

**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**

March 11, 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., Daniel Geoghegan, Christine Hogan, Vytenis Kirvelaitis and Catherine Sanders. Trustees Patricia Camalliere and Michaeline Skibinski were absent. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

A motion was made by Trustee Hogan and seconded by Trustee Geoghegan to approve the minutes of the regular meeting of February 13, 2014. Voice vote: all ayes, no nays. Motion passed. Trustee Burton made a motion, seconded by Trustee Sanders, to approve the minutes of the February 13, 2014 executive session. Voice vote: all ayes, no nays.

V Treasurer's Report

Treasurer Geoghegan reported that the Library had just received \$161,932.69 in Cook County Spring 2013 tax collections. There was a motion 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	\$ 540.14
Illinois Funds Money Market (IFMM)	165,482.92
MB Financial Bank	
Money Market Account	244,767.64
Marquette Bank	
Imprest Fund	488.72
Money Market Account	249,992.96
Suburban Bank and Trust	
Expense Account	1,223.56
Money Market Account	19,782.73
Operating Account	138,340.38

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

VI. Approval of Bills

A motion was made by Trustee Hogan and seconded by Trustee Geoghegan to approve payment of bills in the amount of \$39,366.30. Trustees Burton, Geoghegan, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. Motion passed.

VII. Public Participation

On March 6th, Joyce Koon, 1111 Kim Place, attended the first community planning meeting with architects Engberg Anderson, Inc. on redesigning the Library. She and Trustee Sanders were delighted that so many Lemont residents participated, providing valuable input and insights, which would be incorporated into the design plans.

VIII. Reports

A. President

No report.

B. Library Director

The Director met with the Friends of the Library on March 11th. The Friends deferred raising funds through the sale of commemorative plaques for placement in the Library vestibule. The Friends' Spring Used Book Sale would be held Friday, April 25th through Sunday, April 27th. There were a few changes to note: no preview sale, no non-fiction books for sale this time, but Sunday was still bargain day. Mrs. Pointon reminded the Board that she would be away in Indianapolis the next few days, attending the Public Library Association Conference. The Director's monthly report addressed remaining matters of interest.

C. Attorney

No report.

D. Committees

1. Finance

The Finance Committee would soon begin work on the 2014-2015 budget.

2. Building and Grounds

On February 27th, some defective circuit breakers began to smoke and melt. The control panel was switched off before any significant damage was done, and the malfunctioning breakers were promptly replaced. A "Fitzgerald's mix-up" had occurred during the Director's vacation: the Library would be receiving a bill for services rendered by Fitzgerald Lighting and Maintenance, as well as a cost estimate from Fitzgerald's Electrical Contractors on replacing the remaining vulnerable switches.

After a particularly harsh winter, repairs would have to be made to the curb and sidewalk. Landscaping would be discussed under *New Business*.

3. Policy and Personnel

Blue Cross Blue Shield of Illinois had finally adjusted the monthly health insurance premium to reflect the lower rate for the plan the Library had contracted for the 2014 calendar year.

4. Planning and Goals

No report.

5. Technology

The copier and printer were at the three-year mark in the Library's lease with Interact Business Products. The Director and IT Manager Alonso would consider options for upgrading to new, more streamlined equipment at a lower cost. The new surveillance cameras from Interact should be installed within the month, depending upon the weather.

IX. Old Business

A. Update on Conceptual Space Planning Study

The Director distributed notes from the first public planning meeting with Joe Huberty of Engberg Anderson, Inc. on the evening of March 6th. Library patrons posed questions and offered suggestions on a variety of topics, including building repairs, operating cost savings, emerging service needs, access to technology, likes/dislikes tied to the current facilities and possibilities for future improvements. This input would be integrated into the conceptual redesign, and the dialogue between Engberg Anderson and Library patrons would continue at the second public planning meeting on April 1st

B. Updates to Library By-Laws, Second Reading

Two amendments were proposed to the Library By-Laws: one protecting any minors wishing to address the Board, and another adding the Pinnacle Library Cooperative (PLC) and Reaching Across Illinois System (RAILS) to the list of organizations, whose educational opportunities the trustees were encouraged to pursue. Trustee Hogan made a motion, seconded by Trustee Burton, to approve the changes as submitted. A roll call was taken: Trustees Burton, Geoghegan, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. Motion passed.

X. New Business

A. Landscaping Services, April-November 2014

Director Pointon had prepared a summary of landscape maintenance contracts, which the Library had entered into with three different vendors over the past four years. The Board discussed its overall satisfaction with each of the service providers. Only Premier Landscape had responded to the Library's request for a proposal, and board members had been impressed with the quality of its snow removal services over the previous winter. The firm offered an incentive for a quick response—preferred placement on its service route. There was a motion made by Trustee Hogan and seconded by Trustee Geoghegan to authorize the Director to enter into an eight-month agreement with Premier Landscaping for the amount of \$4,365. A roll call was taken: Trustees Burton, Geoghegan, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. Motion passed.

B. Collection Account Services

A motion was made by Trustee Hogan and seconded by Trustee Geoghegan to allow the Director to enter into a three-month trial agreement with Unique Management Services for material recovery, consistent with the current policy. For now, the trial was limited to lost or damaged items on accounts up to 60 days overdue. A roll call was taken: Trustees Burton, Geoghegan, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. Motion passed.

C. Fine Forgiveness Month—June 2014

Trustee Hogan made a motion, seconded by Trustee Burton, to make June “Fine Forgiveness Month”, during which patrons would bring in non-perishable donations for the local food pantry in lieu of paying outstanding fines up to \$20. A roll call was taken: Trustees Burton, Geoghegan, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. Motion passed. The Director would obtain a wish list of items from Lemont food collection centers.

XI. Communications / Correspondence

A. Trustee Hogan and Director Pointon attended the State of the Village Address on March 5th.

B. The Mayor's Drive for Charity would take place on April 28th at Ruffled Feathers Golf Club.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

There was a motion made by Trustee Burton and seconded by Trustee Hogan to adjourn the meeting at 8:16 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis