

**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**

**June 11, 2015**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:05 p.m.

**II. Pledge of Allegiance**

**III. 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 and Library counsel Eric Hanson of Mahoney, Silverman & Cross, LLC also attended.

**IV. Approval of Minutes**

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to approve the minutes of the regular meeting of May 18, 2015. A voice vote was taken: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

Treasurer Skibinski presented her report. Trustee Burton made a motion, seconded by Trustee Hogan, to approve the treasurer's report as submitted, with the imprest fund still intact:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 478.07
Illinois Funds Money Market (IFMM)	366.28
MB Financial Bank	
Money Market Account	212,182.50
Operating Pud Loc	400,066.30
Marquette Bank	
Imprest Fund	654.79
Money Market Account	250,118.72
Suburban Bank and Trust	
Expense Account	1,435.67
Money Market Account	10,567.23
Operating Account	150,809.29

A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski — ayes, no nays. The motion passed. The Director mentioned that she would be closing the imprest fund at Marquette Bank, as the bank had begun charging a monthly fee for balances under \$750. The money would be transferred to the operating Pud Loc at MB Financial Bank.

**VI. Approval of Bills**

There was a motion made by Trustee Culcasi and seconded by Trustee Sanders to approve payment of bills in the amount of \$51,003.06. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski — ayes, no nays. The motion passed. Another motion was made by Trustee Skibinski and seconded by Trustee Hogan to approve payment of renovation project payables in

the amount of \$14,928.51. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion was passed.

**VII. Public Participation**

Trustee Culcasi congratulated the Library staff on the success of the children’s summer reading program kick-off, which was held at The CORE on Wednesday, June 10<sup>th</sup>. He also complimented the Lunching at the Library program on “Lighthouses of the World” June 11<sup>th</sup>. Director Pointon thanked Gelsosomo’s for providing pizzas at half-price and Trustee Culcasi for helping to serve it.

**VIII. Reports**

**A. President**

No report.

**B. Library Director**

The Director supplemented her written report:

1. Approximately 300 people participated in the children’s summer reading program kick-off. The event was to be held in the Library’s parking lot but, as in previous years, the Lemont Park District generously accommodated participants, due to inclement weather. Instead of risking yet another hasty relocation, Director Pointon would speak to the Park District about partnering in future summer program launches to continue conducting the festivities indoors.
2. The Director would be attending NeoCon 2015 at the Merchandise Mart on June 15<sup>th</sup> and the American Library Association Annual Conference & Exhibition in San Francisco at the end of the month.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

The committee met twice in the previous week to complete the proposal for the 2015-2016 fiscal year working budget.

**2. Building and Grounds**

The committee received two proposals for fixing parking lot lighting near the Library entrance: one for \$5,637, the second for \$4,337. The Board would discuss contracting for these repairs at its next regular meeting.

**3. Policy and Personnel**

The committee revised the Library Wage Ranges and Grades, which identified seven levels of employment and established salary limits. A new category had been created for the IT manager’s position. Chairman Camalliere confirmed that sufficient funds were available to absorb an overall annual salary budget increase of 6.0 percent (to prepare for a possible increase in the Illinois minimum wage to \$10 per hour). The subject of health benefits was also broached, as rates had increased at the end of December. The Library intended to align vision and dental insurance to health coverage, on a calendar-year cycle. The Director’s performance review was deferred to executive session.

**4. Planning and Goals**

No report.

**5. Technology**

The committee met on May 29, 2015 to review its recommendations for the working budget and renovation-related expenditures.

**IX. Old Business**

**A. Renovation Project Update**

Attorney Eric Hanson reviewed the bid timeline and legal notice requesting bids. He also advised the Board not to engage in any conversations with bidders or potential bidders. In the case that a trustee is approached, s/he should advise the interested party to contact the Library Director, who could then refer the contractor to Frederick Quinn Corporation and online bid specifications. The Library was required by law “to accept the bid from the lowest responsive, responsible bidder.”

From her experience, having served as a contracting officer for the federal government, Trustee Skibinski also warned trustees and staff not to offer input or suggest changes to the sub/contractors, who were answerable only the Library’s officially–designated representative, Director Pointon. The Board entrusted the Director with the authority to communicate Board-approved directives in all matters connected to the renovation.

As recommended by Mr. Hanson, the Library would hold the contracts with all of the contractors. Thus, each contractor would be directly accountable to the Library. The responsibilities of FQC were limited to consultation, coordination, project management and oversight of the contractors’ work.

**X. New Business**

**A. Consideration of Board Meeting Date Ordinance No. 2014/2015-07**

Trustee Culcasi moved and Trustee Hogan seconded the motion to adopt Ordinance 2014/2015-07, establishing the Board’s regular meeting schedule for fiscal year 2015-2016 as the second Tuesday of every month at 7:00 p.m. The President directed that the roll be called for a vote upon the motion: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. No trustee voted nay. The motion carried.

**B. Consideration of Equipment and Maintenance Ordinance No. 2014/2015-08**

Trustee Skibinski presented and Board Secretary Hogan read into the record Ordinance No. 2014/2015-08, which declared the Library District’s intention to levy an additional tax of .02 percent of the value of all taxable property for the purchase of equipment and maintenance, pursuant to 75 ILCS 16/35-5(b) of the Illinois Public Library District Act. There was a motion made by Trustee Burton and seconded by Trustee Hogan to adopt the Ordinance. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted ayes. No trustee voted nay. The motion carried.

**C. Approval of Updated Wage Ranges and Grades**

Trustee Skibinski made a motion, seconded by Trustee Hogan, to waive a second reading of the updated Wage Ranges and Grades (drafted Jun 8, 2015). A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted ayes. No trustee voted nay. The motion carried. A motion was then made by Trustee Camalliere and seconded by Trustee Culcasi to accept the Wage Ranges and Grades as submitted. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted ayes. No trustee voted nay. The motion carried.

**D. Approval of Working Budget for Fiscal Year 2015-2016**

Trustee Hogan moved and Trustee Camalliere seconded the motion to approve the Working Budget for Fiscal Year 2015-2016. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. There were no nays. The motion carried.

**E. Approval of Fund Balance Transfers**

Trustee Hogan moved and Trustee Skibinski seconded the motion to approve a journal entry in the fund balance report, transferring \$100,000 from the Corporate Fund into the Capital Projects Fund and \$5,000 from the Corporate Fund into the Retirement (IMRF) Fund. The roll was called for a vote upon the motion: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. No trustee voted nay. The motion carried.

**F. Library Director Review**

The Director's annual performance review would be conducted in executive session.

**XI. Communications / Correspondence**

The Lemont Park District invited local government officials to its hospitality tent on July 3<sup>rd</sup>, before the Village fireworks show.

**XII. Executive Session**

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to move into executive session to discuss personnel. A voice vote was cast: all ayes, no nays. The motion passed.

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Upon returning from executive session, Trustee Skibinski moved and Trustee Culcasi seconded the motion to increase the Director's annual salary to \$88,500 with a \$2,500 bonus in appreciation of her dedicated efforts promoting the referendum and her future role managing the renovation, to be paid on July 31st, 2015. The roll was called for a vote: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. No trustee voted nay. The motion carried.

**XIII. Adjournment**

A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to adjourn the meeting at 9:01 p.m. Voice vote: all ayes, no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis