

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF THE LEMONT PUBLIC LIBRARY DISTRICT  
COOK AND DUPAGE COUNTIES, ILLINOIS  
HELD AT THE LIBRARY DISTRICT MEETING ROOM  
50 EAST WEND STREET, LEMONT, ILLINOIS**

**January 9, 2014**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:01 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Daniel Geoghegan, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Library Director Sandra Pointon also attended.

**IV. Approval of Minutes**

There was a motion by Trustee Skibinski, seconded by Trustee Burton, to approve the minutes of the regular meeting of December 12, 2013. Voice vote: all ayes, no nays. Motion passed.

**V Treasurer's Report**

Trustee Hogan made a motion, seconded by Trustee Camalliere, to approve the treasurer's report:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 6,710.05
Illinois Funds Money Market (IFMM)	10,139.21
MB Financial Bank	
Money Market Account	124,747.37
Marquette Bank	
Imprest Fund	506.45
Money Market Account	249,912.16
Suburban Bank and Trust	
Expense Account	928.65
Money Market Account	1,291.44
Operating Account	153,465.89

A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Motion passed.

**VI. Approval of Bills**

Trustee Burton asked how much of the snow removal budget had been used, considering the unusually snowy January. The Director was waiting for exact numbers from Premier Landscape Contractors, but expressed satisfaction with the firm's responsiveness and the clearing of approximately 20-25 inches of snow to-date.

Trustee Camalliere mentioned the tuition reimbursement issued to Library technical assistant Kelly Maloney and observed that, as she had predicted during the Board's regular May meeting, Ms. Maloney had resigned upon earning her Masters in Library Science. Director Pointon replied that the reimbursement was not contingent upon a term of subsequent employment and that the Library had benefited from the higher qualifications of this employee at a lower than market cost. Trustee Hogan

responded that the Policy and Personnel Committee would reexamine tuition reimbursement policy. For now, it remained a “double-edged sword”.

A motion was made by Trustee Hogan and seconded by Trustee Geoghegan to approve payment of bills, according to the revised board payables document, in the amount of \$43,469.20. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Motion passed.

**VII. Public Participation**

Children’s Services Manager Mary Inman commended her department’s two new part-time employees, Children’s Librarian Dawn Strand and Teen Librarian Sara Brunkhorst.

**VIII. Reports**

**A. President**

President Kirvelaitis remarked that the Library and Azure Lodge No. 1153 A.F. & A.M. had cosponsored a successful blood drive with the Heartland Blood Center on January 7th. Twelve pints of blood were donated (with four deferrals), despite inclement weather conditions.

**B. Library Director**

The Director elaborated on an item in her written monthly report. The Board had just approved payment of half of the \$2,500 invoice from website consultant Paul Romanowski to redesign the Library website. The fee included staff training and implementation assistance.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

No report.

**2. Building and Grounds**

The committee met on Tuesday, January 7<sup>th</sup> at 7:00 p.m. to discuss the Library’s security cameras (see X.A.) and the qualifications of the three architectural firms which were candidates for the conceptual space planning study (see IX.C.).

**3. Policy and Personnel**

**4. Planning and Goals**

**5. Technology**

No reports.

**IX. Old Business**

**A. Circulation Policy Update—Library Card Expiration—Second Reading**

According to the proposed revision, a resident library card would only be subject to address verification every three years instead of expiring every three years. There was a motion made by Trustee Camalliere and seconded by Trustee Sanders to revise the policy as recommended. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Motion passed.

**B. Proposal for Memorial Plaques, Friends of the Library**

The Friends of the Library had proposed selling memorial plaques at the Library entrance, as they had in the past. Trustee Camalliere spoke to the Friends about the

Board's concern that there was insufficient space available for their proposed effort. Trustee Hogan commented that the architects hired for the conceptual space planning study could redesign the entry to accommodate more plaques. President Kirvelaitis proposed relocating the commemorative plaques to a larger wall. Trustee Camalliere made a motion, seconded by Trustee Hogan, to allocate half of the remaining spaces to the Friends' fundraising endeavor through calendar year 2015, subject to Library approval. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Motion passed.

**C. Selection of Architects for Conceptual Space Planning Study**

President Kirvelaitis invited the trustees and Director to comment on the credentials of the three architectural firms, which had presented at the regular December meeting: Engberg Anderson, Inc., Dewberry Architects, Inc. and Cordogan Clark & Associates, Inc./Architecture is Fun. Although all of the firms were well-qualified, most of the trustees and the Director felt that Engberg Anderson's vision and approach best fit the needs of the Library and the community it served. A motion was made by Trustee Hogan and seconded by Trustee Sanders to select Engberg Anderson, Inc. to prepare a conceptual space plan for an amount not to exceed \$16,000. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski — ayes, no nays. Motion passed.

**X. New Business**

**A. Proposal for Security Camera Upgrades**

Having reviewed the two proposals for security camera upgrades submitted by Interact Business Products and Heritage Technology Solutions, IT Manager Fernando Alonso recommended Interact's proposal. The Wood Dale firm would install a new surveillance system, improve on existing camera coverage and image quality, and increase coverage at strategic locations. There was a motion made by Trustee Geoghegan and seconded by Trustee Hogan to contract the services of Interact Business Products for an amount not to exceed \$5,000. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Motion passed.

**XI. Communications and Correspondence**

- A. The Library had been presented with a certificate of appreciation for serving as a toy collection site during the Chicagoland Toys for Tots holiday drive.
- B. The holiday Giving Tree in the teen department received over sixty gift items and monetary donations for Lemont charity Hope & Friendship Foundation to distribute to needy families.
- C. Mayor Brian Reaves would present his State of the Village address on March 5<sup>th</sup> during a luncheon at Crystal Grand Banquets.
- D. The Lemont-Homer Glen Rotary Club was hosting a luncheon with guest speaker State Senator Christine Radogno at noon on January 14<sup>th</sup> at Ruffled Feathers Golf Club.

**XII. Executive Session**

There was no need to move into executive session.

**XIII. Adjournment**

A motion was made by Trustee Hogan and seconded by Trustee Burton to adjourn the meeting at 8:17 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,  
Ramona Stephens-Zemaitis