

**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**

August 11, 2015

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Minutes

There was a motion made by Trustee Hogan and seconded by Trustee Skibinski to approve the minutes of the regular meeting of July 14, 2015. A voice vote was taken: all ayes, no nays. The motion passed. A motion was then made by Trustee Skibinski and seconded by Trustee Hogan to approve the minutes of the special meeting of July 23, 2015. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

Treasurer Skibinski reported that the Library had received about 77% of its projected tax revenue for the fall 2014 tax collection. On August 11, Cook County submitted \$27,000, and Dupage County was expected to make a payment of approximately \$31,000 in September. Trustee Hogan made a motion, seconded by Trustee Camalliere, to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 54,191.37
Illinois Funds Money Market (IFMM)	173.76
MB Financial Bank	
Operating Pud Loc	839,727.87
Marquette Bank	
Money Market Account	250,202.34
Suburban Bank and Trust	
Expense Account	1,430.51
Money Market Account	5,569.31
Operating Account	100,736.45
 <u>Renovation Project</u>	
MB Financial Bank	
Renovation Pud Loc	347,638.50
Renovation Certificates of Deposit	2,500,006.23

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

VI. Approval of Bills

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to approve payment of bills in the amount of \$52,749.76. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski —ayes; Trustee Culcasi—absent; no nays. The motion passed.

There was a separate motion made by Trustee Skibinski to approve payment of renovation project payables in the amount of \$4,712.48. Trustee Hogan seconded the motion. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski —ayes; Trustee Culcasi—absent; no nays. The motion passed.

VII. Public Participation

Manager of Children’s Services Mary Inman related the success of the children’s summer reading program “Readers on the Move”, which culminated in a Grand Finale celebration at the Lemont Park District’s CORE gym on July 31st, attended by 200 people. The Library was grateful to the program’s many generous sponsors.

VIII. Reports

A. President

The President commented that the Renovation Ground Breaking Ceremony, held earlier in the day, was well-attended.

B. Library Director

The Director praised the staff for completing much of the pre-construction preparation over the last month, including electronics and scrap metal recycling, the sale and donation of surplus furniture, and shredding financial records. A dumpster was almost filled with discarded, unnecessary or unusable materials. The basement and boiler rooms were cleared to make room for server and work rooms and HVAC updates. Children’s department supplies were removed from the story time room, which would serve as an adult quiet and study space during Phase 1 of construction. The north side of the adult area was emptied to accommodate a temporary library entrance.

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 Director reported that the Illinois Department of Public Health granted the Library the requested plumbing variance, waiving a provision in the Illinois Plumbing Code which required the addition of two family restrooms. The Library was waiting for the Village of Lemont to issue a construction permit. The first weekly construction meeting was held at the end of July. Frederick Quinn Corporation appointed a temporary site supervisor, Mark Hauser, for the first two weeks of the renovation, until Jim Erhardt concludes work on the Oswego Public Library.

X. New Business

A. Review and Approval of Bid Award Recommendations for Audio-Visual Systems for Library Renovation Project

The bid opening took place on Friday, August 7, 2015 at 3:00 p.m. Engberg Anderson Architects examined the two bid packages, submitted by Signal Perfection Limited (AVI-SPL) and Conference Technologies. The lower responsive, responsible bidder was AVI-SPL. Engberg Anderson Architects recommended electing alternates 1,2,3 and 5, adding two collaboration rooms, the teen room and a video-audio recorder to the base bid, and alternate 4 for digital signage. Trustee Burton made a motion to approve awarding the audio-visual system contract to Signal Perfection Limited (AVI-SPL), subject to negotiation and execution of a final contract, following attorney review and approval. Trustee Hogan seconded the motion. The following trustees voted aye: Thomas Burton, Jr., Patricia Camalliere, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski, Trustee Culcasi—absent; no nays. The President declared the motion had carried.

B. Tentative Budget and Appropriation Ordinance 2015/2016-01

A draft of the ordinance was reviewed. The Budget and Appropriation Hearing would be held before the next regular meeting on September 8, 2015, at 6:45 p.m.

C. Review of Illinois Per Capita Grant Requirements

As a requirement for the fiscal year 2016-2017 Illinois Public Library Per Capita and Equalization Grant, the trustees were required to identify how library funds were used to support educational programs and training opportunities for patrons, and how the library fosters resource sharing. The Director would formally submit a listing of the many programs and classes the Library provided and would continue to provide throughout construction, including one-on-one technology help. Examples of resource sharing included inter-library loans, in-state reciprocal borrowing privileges, Pinnacle Library Cooperative membership and services, and community outreach. A second obligation, for the Library to complete an EDGE technology assessment, had been fulfilled the previous year. The deadline for submission of the grant application had been moved from October 15, 2015 to January 15, 2016.

XI. Communications / Correspondence

A. The Director distributed a postcard which was being sent to inform patrons what to expect during the Library make-over, phase by phase.

B. There was no news yet on whether the Lemont Keepataw Parade would be held over Labor Day weekend. Since Library staff and trustees had participated regularly in the event in the past, the Director would advise the Board, once a decision was made.

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 Hogan to adjourn the meeting at 7:47 p.m. There was a Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis