

**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**

**May 8, 2014**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:00 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**

Trustee Hogan made a motion, seconded by Trustee Camalliere, to approve the minutes of the regular meeting of April 10, 2014. Voice vote: all ayes, no nays. Motion passed.

**V Treasurer's Report**

Treasurer Geoghegan reported that the Library had received 93% of its projected spring 2013 tax collections from Cook County. DuPage County property taxes would be distributed later in May. A motion was made by Trustee Hogan and seconded by Trustee Skibinski to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 2,150.21
Illinois Funds Money Market (IFMM)	258,381.85
MB Financial Bank	
Money Market Account	250,109.24
Marquette Bank	
Imprest Fund	380.22
Money Market Account	250,076.52
Suburban Bank and Trust	
Expense Account	1,310.63
Money Market Account	20,786.14
Operating Account	177,443.11

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

**VI. Approval of Bills**

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to approve payment of bills in the amount of \$32,101.75. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed. There was a motion made by Trustee Burton and seconded by Trustee Hogan to approve bond payment to the Bank of New York Mellon in the amount of \$14,700. 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 extended an invitation to the "Paws 2 Read" summer reading kickoff on Sunday, June 8<sup>th</sup> at 4:00 p.m. and thanked the sponsors of this summer's reading programs.

**VIII. Reports**

**A. President**

No report.

**B. Library Director**

The Library's new website was available for preview. Events were being added to the new online events calendar and registration system, and staffers were being trained on its use. The site would be launched at the end of the month. Business cards, stationery, and promotional materials with the new Library logo had been ordered. The new security cameras had been installed. The improved coverage featured live Internet feed from nine cameras and the ability to record directly onto the server. The Director's monthly report contained other pertinent information.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

The Finance Committee met on Tuesday, May 6<sup>th</sup> to work on the preliminary 2014-2015 budget. Chairman Geoghegan had received budget recommendations from the Technology Committee and was still waiting for input from the other Board committees. Trustee Camalliere observed that revenue projections for the next fiscal year had not increased over 2013-2014. The Director accepted a proposal from current Library auditor Kenneth S. Jaszczak, CPA, to perform the annual financial report for fiscal year July 1, 2013 to June 30, 2014 for \$4,000. Mr. Jaszczak had not increased his quote over the previous three years.

**2. Building and Grounds**

No report.

**3. Policy and Personnel**

No report.

**4. Planning and Goals**

The committee met on the morning of Friday, April 25<sup>th</sup> to review the past year's strategic plan. Much had been accomplished, so the current list of goals was less substantial. Since the renovation proposal was completed and Engberg Anderson Architects had been compensated for their services thus far, Chairman Camalliere foresaw no significant budget impacts for the next fiscal year. She called upon her fellow trustees to contribute suggestions for her committee's subsequent draft.

**5. Technology**

The Sage accounting software which the Library had been using for the last three years would soon be obsolete, requiring an upgrade to Sage 50 and the purchase of a new server for adequate security and data storage.

**IX. Old Business**

**A. Updates to Library By-Laws**

A motion was made by Trustee Camalliere and seconded by Trustee Hogan to adopt two amendments to the Library By-Laws. The first protected minors wishing to address the Board. The second change included PLC (the Pinnacle Library Cooperative) and RAILS (Reaching Across Illinois System) amongst organizations, offering the Library and its trustees educational opportunities. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**B. Working Budget, Fiscal Year 2014-2015**

See *VIII. Reports D. Committees 1. Finance.*

**X. New Business**

**A. Non-Resident Fee Resolution No. 2013/2014-01**

Trustee Hogan made a motion, seconded by Trustee Geoghegan, to adopt Non-Resident Fee Resolution No. 2013/2014-01, establishing an annual fee of \$193 for a non-resident library card, calculated according to the General Mathematical Formula prescribed in Section 3050.60 of the Illinois Administrative Code. The fee applied only to those taxpayers not currently paying taxes to another library district. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**B. Prevailing Wage Resolution No. 2013/2014-02**

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to adopt Prevailing Wage Resolution No. 2013/2014-02, whereby contractors employed by the Library certify that they pay their employees or sub-contractors the prevailing wage as published by the U.S. Department of Labor. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**C. Consideration of Proposals for Library Insurance Coverage 6/1/14—5/30/15**

After reviewing proposals from two insurance brokers, the Finance Committee recommended purchasing the coverage offered by the Library's current broker, TA Cummings, which represented a substantial savings over the second quote from Cook & Kocher. The premium included \$6,600,000-worth of coverage (real property, personal property, crime, commercial general liability, worker's compensation and umbrella) and a decreased deductible of \$2,500 (from \$5,000). Professional liability insurance, also carried by TA Cummings, was only due for renewal by September 14, 2014 and would be considered toward fall. If the Library were to engage in the proposed remodeling project, builder's risk insurance was estimated to cost approximately \$2,500. A motion was made by Trustee Burton and seconded by Trustee Hogan to renew the property insurance policy offered by TA Cummings in the amount of \$8,001. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**D. Letters of Engagement, George K. Baum and Company**

Trustee Skibinski made a motion, seconded by Trustee Hogan, to engage the services of investment banking firm George K. Baum & Company for public policy consulting related to the facility renovation project. No cost would be incurred other than the reimbursement of expenses related to round-trip travel for one representative from the firm's public policy headquarters in Denver, CO. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to enter into an agreement with George K. Baum & Company to provide underwriting services to finance the proposed capital improvements to the Library, should voters approve the project via referendum. A roll call was taken: Trustees Burton, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays, Trustee Camalliere abstained. Motion passed.

**E. Renovation Plan**

The Director distributed a draft for the first page of the Summer 2014 newsletter. The trustees The Library chose not to order exterior or interior models of the proposed space, having decided that posting conceptual drawings and floor plans for patrons on its website would suffice. The cost breakdown had been revised, thereby eliminating any unintentionally misleading or confusing information contained in the previous version.

**XI. Communications / Correspondence**

- A. Thirteen people donated during the community blood drive, cosponsored by the Library and Azure Lodge No. 1153 A.F. & A.M., which was held on Monday, May 5<sup>th</sup>.
- B. While the Director was out of the country May 10-23, Children’s Services Manager Mary Inman and Adult Services Manager Debbie Somchay would be sharing her responsibilities.

**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 Geoghegan to adjourn the meeting at 8:14 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis