

**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**

February 12, 2015

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:06 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

There was a motion made by Trustee Skibinski and seconded by Trustee Camalliere to approve the minutes of the regular public meeting of January 13, 2015. Voice vote: all ayes, no nays. Motion passed.

V. Treasurer's Report

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

| | |
|---|-----------------|
| Illinois Public Treasurer's Investment Pool | |
| Illinois Funds Money Market | \$ 3,015,568.31 |
| <i>\$3,002,825.33 in bond proceeds included</i> | |
| Illinois Funds Money Market (IFMM) (ePay) | 2,453.37 |
| MB Financial Bank | |
| Money Market Account | 150,276.57 |
| Marquette Bank | |
| Imprest Fund | 664.79 |
| Money Market Account | 249,954.33 |
| Suburban Bank and Trust | |
| Expense Account | 832.52 |
| Money Market Account | 11,064.57 |
| Operating Account | 102,066.70 |

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

VI. Approval of Bills

Trustee Burton made a motion, seconded by Trustee Skibinski, to approve payment of regular monthly bills in the amount of \$31,014.07. 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 Hogan and seconded by Trustee Geoghegan to approve payment of renovation project-related expenses in the amount of \$17,075.57. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

VII. Public Participation

There were no comments from the public.

VIII. Reports

A. President

The President reported that the \$2,800,000 in General Obligation Bonds, Series 2015, for Library renovation went to market and was sold on January 29th. After insurance and fees, a little over \$3 million would be deposited into the construction fund. Due to an interest rate of 2.8 percent, the highest annual bond payment would be only \$265,950, as opposed to the original estimate of \$270,000 at 3.585 percent interest.

B. Library Director

The Director highlighted her written report:

1. The Library would be closed on Friday, February 13th for Staff Development Day.
2. The Children's/Teen Librarian position was still vacant. The Director surmised that interest in the position might increase if it were changed from part-time to full-time status.

C. Attorney

The Director said that Library Counsel Hanson participated in several conference calls regarding the agreement with the construction manager, Frederick Quinn Corporation. His fee would be paid from bond proceeds.

D. Committees

1. Finance

2. Building and Grounds

No reports.

3. Policy and Personnel

The President requested that Chairman Camalliere begin assembling materials for the Director's annual performance review.

4. Planning and Goals

5. Technology

No reports.

IX. Old Business

A. Renovation Project

Representatives from Engberg Anderson Architects and Frederick Quinn Corp. met with Library management on January 28th. Engberg Anderson had projected a September 1st start to construction. Both the President and Director found this delay unacceptable because the project would extend further into the winter months, and inclement weather could push completion well into the spring. In order to move the timetable up, early bidding on certain phases would be initiated. The Library would have to be flexible on operating hours, opening the Library later on weekdays or accommodating contractors on weekends, as needed. Staff and patron safety during construction was also a priority. An initial cost estimate and a new construction schedule should be available in a month. A Special Board meeting would be held at on February 24th at 7:15 p.m. to review the design plan.

X. New Business

A. Proposals for Banking Services for Bond Funds

Three financial institutions replied to the Library's request for proposal (RFP). Criteria for consideration included a choice of interest-bearing accounts, liquidity of funds, securing the principal (collateralizing above the FDIC insurance limit), and waiver of service fees. MB Financial met all of the aforementioned conditions and offered the most favorable interest rates. A motion was made by Trustee Camalliere and seconded by Trustee Geoghegan to select MB Financial as provider of short-term investment for the proceeds from the Library's bond issuance. A roll call was taken: Trustees Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Burton—nay. Motion passed.

B. Contract for Construction Management Services

The trustees discussed the first draft of the contract which Attorney Hanson had been negotiating with Frederick Quinn Corp. Joe Huberty of Engberg Anderson confirmed that the fees were aligned with industry standards and the original budget. The language of the agreement, which adhered to the standard American Institute of Architects (AIA) format, required some fine-tuning. The Library asked Frederick Quinn to clarify the time frame and to cap its fees based on the estimated construction period.

XI. Communications / Correspondence

Director Pointon requested that trustees RSVP to her by February 24th for the Annual State of the Village Address and Luncheon on March 4th. Trustee Sanders would invite the co-Presidents of the Friends of the Library.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

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

Respectfully submitted,

Ramona Stephens-Zemaitis