

**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**

**December 11, 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**

Trustee Burton made a motion, which was seconded by Trustee Hogan to approve the minutes of the regular public meeting on November 13, 2014. Voice vote: all ayes, no nays. Motion passed.

**V. Treasurer's Report**

Treasurer Geoghegan advised that the Library had received an additional \$7,791 in fall 2013 tax collections, exceeding projected receipts by \$16,957.91. A motion was made by Trustee Skibinski 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	\$ 588.12
Illinois Funds Money Market (IFMM)	1,374.99
MB Financial Bank	
Money Market Account	250,242.28
Marquette Bank	
Imprest Fund	664.79
Money Market Account	249,869.44
Suburban Bank and Trust	
Expense Account	1,107.68
Money Market Account	11,063.62
Operating Account	192,237.60

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

**VI. Approval of Bills**

There was a motion made by Trustee Hogan, seconded by Trustee Geoghegan, to approve payment of bills in the amount of \$45,789.38. 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 commented on the success of the Annual Holiday Open House on Tuesday, December 9<sup>th</sup>, which was attended by approximately 300 people.

## **VIII. Reports**

### **A. President**

No report.

### **B. Library Director**

The filing period for nominating petitions for the April 7, 2015 Consolidated General Election for the four positions available on the Board of Trustees would commence on Monday, December 15<sup>th</sup> and end on December 22, 2014. Designated Library staff would be accepting the petitions between the hours of 9:00 a.m. and 5:00 p.m. Other significant information was included in her written report.

### **C. Attorney**

Library attorney Eric Hanson of Mahoney, Silverman & Cross, LLC reviewed the draft of Engberg Anderson's contract with the Library for architectural services and approved it for Board deliberation.

### **D. Committees**

- 1. Finance**
  - 2. Building and Grounds**
  - 3. Policy and Personnel**
  - 4. Planning and Goals**
  - 5. Technology**
- No reports.

## **IX. Old Business**

### **A. Consideration of Library Audit for July 1, 2013 to June 30, 2014**

A new version of the fiscal year 2013-2014 audit was distributed. President Kirvelaitis advised trustees to dispose of the version they received at the last meeting, as auditor Kenneth Jaszczak had revised the report. Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve the library audit as submitted. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

### **B. Renovation Project**

Director Pointon and Library managers met with Joseph Huberty, Partner, and Shaun Kelly, Senior Associate, Engberg Anderson, Inc. Mr. Huberty explained that the key to staying on task and on budget during construction was in hiring qualified construction management services. A request for quotes was published in the local newspaper and trade publications. Earlier in the day, interested firms attended a proposer conference and walked through the building. The Building and Grounds Committee would meet early next month to winnow down the proposals, and interviews would be scheduled on January 7, 2015. The Board would meet the actual parties from each company who would be responsible for onsite manager duties (i.e. contractor supervision, quality control, schedule adherence).

Engberg Anderson had already moved from concept drawings to development of specific design elements. The architects started by identifying programming problems and other practical considerations with Library staff. In January, a detailed schematic design would be available to the Board. Thereafter, periodic meetings with either the Building and Grounds Committee or the entire board would be convened to refine the plans, recheck calculations, solicit trustee feedback, and add secondary "wish list" items, if there were sufficient funds due to lower-than-estimated costs). If construction were to begin mid- to late July, as expected, the renovations should be complete by the end of 2015 or beginning of 2016.

Due to numerous difficulties with the current HVAC system, the trustees were particularly concerned with the specifics of the new mechanicals. Mr. Huberty assured them that an Engberg Anderson engineer would supervise the testing of the entire heating and cooling cycle. Providers would write system software to address the needs of this particular structure. Installers would be required to demonstrate and train the staff on the system's use, as well as provide instructional videos and manuals. During its inspection of the renovated facility ten months after substantial completion, Engberg Anderson would note any warrantee issues.

Director Pointon spoke to the Library's insurance agent to confirm sufficient coverage during construction. The agent advised her that the Library could wait to purchase builder's risk insurance until closer to the start of construction. The Director should also obtain copies of insurance certificates from all contractors.

Costs would be closely monitored, as bills would pass through several levels of review (sub/contractors to architects to construction manager) before reaching the Library for payment. The Library would be invoiced monthly.

The Director and other managers could look forward to visits to several other Engberg Anderson library project sites December 17-18.

## **X. New Business**

### **A. Agreement for Architectural Services, Engberg Anderson, Inc.**

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to enter into the agreement with Engberg Anderson, Inc. for architectural, interior design and limited commissioning services in the amount of \$234,500. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

### **B. Review of Timeline for Bond Sale, G.K. Baum**

Albert Boumenot, Senior Vice President, and Thomas Reedy, Associate Banker, Public Finance division of George K. Baum & Company, reviewed the tentative timetable for the issue of the general obligation library bonds. At the beginning of the next month, G.K. Baum would circulate the POS (preliminary official statement) to the rating agency and apply for bond insurance, if needed. At its next regular meeting, the Board would vote to adopt an ordinance authorizing the actual sale of the bonds. By the end of January, Baum should receive the bond rating and insurance bid, enabling the firm to price and market the bond issue. After the projected February 11, 2015 closing, the Library would have access to the renovation funds.

Mr. Boumenot noted that the industry was still benefitting from lower borrowing costs, with interest rate assumptions at 20 to 30 basis points. Bond insurance bids had also been strong lately. He anticipated a rating of AA or A from Moody's or S&P (Standard and Poor's), and recommended a June 1/December 1 payment cycle. The June 2015 payment would be lower, as it would be interest-only and not for principal. The December 2015 installment could still be paid from bond proceeds instead of tax monies, so the first payment for the renovation from the new tax levy would be due in June 2016. Presuming the recommended 15-year amortization schedule, Years 2 to 15 would have a level debt service.

### **C. Health Insurance Renewal for 2015**

Director Pointon was pleased to report that Blue Cross Blue Shield insurance rates had decreased 5.4 percent overall: down 2.1 percent for the four employees enrolled in the PPO and

11.89 percent for the two participating in the HMO. Employee contributions would remain at \$80 per month for the PPO and \$10 per month for the HMO over the next calendar year. The net cost was \$54,206.40, well under the budgeted amount. A motion was made by Trustee Geoghegan and seconded by Trustee Hogan to renew the Library's medical insurance plan for 2015, based on the current rates that were valid through December 14, 2014. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**D. Consideration of Board Meeting Date Ordinance 2014-2015/04**

The Board decided that it would determine its regular monthly meeting calendar only through June of 2015, since the President may have scheduling conflicts starting in July, and new trustees, elected during the Consolidated General Election in April, should also be consulted on availability. The trustees would continue to meet on the second Thursday of each month through June, except for the January meeting, which would be held on the second Tuesday, as follows: January 13, February 12, March 12, April 9, May 14 and June 11. Trustee Burton made a motion, seconded by Trustee Skibinski, to approve the revised schedule for the remainder of fiscal year 2014-2015. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

**XI. Communications / Correspondence**

The Director had no letters or announcements to share this month.

**XII. Executive Session**

There was no need to move into executive session.

**XIII. Adjournment**

There was a motion made by Trustee Camalliere and seconded by Trustee Geoghegan to adjourn the meeting at 8:21 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis