

**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**

**July 10, 2014**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:05 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**

A motion was made by Trustee Hogan and seconded by Trustee Camalliere to approve the minutes of the regular meeting of June 12, 2014. Voice vote: all ayes, no nays. Motion passed. Trustee Burton then made a motion, seconded by Trustee Hogan, to approve the minutes of the special meeting of June 26, 2014. Voice vote: all ayes, no nays. Motion passed.

**V Treasurer's Report**

There was a motion was made by Trustee Hogan and seconded by Trustee Camalliere to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 3,235.25
Illinois Funds Money Market (IFMM)	67,408.96
MB Financial Bank	
Money Market Account	250,151.72
Marquette Bank	
Imprest Fund	822.95
Money Market Account	249,619.00
Suburban Bank and Trust	
Expense Account	1,563.27
Money Market Account	10,787.91
Operating Account	250,600.55

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

**VI. Approval of Bills**

Since July 1<sup>st</sup> was the first day of the Library's new fiscal year, the July payables were always higher than in other months, as the annual payments for many digital and online databases and periodical subscriptions came due. The Library also had to pay its share of the Pinnacle Library Cooperative's 2014-2015 budget. According to the PLC cost-sharing formula, based on library circulation numbers, Lemont's share was the smallest of the member libraries: 10.3 percent or \$53,816.96. The total amount included nearly \$30,000 for Polaris ILS (Integrated Library System) software, system administration and library automation; about \$12,000 for delivery of digital content; almost \$12,000 for on-line data services; and

\$159 for PLC’s annual audit. Trustee Hogan made a motion, seconded by Trustee Geoghegan, to approve payment of bills in the amount of \$102,265.26. 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 was pleased that children had picked up over 400 summer reading folders. She invited the Board to the “Paws to Listen” Concert on the Lawn on Sunday, July 20<sup>th</sup>. The performance by the Second City Brass quintet was supported by a grant from the Illinois Arts Council Agency.

**VIII. Reports**

**A. President**

No report.

**B. Library Director**

Director Pointon submitted her written report and would address issues as they arose.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

The committee would meet in early August to prepare the Budget and Appropriation Ordinance in advance of the September hearing.

**2. Building and Grounds**

No report.

**3. Policy and Personnel**

The Committee met on July 2<sup>nd</sup> to compile and condense results from the director’s performance evaluation forms.

**4. Planning and Goals**

No report.

**5. Technology**

New 24-inch monitors (at \$150 apiece) replaced the old ones in the adult computer section, by the library catalog, at the adult and children’s reference desks, and on the Children’s Service Manager’s desk. A wireless barcode scanner and a tablet were ordered to provide mobile outreach via LEAP software from Polaris. The device and interface would enable staff to check out materials and issue library cards in locations outside of the Library. A new people counter would be installed at the first set of interior doors, instead of by the security gate. By including patrons entering the meeting room and foyer, the new counter should provide more accurate usage figures than check-out statistics do.

**IX. Old Business**

**A. Renovation Plan**

The final version of a tri-fold, two-sided mailer about the proposed referendum would be sent to all households in the 60439 zip code area during the week of July 14<sup>th</sup>. Over 400 additional in-district homes were in unincorporated DuPage County, necessitating a second mailing. An

email blast would be sent as a follow-up. Information was readily available in a growing renovation section on the Library's website. Director Pointon would summarize the information contained in the flier for four portable, retractable banners which could be displayed in the Library and used at speaking engagements and other outreach opportunities. The Director distributed materials on the Election Interference Prohibition Act, detailing the activities public officials can and cannot engage in. President Kirvelaitis requested trustees to attend at least one of two upcoming community meetings on Tuesday, July 22<sup>nd</sup> and Wednesday, August 6<sup>th</sup> at 7:00 p.m.

**B. Updates to Personnel Policy, Staff Development—Second Reading**

The proposed update to Personnel Policy consisted of three components: employee tuition reimbursement for graduate level library courses, an annual Staff Development Day, and an addition to vacation provisions.

The President proposed eliminating point (d) of the Educational Assistance Policy as unquantifiable (courses taken "should increase the value of the employee to the Library.") Regarding point (a), the President also suggested removing the specific deadline for obtaining approval for a reimbursable class, "at least 30 days prior to the start of the class". Prior approval should suffice. The trustees concurred on both deletions. A motion was made by Trustee Camalliere and seconded by Trustee Hogan to approve the Educational Assistance Policy as amended. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

The paragraph on Staff Development Day remained unchanged. There was a motion made by Trustee Geoghegan, seconded by Trustee Sanders, to approve formalizing a staff development day as submitted. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

Director Pointon recommended adjusting vacation policy to accommodate all full-time professional staff instead of merely supervisors and department heads. Part-time librarian Paul Doberstztytn was recently promoted to full-time status. He was neither a supervisor nor a department head but had a master's degree in library science. In the interest of fairness and in keeping with standards at other libraries, the Director felt that the same vacation privileges should be extended to him as to other professional staff: 15 days of paid vacation per year for the first three years and 20 days thereafter. The trustees agreed. Trustee Hogan made a motion, seconded by Trustee Skibinski, to waive a second reading of amendments to the vacation policy. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed. A motion was made by Trustee Burton and seconded by Trustee Hogan to approve extending vacation terms to full-time professional personnel. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**C. Library Director Review**

The review would be discussed in executive session.

**X. New Business**

**A. Approval of Fine Forgiveness for Veterans Drive, October 1—November 11**

From October 1<sup>st</sup> until Veterans Day, November 11<sup>th</sup> the Library would partner with the Lemont-Homer Glen Rotary Club to hold its seventh annual veterans supply drive, benefiting the Midwest Shelter for Homeless Veterans in Wheaton and Hines V.A. Hospital. Trustee Geoghegan made a motion, seconded by Trustee Hogan, to approve a \$1 fine reduction (limit \$10 per patron) for

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

**B. Fiscal Year 2015 Per Capita Grant Requirements**

Each year the Library Director applies for an Illinois Public Library Per Capita and Equalization Grant and generally receives about \$24,000. To qualify for the fiscal year 2015 Per Capita Grant, the Board was required to review Chapter 7, “Collection Management and Resource Sharing” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. The Library already met or exceeded most of the guidelines. Due to financial and space constraints, however, Lemont could not spend a minimum of 12 percent of its operating budget on materials. The Library was able to allocate 11.2 percent of its new fiscal year budget to materials acquisition. The Director and department heads would also collaborate on updating collection management policy.

The list of grant requirements contained a technological component as well, called the Edge Initiative, which IT Manager Fernando Alfonso had already begun to execute. The Director and Mr. Alfonso were already enrolled in a training session at the RAILS (Reaching Across Illinois Library System) office in Burr Ridge on July 24<sup>th</sup>. At least one member of the Technology Committee also had to attend an informational webinar or in-person session on the Edge. All conditions for the grant had to be fulfilled by the application deadline of October 15<sup>th</sup>.

**XI. Communications / Correspondence**

Past and present trustees were invited to an open house on August 10<sup>th</sup> by the family of former Trustee Edward J. Mikel, Jr., who had passed away in November.

**XII. Executive Session**

There was a motion made by Trustee Camalliere and seconded by Trustee Skibinski to move into executive session to discuss personnel, specifically the library director’s annual performance review.

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Upon returning from executive session, Trustee Burton made a motion, seconded by Trustee Skibinski, to increase the Director’s annual salary to \$86,100, retroactive to July 1, 2014. Policy and Personnel Committee Chairman Camalliere expressed the Board’s appreciation to the Director for a job well done. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

A motion was then made by Trustee Burton and seconded by Trustee Sanders, to give the Director a \$2,000 bonus, payable on August 1<sup>st</sup>, for consistently “going above and beyond the call of duty”. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**XIII. Adjournment**

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to adjourn the meeting at 8:37 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis