

- a. Approve Resolution 22-03: Resolution to Determine Estimate of Funds - Action Required

**MOTION:** Karen Larson moved to approve Resolution 22-03, a Resolution to Determine Estimate of Funds needed for the 2022-23 fiscal year. Trustee Sullivan seconded.

Director Weinstein provided an overview of Resolution 22-03: Resolution to Determine Estimate of Funds.

Roll Call Vote - Trustee Larson - Aye, Trustee Sullivan - Aye, Trustee Norton - Aye, Trustee Swistak - Aye, Trustee Turner - Aye, Trustee Wynn - Absent, Trustee Bartelli - Aye. The motion passed.

#### 9. Opportunity for Trustee comments (five minutes)

Trustee Sullivan asked if the LLD received a mini grant as part of the LiteZilla fundraiser. Director Weinstein affirmed that the LLD did receive a mini grant and appeared in the JCS Arts, Health & Education Fund's annual report. Trustee Sullivan appreciated the Technical Services quarterly report that referenced RFID tagging. Director Weinstein stated the new RFID equipment was operational. Secretary Larson stated that she was excited to see the interior of the Library. Vice President Swistak stated that she was looking forward to reopening to the public.

Treasurer Norton noted the transformational landscaping, appreciated the green exterior facility color, adored the Youth Services carpeting, and valued the overall progress of the project. Treasurer Norton reminded the Board about strategic planning and having Board-directed goals for the Director. Trustee Turner said the LLD has been fortunate regarding how well the renovation project has gone thus far. President Bartelli stated that she appreciated the quarterly reports. She said that she loved the tour of Phase 1 and the new landscaping.

10. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Treasurer Norton seconded.

Roll Call Vote - Trustee Swistak - Aye, Trustee Norton - Aye, Trustee Larson - Aye, Trustee Sullivan - Aye, Trustee Turner - Aye, Trustee Wynn - Absent, Trustee Bartelli - Aye. The motion passed.

The meeting adjourned at 8:17 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 16, 2022.

Approved by

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Karen Larson, Secretary of the LLD Board of Trustees