

**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**

June 12, 2014

I. Call to Order

Vice President Patricia Camalliere called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Minutes

There was a motion made by Trustee Hogan and seconded by Trustee Skibinski to approve the minutes of the regular meeting of May 8, 2014. Voice vote: all ayes, no nays. Motion passed.

V Treasurer's Report

A motion was made by Trustee Hogan and seconded by Trustee Burton to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 2,727.39
Illinois Funds Money Market (IFMM)	182,503.68
MB Financial Bank	
Money Market Account	250,130.48
Marquette Bank	
Imprest Fund	880.22
Money Market Account	249,619.00
Suburban Bank and Trust	
Expense Account	1,154.48
Money Market Account	10,787.45
Operating Account	210,930.37

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

VI. Approval of Bills

Trustee Hogan made a motion, seconded by Trustee Geoghegan, to approve payment of bills in the amount of \$51,787.98. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Sanders and Skibinski—ayes, Trustee Kirvelaitis—absent, no nays. Motion passed.

VII. Public Participation

Children's Services Manager Mary Inman reported that over 200 people participated in the summer reading kickoff on Sunday, June 8th. Thus far, 573 registrations had been made in the new online system (eVanced) for summer events for adults, children and teens.

VIII. Reports

A. President

No report.

B. Library Director

Director Pointon supplemented her extensive written report:

1. The Library had received \$2,975 to-date in monetary donations to its summer reading program, plus numerous gifts and gift certificates. Typically, the Library spent about \$2,000 on performers and \$3,000 on miscellaneous supplies (prizes, refreshments, decorations). Approximately \$6,000 went to ward paying for additional staff time. At least half of summer program expenditures could be offset by the generous donations of community members.
2. The new website had been launched. There was just a small glitch with the events calendar, which was being resolved.

C. Attorney

No report.

D. Committees

1. Finance

The Finance Committee met on Tuesday, June 10th to review the 2014-2015 working budget (see X.F.), renovation project financing (IX.A.), and fund balance report (X.E.).

2. Building and Grounds

The Committee met on June 10th to review the Equipment and Maintenance budget, conduct a facilities walkthrough, consider HVAC maintenance proposals, and discuss fire alarm monitoring providers. These items would be discussed under X. *New Business*.

3. Policy and Personnel

The Committee recommended an overall 2.5 percent increase in the salary budget (which includes contingencies) and re-examined the Library's policy on educational assistance. The first reading of proposed revisions to the policy appears under X. *New Business*.

Chairman Camalliere also presented employee health insurance options. Six full-time employees were eligible for health insurance in the next fiscal year, but one would waive coverage and be eligible for reimbursement under the current Medical Reimbursement Plan (\$4,500 in four quarterly increments). Three employees were currently enrolled in the Blue Cross Blue Shield of Illinois PPO policy and two opted for the BCBS HMO. The BCBS health insurance rates were locked in until the end of 2014, and the Library had budgeted 15 percent for an anticipated rate increase starting January 2015. The Committee estimated a net annual cost to the Library of approximately \$53,000 for fiscal year 2014-2015. Employee contributions would remain the same. Likewise, medical reimbursement for out-of-pocket expenses (PPO) would stay at \$250 per participant. All six staff members would be enrolled in dental, vision and life insurance plans at no personal cost. Insurance broker The Van Dyke Group tendered very competitive rates from Best Life for dental and vision coverage, representing a premium savings of 20 percent for dental and 40 percent for vision over the previous fiscal year, without any coverage concessions.

4. Planning and Goals

The committee removed completed items from the past year’s strategic plan and revised remaining goals. No sizable funding requests had been submitted to the Finance Committee for the 2014-2015 working budget.

5. Technology

No report.

IX. Old Business

A. Renovation Plan

The Board reviewed a summary of financing scenarios for ten-, fifteen- and twenty-year terms and their corresponding tax impacts. A special Board meeting was tentatively set for Thursday, June 26th to select the most compelling financing option and discuss other end-of-fiscal-year matters. The trustees requested that a representative of investment banking firm George K. Baum & Co. be present to answer questions.

X. New Business

A. Equipment and Maintenance Ordinance No. 2013/2014-04

There was a motion made by Trustee Hogan and seconded by Trustee Geoghegan to adopt Equipment and Maintenance Ordinance No. 2013/2014-04, which declares the intention to levy an additional .02% tax for equipment and maintenance, pursuant of ILCS 16/35-5(b). A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Sanders and Skibinski—ayes, Trustee Kirvelaitis—absent, no nays, no abstentions. Motion passed.

B. Selection of HVAC Maintenance Contract

The Library received six proposals for air conditioning and heating maintenance:

	<u>1 year</u>	<u>2 years</u>
Amber Mechanical, Alsip	\$5,697	\$11,565
EXCEL Mechanical, Burr Ridge	\$5,135	\$7,965
Johansen & Anderson, Joliet	\$4,190	\$7,142
Johnson Controls, Calumet City	\$5,298	\$9,844
Monaco Mechanical, Lisle	\$14,760	\$25,300
Southwest Town Mechanical, Orland Park	\$5,500	\$8,400

The Building and Grounds Committee recommended contracting Johansen & Anderson, Inc. for a period of one year. Trustee Geoghegan made a motion, seconded by Trustee Burton, to authorize the Director to enter into a one-year agreement for HVAC maintenance with Johansen & Anderson in the amount of \$4,190. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Sanders and Skibinski—ayes, Trustee Kirvelaitis—absent, no nays. Motion passed.

C. Selection of Fire Alarm Monitoring Provider

The Library received three proposals for monitoring its fire alarms: one from Tyco Integrated Security in Oak Brook and two unsolicited bids from the Chicago Metropolitan Prevention Co. in Elmhurst and Alarm Detection Systems, Inc. in Aurora. There was a motion made by Trustee Skibinski and seconded by Trustee Sanders to contract Tyco, since the company used the Lemont Fire Protection District’s equipment, so no switchover would be required. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Sanders and Skibinski—ayes, Trustee Kirvelaitis—absent, no nays. Motion passed.

D. Selection of Auditor for Fiscal Year 2013-2014 Audit

A motion was made by Trustee Geoghegan and seconded by Trustee Skibinski to hire current library auditor CPA Kenneth S. Jaszczak to perform the annual financial report for fiscal year July 1, 2013 to June 30, 2014 for an amount not to exceed \$4,000. Mr. Jaszczak had not increased his quote over the previous three years. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Sanders and Skibinski—ayes, Trustee Kirvelaitis—absent, no nays. Motion passed.

E. Journal Entry to Adjust Funds for Fiscal Year 2013-2014

Trustee Hogan made a motion, seconded by Trustee Geoghegan, to approve a journal entry in the fund balance report, splitting a transfer of \$68,250 from the Corporate Fund amongst three funds as follows: \$30,000 to Equipment/Maintenance, \$3,250 to Retirement (IMRF) and \$35,000 to Capital Projects. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Sanders and Skibinski—ayes, Trustee Kirvelaitis—absent, no nays. Motion passed.

F. Approval of Working Budget for Fiscal Year 2014-2015

There was a motion made by Trustee Burton and seconded by Trustee Sanders to approve the working budget for the 2014-2015 fiscal year. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Sanders and Skibinski—ayes, Trustee Kirvelaitis—absent, no nays. Motion passed.

G. Revisions to Personnel Policy, Staff Development—First Reading

The Policy and Personnel Committee submitted the first draft of an Educational Assistance Policy, which contained changes to the current tuition reimbursement guidelines. Under the proposed revisions, only graduate level courses at an accredited library school, completed with a “B” or better grade, qualified for reimbursement. Full-time employees could be reimbursed no more than 50 percent of the cost of a course, up to a maximum of \$1,000 per course: part-time employees—no more than 50 percent, up to a maximum of \$500 per course. Employees were limited to three courses per fiscal year. Approval and application deadlines were set. An annual Staff Development Day was also formalized under this section of the Personnel Manual.

H. Library Director Review

Policy and Personnel Committee Chairman Camalliere would send out evaluation forms.

XI. Communications / Correspondence

- A. The Lemont Park District invited trustees and senior staff to its hospitality tent for refreshments before the fireworks show on July 3rd, from 6:00-8:00 p.m.
- B. The Director would finalize the time for the special board meeting on Thursday, June 26th.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

A motion was made by Trustee Skibinski and seconded by Trustee Burton to adjourn the meeting at 8:26 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis