

**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 12, 2015

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

A motion made was made by Trustee Hogan and seconded by Trustee Skibinski to approve the minutes of the regular public meeting of February 12, 2015. Voice vote: all ayes, no nays. Motion passed.

V. Treasurer's Report

The 2015 Renovation Bond proceeds were moved from the Illinois Funds Money Market account into a designated Renovation Project Fund held at MB Financial Bank. Trustee Burton made a motion, seconded by Trustee Sanders, to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market	\$ 3,226.88
Illinois Funds Money Market (IFMM) (ePay)	241,398.78
MB Financial Bank	
Money Market Account	245,288.10
Renovation Project Fund Account	2,985,767.84
Marquette Bank	
Imprest Fund	664.79
Money Market Account	249,992.68
Suburban Bank and Trust	
Expense Account	1,417.28
Money Market Account	11,065.38
Operating Account	259,011.75

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 Geoghegan to approve payment of regular monthly bills in the amount of \$34,304.44. 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 following month, the President would bring a proposal for the Board to amend the policy on spending authorization, due to the increasing frequency of renovation-related expenses. Currently, the Director, in consultation with the President and appropriate Committee Chair, could authorize expenditures exceeding \$2,500. Board approval was required for greater amounts, which could result in the need for numerous special Board meetings. President Kirvelaitis recommended raising the spending limit to enable timely authorization of expenditures, such as a fully updated site survey, which the Village of Lemont required. To avoid project delays, the Library had to have the survey completed as soon as possible. Likewise, an audio-visual consultation could be required in the near future. Trustee Camalliere suggested including the Chairman of the Finance Committee, or Treasurer, in the consent list, thereby increasing the number of endorsing Board members to three. Director Pointon would revise the Authorization to Spend document for discussion at the next regular meeting.

B. Library Director

The Director reported that a renovation theme had been adopted for the Staff Development Day held on February 13th. Accordingly, the team building activities had been very “constructive”. She thanked managers Jackie Lakatos, Mary Inman, Debbie Somchay, and Fernando Alfonso for their roles in organizing the day. Director Pointon referred to her written report for other developments over the past month.

C. Attorney

Library Counsel Hanson examined the contract for construction management services with Frederick Quinn Corporation and the agreement with MB Financial for securing bond funds.

D. Committees

1. Finance

2. Building and Grounds

No reports.

3. Policy and Personnel

Committee Chairman Camalliere had forwarded a copy of the Director’s Performance Review questionnaire to fellow trustees for their suggestions. She would make any proposed changes to the form and send it out for additional input the following week.

4. Planning and Goals

5. Technology

No reports.

IX. Old Business

A. Contract for Construction Management Services

Jack Hayes, President of Frederick Quinn Corporation, was present to answer questions regarding the proposed agreement. The contract stipulated a monthly fee of \$22,500, and 3.3 percent of the value of the total cost of subcontracts which was the industry standard and within the budgeted amount. The fee would be paid monthly for the estimated eight months until substantial completion of the project. Monthly fees were capped at a nine-month maximum. There was no advance charge or retainer fee. The owner, namely the Library, was well-protected by AIA (American Institute of Architects) provisions included in the document. There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to allow the President

to enter into the agreement with Frederick Quinn Corporation, as presented and reviewed by the Library's attorney. A roll call was taken: Trustees Burton, Camalliere, Geoghegan, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. Motion passed.

B. Renovation Project

Engberg Anderson Architects was presenting revised cost estimates to the Board during a special meeting, which would be called at the beginning of April. In the meantime, the Director acquainted trustees with the latest refinements to the design plan, including a comprehensive, easy-access shelving layout; reuse of many current furnishings; better access to materials drop boxes; a pre-school section in the Children's Department; relocation of the data lines to the basement; the elimination of a dividing wall and some plate glass, due to prohibitive costs; new seating areas; plans and estimates for the demonstration area; and bathroom fixtures and finishes. Engberg Anderson and Frederick Quinn would also be compiling new information on engineering and mechanical components, as an evaluation had not been performed since the Facility Assessment by Dewberry Architects in 2013.

X. New Business

There were no new developments to discuss.

XI. Communications / Correspondence

- A. The Library would be hosting its first Lemont Authors Fair on March 21st. *The Mystery at Sag Bridge* by Trustee Camalliere would be amongst the featured books available for purchase.
- B. Director Pointon reminded the trustees to file their Statements of Economic Interest online by May 1st. ~~This year trustees also had the option of filing online.~~
- C. Early voting for the April 7, 2015 Consolidated Election would be taking place in the Library meeting room March 24-April 4, 2015, from 9:00 a.m. until 5:00 p.m.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

Trustee Burton made a motion, seconded by Trustee Hogan, to adjourn the meeting at 8:17 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis