

**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**

**July 14, 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, Tom Culcasi, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Library Director Sandra Pointon also attended.

**IV. Approval of Minutes**

Trustee Hogan made a motion, which was seconded by Trustee Skibinski to approve the minutes of the regular meeting of June 11, 2015. A voice vote was taken: all ayes, no nays. The motion passed. A motion was made by Trustee Culcasi and seconded by Trustee Burton to approve the minutes of the executive session of June 11, 2015. A voice vote was taken: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

Treasurer Skibinski had been advised that Suburban Bank & Trust had been acquired by Wintrust Financial. The Board would wait to see if the acquisition impacted negatively on any of the Library's accounts. There was a motion made by Trustee Camalliere, seconded by Trustee Hogan, to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 28,773.35
Illinois Funds Money Market (IFMM)	86.08
MB Financial Bank	
Money Market Account	Transferred to Operating Pud Loc
Operating Pud Loc	538,884.79
Marquette Bank	
Money Market Account	250,159.84
Suburban Bank and Trust	
Expense Account	573.84
Money Market Account	23,568.04
Operating Account	139,815.70
 <u>Renovation Project</u>	
MB Financial Bank	
Renovation Pud Loc	392,968.39
Renovation Certificates of Deposit	2,500,006.23

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

**VI. Approval of Bills**

A motion was made by Trustee Camalliere and seconded by Trustee Hogan to approve payment of bills in the amount of \$101,379.17. The amount was significantly larger than at other times of the year because most of the annual payments for digital content and shared databases (due to Pinnacle Library Cooperative) were incurred in July. A bill from Graef for \$8,120 was included for a property survey required by the Village of Lemont. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion passed.

A motion was made by Trustee Skibinski to approve payment of renovation project payables in the amount of \$47,884.87. Trustee Burton seconded the motion. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion was passed.

**VII. Public Participation**

No one from the public participated in the meeting.

**VIII. Reports**

**A. President**

The President wrote to the Illinois Department of Public Health requesting a variance to a provision in the Illinois Plumbing Code requiring the addition of two family restrooms, based on estimated building occupancy. The Village of Lemont provided a letter in support of the Library's request, as the actual Library seat count did not support this conclusion. Trustee Camalliere asked how compliance with the code would affect the renovation plan. The current bathroom in the children's story time room would have to be converted to adult size and a second family restroom would replace a two-person study room next to the teen area. The Library was not requesting a variance to the Code requirement of parity in water closets and lavatories that will require the expansion of the existing public restrooms to accommodate 2 additional lavatories (sinks).

**B. Library Director**

The Director had nothing to add to her written report that would not be addressed in remaining agenda items. The patron visit count for the month of June was 11,000, including program participation of over 1,000.

**C. Attorney**

No report.

**D. Committees**

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

**IX. Old Business**

**A. Renovation Project Update**

The bid opening took place on Friday, July 10, 2015 at 2:00 p.m., with Trustees Camalliere, Culcasi and Sanders and Director Pointon in attendance. Director Pointon distributed a summary of the 74 individual bids that were received for eighteen trade packages, prepared by Jack Hayes, President of Frederick Quinn Corporation. Preliminary calculations indicated that the costs were \$10,000 less than the original estimate. FQC also priced several alternates,

including the cost of installing two family restrooms (approximately \$28,000). Mr. Hayes recommended convening a special Board meeting the following week, if possible, to approve bid awards and enable construction to start on time. The Library's attorney would review the bidding and contract documents to ensure that the Library accepts bids from the lowest responsive, responsible bidders.

The bid process for furniture and shelving was conducted by Joseph Huberty, Partner, Engberg Anderson, Inc. The total price for furniture was consistent with the original estimate. As expected, not many bids were received, since a limited number of furniture vendors carried the selected products. There were no bids for reupholstering and refurbishing the furniture in the teen area. Library Furniture International was the only shelving bidder.

The Board and Director were disappointed that no Lemont contractors had submitted bids.

The design of the audio/visual bid package had been problematic. The company contracted to provide the drawings and specifications was unable to do so in a comprehensive, professional and timely manner. The documents, delivered past the due date, were being examined by Engberg Anderson Architects. Technology bidding was due to start on July 23<sup>rd</sup>, with a site walk-through scheduled for July 29<sup>th</sup>, and bids due on August 7<sup>th</sup>.

At this point, Director Pointon wished to acknowledge several staff members, who expended a huge effort in clearing the basement of unnecessary materials and objects which had accumulated over the past two decades.

The groundbreaking ceremony for the renovation project was scheduled for Tuesday, August 11, 2015 at 10:00 a.m. The trustees added to a preliminary invitation list.

## **X. New Business**

### **A. Authorization for Sale, Donation and Disposal of Surplus Furniture and Equipment**

Unneeded furniture had been inventoried and tagged for a Library Furniture Sale, projected for July 31<sup>st</sup> through August 1<sup>st</sup>. Several not-for-profit organizations and schools in Lemont had already expressed interest in some items. Concurrently, the Friends of the Library would hold a small used book sale. Trustee Skibinski moved and Trustee Culcasi seconded the motion to authorize the Library Director to sell, donate or dispose of excess furniture and equipment and provide the Board a list of these objects. 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.

### **B. Approval of Proposal for Renovation Project Moving Services, Professional Library Lift Movers**

A motion was made by Trustee Hogan and seconded by Trustee Sanders to engage the services of Professional Library Lift Movers for an amount not to exceed \$19,500. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

### **C. Approval of Proposal for Repair of Parking Lot Light**

The Board decided to defer action until the parking lot would be restored, toward the end of the first construction phase.

### **D. Set Date for Special Board Meeting to Approve Renovation Contracts**

A special Board meeting was set for Thursday, July 23, 2015 at 5:30 p.m. to approve bid awards for the Library renovation project.

**E. Set Date for Budget and Appropriation Hearing**

The Budget and Appropriation Hearing would take place on Tuesday, September 8, 2015 at 6:45 p.m., before the regular Board meeting.

**XI. Communications / Correspondence**

There were no letters to share with the Board this month.

**XII. Executive Session**

There was no need to move into executive session.

**XIII. 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