

**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**

November 13, 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, auditor Kenneth Jaszczak, and Citizens Committee members Joyce Koon and Tom Culcasi also attended.

IV. Approval of Minutes

A motion was made by Trustee Burton and seconded by Trustee Skibinski to approve the minutes of the regular public meeting on October 9, 2014. Voice vote: all ayes, no nays. Motion passed. Trustee Sanders then made a motion, seconded by Trustee Geoghegan, to approve the minutes of the Truth-in-Taxation Hearing of October 14, 2014. Voice vote: all ayes, no nays. Motion passed.

V. Treasurer's Report

Treasurer Geoghegan reported that the amount of the fall 2014 tax collection received by the Library exceeded projections by over \$9,000. 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	\$ 6,350.39
Illinois Funds Money Market (IFMM)	52,876.22
MB Financial Bank	
Money Market Account	250,220.34
Marquette Bank	
Imprest Fund	664.79
Money Market Account	249,828.37
Suburban Bank and Trust	
Expense Account	1,365.69
Money Market Account	380,790.45
Operating Account	223,364.88

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

VI. Approval of Bills

Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve payment of bills in the amount of \$48,861.09. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed. There was a motion then made by Trustee Hogan and seconded by Trustee Skibinski to approve bond payment to the Bank of New York Mellon in the amount

of \$369,700.00. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

VII. Presentation of Library Audit for July 2, 2013 to June 30, 2014

Auditor CPA Kenneth Jaszczak distributed copies of his annual financial report for trustees to preview. He would be presenting revised reports, reflecting additional information on the escrow account from 2006, in December.

VIII. Public Participation

Children’s Services Manager Mary Inman awarded prizes to two of the three winners of the Teen Read Week Book Challenge cosponsored by YALSA and the Dollar General Literacy Foundation. Jacque D. and Riley M. were present to receive their Kindle Fires; Cassandra S. would receive hers at a later date. Thirty-three teens competed, submitting book ideas or concepts in the form of a book cover design.

IX. Reports

A. President

President Kirvelaitis thanked the Citizens Committee for informing district voters about the referendum on the renovation of the library. The committee members’ contribution toward a successful referendum was invaluable. Committee member Tom Culcasi credited “the tremendous amount of good will in the community”.

The bonds should be issued by February 2015. Construction bids would be due by April, so the contractor could be chosen by May. Thereafter, the renovation should take one year.

B. Library Director

The Director joined the President in expressing gratitude to those who helped pass the referendum, especially to staff members, who were “the best ambassadors” of the Library. Mrs. Pointon also referred to her written monthly report.

C. Attorney

Library attorney Eric Hanson of Mahoney, Silverman & Cross, LLC would be reviewing drafts of the architect’s contract and various bond documents.

D. Committees

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

X. Old Business

A. Renovation Project

The Director met with Albert Boumenot and William Hofherr of the Public Finance division at George K. Baum & Company to discuss the Library’s agreement with the firm for the underwriting, marketing and sale of the bonds, as well as a tentative timetable for the bond issue. After the first of the year, once election results were certified, Baum could proceed with obtaining a credit rating and applying for bond insurance. Messrs. Boumenot and Hofherr would attend the regular Board meeting in December.

Director Pointon shared the timeline with Joseph Huberty of Engberg Anderson Architects.

He was assembling a list of recommended construction managers or owner's representatives, who would act as the Library's agent, independent of both the architect and contractor. Mrs. Pointon would obtain references from colleagues at area libraries which have recently undergone renovations. After vetting the list, the Building and Grounds Committee would narrow the field to the three most suitable candidates. A separate date would be set for the trustees to interview applicants.

Engberg Anderson was already moving from the schematic concept into the design phase of the project.

The Board would review the design closely to avoid unanticipated, and sometimes costly, mid-construction changes. Planning and Goals Committee Chairman Camalliere suggested periodic meetings with her committee to ascertain that the Library's objectives were being met. Trustee Skibinski advised establishing intervallic milestones.

Professional staff is working to refresh the collections to accommodate the redesign, which would shift some emphasis to seating and gathering spaces.

All renovation project-related costs would be paid from receipts for the bond issue, including attorney fees and builder's risk insurance, which the Library must assume to protect the facility from job site theft and damages to materials and equipment. No other major capital project expenditures would be undertaken next year.

XI. New Business

A. Consideration of Adoption of Levy Ordinance No. 2014/2015-03

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to adopt Annual Levy Ordinance No. 2014/2015-03. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

B. Consideration of Board Meeting Dates for 2015

A vote would be taken at the next meeting, while the trustees considered whether to change the Board's regular meeting day from the second Thursday of each month to the second Tuesday (with one exception).

C. Consideration of Library Closing Dates for 2015

The Director offered two versions of the proposed closing schedule. Both incorporated:

- seven paid holidays (for full-time staff or those scheduled to work)
- one paid, mandatory staff development day, during which the Library was closed to the public
- two early (5:00 p.m.) closure dates.

Version 1 contained five closed dates (unpaid), including one three-day weekend (July 3-5), while version 2 added a sixth date, resulting in a second three-day weekend (September 5-7). The Director explained that the Friday before Labor Day was generally very slow and that she had to schedule a minimum of four staff members to keep the Library open. There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to approve the second version of the Library Closing Schedule for 2015, with two three-day weekends. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

D. Proposal for Snow Removal Services 2014/2015

Trustee Camalliere made a motion, seconded by Trustee Hogan, to contract Premier Snow & Ice Control for the 2014-15 winter season in the amount of \$6,012.00. The Library had been very satisfied with Premier's services the previous year. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

E. Appointment of Election Authorities for April 7, 2015 Consolidated Election

A motion was made by Trustee Skibinski and seconded by Trustee Hogan to designate Jacqueline Lakatos, Sandra D. Pointon and Debra Somchay as qualified election authorities for duties associated with the April 7, 2015 Consolidated Election. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed. The above Library employees would be accepting nominating petitions for the four available Board of Trustee seats from December 15 to December 22, 2014, between the hours of 9:00 a.m. and 5:00 p.m.

XII. Communications / Correspondence

- A. Twenty boxes of supplies were collected for the Midwest Shelter for Homeless Veterans in Wheaton and Hines V.A. Hospital during the Seventh Annual Veterans Supply Drive. Forty people participated Veterans Day program "Remembering World War I: 100 Years Later" on November 8th.
- B. The Library would be holding its holiday open house "Jingle & Mingle" on Tuesday, December 9th, at 6:00 p.m., featuring the Bel Sonore Chamber Ensemble, a visit from Santa, craft sales, and refreshments.
- C. Starting on December 1st, Book Lover's calendars would be available for purchase at the front desk. This seasonal fundraiser was sponsored by the Friends of the Library.
- D. The Teen Giving Tree awaited the donation of books for boys and girls of various ages.

XIII. Executive Session

There was no need to move into executive session.

XIV. Adjournment

There was a motion made by Trustee Burton and seconded by Trustee Sanders to adjourn the meeting at 8:05 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis