

**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 18, 2015**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:07 p.m.

**II. Pledge of Allegiance**

**III. Swearing in of Elected Trustees**

Board Secretary Christine Hogan administered the oath of office to recently elected trustees Thomas Burton, Jr., Tom Culcasi, Vytenis Kirvelaitis and Catherine Sanders.

**IV. Roll Call**

The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Library Director Sandra Pointon also attended.

*Items XII., A. and B. were moved up in the agenda.*

**XII. New Business**

**A. Election of Officers**

Trustee Burton made a motion, seconded by Trustee Skibinski, to nominate Trustee Kirvelaitis to the position of President of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Kirvelaitis was duly elected President.

Trustee Sanders made a motion, seconded by Trustee Hogan, to nominate Trustee Camalliere to the position of Vice President of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Camalliere was duly elected Vice President.

Trustee Skibinski made a motion, seconded by Trustee Burton, to nominate Trustee Hogan to the position of Secretary of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Hogan was duly elected Secretary.

Trustee Burton made a motion, seconded by Trustee Sanders, to nominate Trustee Skibinski to the position of Treasurer of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Skibinski was duly elected Treasurer.

**B. Assignment of Board Committee Memberships**

The trustees were assigned to Board committees as follows:

|                      |                      |             |
|----------------------|----------------------|-------------|
| Finance              | Michaeline Skibinski | Chairperson |
|                      | Thomas Burton, Jr.   | Member      |
|                      | Christine Hogan      | Member      |
| Building and Grounds | Thomas Burton, Jr.   | Chairperson |
|                      | Tom Culcasi          | Member      |
|                      | Catherine Sanders    | Member      |

|                      |  |                                 |
|----------------------|--|---------------------------------|
| Policy and Personnel | Patricia Camalliere<br>Christine Hogan<br>Michaeline Skibinski | Chairperson<br>Member<br>Member |
| Planning and Goals   | Catherine Sanders<br>Patricia Camalliere<br>Tom Culcasi        | Chairperson<br>Member<br>Member |
| Technology           | Christine Hogan<br>Catherine Sanders<br>Michaeline Skibinski   | Chairperson<br>Member<br>Member |

The Board President and the Library Director remained ex-officio members of all Board Committees.

*Agenda resumed.*

**V. Approval of Minutes**

Trustee Hogan made a motion, seconded by Trustee Camalliere, to approve the minutes of the regular meeting of April 9, 2015. Voice vote: all ayes, no nays. The motion passed.

**VI. Treasurer’s Report**

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to approve the treasurer’s report as submitted:

|  |            |
|--|------------|
| Illinois Public Treasurer’s Investment Pool            |            |
| Illinois Funds Money Market e-Pay                      | \$ 514.53  |
| Illinois Funds Money Market (IFMM)                     | 108.14     |
| MB Financial Bank                                      |            |
| Money Market Account                                   | 245,330.19 |
| Operating PUD LOC                                      | 400,015.34 |
| <i>(PUD—Public Unit Deposit, LOC—Letter of Credit)</i> |            |
| Marquette Bank   |            |
| Imprest Fund   | 659.79     |
| Money Market Account                                   | 250,076.24 |
| Suburban Bank and Trust                                |            |
| Expense Account  | 1,290.46   |
| Money Market Account                                   | 10,566.79  |
| Operating Account                                      | 224,365.64 |

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

**VII. Approval of Bills**

There were motions made to approve three separate payments:

1. Moved: Trustee Skibinski      Payment of bills in the amount of \$41,753.31  
    Seconded: Trustee Hogan

2. Moved: Trustee Culcasi Renovation project payables in the amount of \$54,768.09  
Seconded: Trustee Skibinski
3. Moved: Trustee Camalliere Bond/interest payment Series 2015 and Series 2005 in the  
Seconded: Trustee Sanders amount of \$40,768.05

For each motion, a roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. Each motion was passed unanimously.

**VIII. Public Participation**

No one from the public chose to speak at this time.

**IX. Presentation of Construction Phasing Plan—John Eallonardo, Frederick Quinn Corporation (FQC)**

John Eallonardo, Executive Vice President for Construction, in consultation with FQC President Jack Hayes and Director Pointon, selected a construction phasing scenario that would minimize costs (particularly for elements that would not remain in the permanent structure, like temporary partitions) and maintain optimal public and staff access, without compromising safety. Trustees examined the Proposed Project Phasing Plan, which divided construction into an exterior stage and three phases:

1. Exterior improvements, including roof replacement, parking lot improvements and landscape restoration (September-October 2015)
2. Phase 1—North entry area, including the meeting room addition and relocation of the circulation desk and workrooms (August-October 2015)
3. Phase 2—West core, the children’s and teen departments (October 2015-January 2016)
4. Phase 3—East wing, comprising the entire adult section (January-February 2016)

The Library would be closed to the public for two to three weeks during a traditionally quiet period, after January 1<sup>st</sup>, between Phases 2 and 3, to update the public restrooms. During this time, the staff could complete some moving and relocation tasks.

Trustee Culcasi wondered about the parking lot repaving schedule: would it not be prudent to postpone it until after winter? FQC would solicit alternative bids for contractors to return and finish repaving and striping in the spring of 2016.

Trustee Camalliere asked whether removing the pedestrian bypass at the center of the lot would provide more parking. Mr. Eallonardo replied that the extra work would increase costs without making a significant difference in the number of spaces.

The trustees made no other inquiries and raised no objections to the phasing plan, as presented by Frederick Quinn. They were in consensus in accepting the proposal. Bidding would be based upon this model, and patrons would be informed well in advance of the schedule and brief closed period in early 2016.

**X. Reports**

**A. President**

On May 6, 2015, the President and Director attended a Lemont Intergovernmental meeting, where they provided an update on the Library renovation project. The Township proposed that every governmental body appoint one of its trustees to a joint anti-drug committee. Trustee Burton agreed to represent the Library.

**B. Library Director**

Throughout the meeting, the Director would address various issues in her written report.

**C. Attorney**

Library Counsel Eric Hanson of Mahoney, Silverman & Cross, LLC, reviewed Ordinance No. 2014/2015-06 Transferring Funds among the Bond and Interest Funds.

**D. Committees**

**1. Finance**

The committee met on May 12, 2015 to set tax revenue projections and discuss fund balances, as well as the working budget for fiscal year 2015-2016. It would convene again for a final review of the working budget prior to the next regular Board meeting.

**2. Building and Grounds**

No report.

**3. Policy and Personnel**

Chairman Camalliere requested that trustees submit their annual reviews of the Director's performance by May 31<sup>st</sup>. The committee would convene to compile the information before the regular June meeting.

**4. Planning and Goals**

No report.

**5. Technology**

The committee would meet on May 29, 2015 to discuss its working budget recommendations and renovation project expenditures.

**XI. Old Business**

**A. Amendment to Authority to Spend Policy—Second Reading**

Currently, the Director, President and appropriate Committee Chair could only authorize expenditures not exceeding \$2,500. A special Board meeting was required to approve greater amounts. Due to the anticipated regularity of renovation-related expenses, frequent special Board meetings would have to be called. The policy changes raised spending limits to enable timely authorization of expenditures. Trustee Hogan made a motion, seconded by Trustee Burton, to approve these amendments to the Library's *Authority to Spend* policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion passed.

**B. Renovation Project Update**

Construction documents were being finalized, which Engberg Anderson Architects would submit to Frederick Quinn by June 5<sup>th</sup>. Frederick Quinn would prepare updated cost estimates based on these documents. Subsequent to the Board's approval at its June 11, 2015 meeting, FQC could begin the bidding process on June 15<sup>th</sup>, and an official ground-breaking ceremony could be scheduled for early August.

After a proposal review by the Board President, Technology Committee Chairman and Shaun Kelly of Engberg Anderson, Inc., Sound & Vision was selected to furnish design and engineering services for the Library's audiovisual systems. A meeting was scheduled for May 18<sup>th</sup>.

**C. Working Budget Fiscal Year 2015-2016**

The topic was discussed under X. D. 1. *Finance Committee Report*.

**XII. New Business** *--resumed--*

**C. Ordinance No. 2014/2015-06 Transferring Funds among the Bond and Interest Funds**

Trustee Camalliere presented and Trustee Hogan read into the record Ordinance No. 2014/2015-06 Transferring Funds among the Bond and Interest Funds. Bond Counsel Kyle Harding, Chapman & Cutler, LLP, had prepared the ordinance to provide for the transfer of \$87,443.06 of funds, in excess of the debt service requirement for the 2005 Bonds, from the 2005 Bond Fund to the 2015 Bond Fund. Trustee Burton moved and Trustee Skibinski seconded the motion to adopt said ordinance. After a full discussion, the President directed that the roll be called for a vote upon the motion. The following trustees voted aye: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. No trustee voted nay. The President declared the motion had carried.

**D. Non-Resident Fee Resolution No. 2014/2015-03**

Trustee Culcasi made a motion, seconded by Trustee Skibinski, to adopt Non-Resident Fee Resolution No. 2014/2015-03, establishing an annual fee of \$201 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, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

**E. Prevailing Wage Resolution No. 2014/2015-04**

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to adopt Prevailing Wage Resolution No. 2014/2015-04, whereby contractors employed by the Library certify that they pay their employees or sub-contractors the prevailing wage as published by the Illinois Department of Labor. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

**F. Proposal for Audit Services for Fiscal Year 2014/2015**

A motion was made by Trustee Burton and seconded by Trustee Culcasi to hire library auditor CPA Kenneth S. Jaszczak to perform the annual financial report for fiscal year July 1, 2014 to June 30, 2015 for an amount not to exceed \$4,000. Mr. Jaszczak's quote had not increased over the previous five years, and the trustees were very satisfied with the quality of Mr. Jaszczak's work. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

**G. Approval of Proposal for Insurance Coverage 6/1/15-5/30/16**

Director Pointon obtained a quote from the Library's current broker, TA Cummings, for expanded insurance to cover the renovation, commencing July 1, 2015 through June 30, 2016. The premium included \$6,600,000-worth of general coverage (real property, personal property, crime, commercial general liability, worker's compensation and umbrella), along with \$2.8 million-worth of builder's risk insurance, with a \$2,500 deductible. The Board recommended increasing builders risk coverage to \$3 million. Trustee Skibinski moved, and Trustee Hogan seconded the motion to approve renewal of the property insurance policy, supplemented by \$3 million-worth of builder's risk. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion passed.

**H. Resolution for Trustee Daniel Geoghegan**

President Kirvelaitis read a resolution of commendation for retiring the Board Treasurer, Trustee Daniel Geoghegan, honoring his many years of dedicated service to the Library Board. There was a motion made by Trustee Camalliere and seconded by Trustee Hogan to approve the

resolution. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried. Unfortunately, Trustee Geoghegan was unable to attend the meeting. The certificate would be presented to him at a future date.

**XIII. Communications / Correspondence**

A thank you note was received from AARP Tax-Aide for the use of Library facilities by its volunteer tax return preparers in February, March and April. The Library had gladly committed to hosting the group again the following year.

**XIV. Executive Session**

There was no need to move into executive session.

**XV. Adjournment**

A motion was made by Trustee Burton and seconded by Trustee Skibinski to adjourn the meeting at 8:39 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis