

**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**

October 13, 2015

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:04 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 John Eallonardo of Frederick Quinn Corporation also attended.

IV. Approval of Minutes

Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve the minutes of the regular meeting of September 8, 2015. A voice vote was taken: all ayes, no nays. The motion passed.

Trustee Skibinski then made a motion, seconded by Trustee Hogan, to approve the minutes of the Budget and Appropriation Hearing of September 8, 2015. A voice vote was taken: all ayes, no nays. The motion passed.

A motion was made by Trustee Culcasi, seconded by Trustee Sanders, to approve the minutes of the September 8, 2015 executive session. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

The last of the fall 2014 tax revenues had been received. The final collection amount was five percent lower than projected, which would require some adjustments to the working budget. There was a motion made by Trustee Hogan, seconded by Trustee Burton, to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 674.34
Illinois Funds Money Market (IFMM)	4,891.04
MB Financial Bank	
Operating Pud Loc	1,014,588.88
Marquette Bank	
Money Market Account	250,285.97
Suburban Bank and Trust	
Expense Account	934.77
Money Market Account	5,073.78
Operating Account	67,188.17
<u>Renovation Project</u>	
MB Financial Bank	
Renovation Pud Loc	291,550.69
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 Hogan and seconded by Trustee Culcasi to approve payment of bills in the amount of \$41,410.75. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski — ayes, no nays. The motion passed.

Trustee Burton made a motion to approve payment of renovation project payables in the amount of \$183,565.17. Trustee Camalliere seconded the motion. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski — ayes, no nays. The motion passed.

VII. Public Participation

There were no members of the public present.

VIII. Reports

A. President

No report.

B. Library Director

The Director would address topics in her written report as they came up in the agenda.

C. Attorney

No report.

D. Committees

1. Finance

No report.

2. Building and Grounds

Trustee Culcasi met with a potential sponsor for spaces in the renovated library. The individual kindly shared tips on how to target and structure a sponsorship campaign. Director Pointon provided an example from the Aurora Public Library drive, which helped the Committee develop a rough draft of the campaign. The Friends of the Library were approached, but declined to participate.

3. Policy and Personnel

The Committee would be meeting to discuss staffing needs during Phase 2 of construction and policy updates (see *Renovation Project Update* below.)

4. Planning and Goals

5. Technology

No reports.

IX. Old Business

A. Renovation Project Update

Mr. Eallonardo estimated that Phase 2 of the construction project (Children's and Teen areas) would commence by the first week of January, 2016. Within the next month, he and the Director would narrow down the date for the renovation of the public restrooms. This will require restricted public access for a period of several weeks, due to the unavailability of public restrooms. The public would be advised via media, newsletter, email and a mailing.

Trustee Culcasi suggested updating the “Library Makeover News” section of the Library website frequently to satisfy public interest. Director Pointon asked Mr. Eallonardo whether it would be feasible to continue service during restroom repairs by creating a temporary pick-up window. He replied that a window was viable if staff could safely retrieve materials for holds. He and the Policy and Personnel Committee would look into the life/safety issues involved.

The completion of Phase 1 remains on schedule and on budget. Workers experienced an unanticipated delay when electrical wires for the overhead parking lot were hit during excavation for the new book drop-off, requiring repairs. It was an undiscovered condition, as public utilities do not mark lines private lines and these lines were not shown on the as-built drawings from the original construction. At the Library’s request, the construction crew relocated the temporary book drop and fencing to create a more natural flow-through for patron traffic and construction equipment entry.

X. New Business

A. Set Truth-in-Taxation Hearing Date

The date for the Truth-in-Taxation Hearing was set for Monday, October 26, 2015 at 6:45 p.m. (On October 21st, the hearing was postponed until 6:45 p.m., Tuesday, November 10, 2015, right before the regular Board meeting.)

B. Approval of Proposal for Security Upgrades

There was a motion made by Trustee Burton and seconded by Trustee Skibinski to approve a proposal from SimplexGrinnell/A Tyco International Company for security equipment, installation, labor and programming 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. Proposals for Snow Removal Services

Proposals for snow removal services were received from Premier Snow & Ice Control (Lemont), Beverly Snow & Ice, Inc. (Markham), Loboz & Associates, Inc. (Lockport), and Acres Group (Plainfield). The Building and Grounds Committee recommended contracting Premier, due to the Library’s satisfaction with its past services and a modest five percent cost increase over the previous year. Trustee Culcasi made a motion to approve the proposal made by Premier Snow & Ice Control in the amount of \$6,315, for the period of one year. Trustee Sanders seconded the motion. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried. Director Pointon would ask Premier to visit the Library before the start of the winter to become acquainted with the changing renovation landscape.

XI. Communications / Correspondence

The Director had no correspondence to share 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 Hogan to adjourn the meeting at 7:48 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,
Ramona Stephens-Zemaitis