

**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**

November 10, 2015

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:02 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 auditor Kenneth Jaszczak also attended.

IV. Approval of Minutes

There was a motion was made by Trustee Camalliere and seconded by Trustee Culcasi to approve the minutes of the regular meeting of October 13, 2015. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

Treasurer Skibinski reported that the fall 2014 property tax collection was still short of the projected amount. The District received about \$14,000 from the Department of Energy as payment in lieu of taxes for Argonne National Laboratory property in the district. The State would not be making its annual per-capita grant this year due to their budget issues, causing \$27,000 shortfall in projected income. A motion was made by Trustee Skibinski and seconded by Trustee Burton to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool		
Illinois Funds Money Market e-Pay	\$	121.85
Illinois Funds Money Market (IFMM)		754.76
MB Financial Bank		
Operating Pud Loc		914,692.73
Marquette Bank		
Money Market Account		250,328.48
Suburban Bank and Trust		
Expense Account		1,245.51
Money Market Account		5,074.09
Operating Account		109,823.02
<u>Renovation Project</u>		
MB Financial Bank		
Renovation Pud Loc		1,647,246.64
Renovation Certificates of Deposit		1,000,000.07

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

VI. Approval of Bills

Three sets of payables were being approved:

<u>Motion made by</u>	<u>Seconded by</u>	<u>Type of Payables</u>	<u>Amount</u>
Trustee Hogan	Trustee Skibinski	Monthly bills	\$46,541.12
Trustee Burton	Trustee Hogan	Renovation project	\$349,841.84
Trustee Culcasi	Trustee Hogan	Bond payment	\$441,875.00

The bond amount included the final payment to the Bank of New York Mellon for the Series 2005 bonds.

A roll call was taken for each: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. All three motions were passed unanimously.

VII. Presentation of Library Audit for July 1, 2014 to June 30, 2015

Auditor CPA Kenneth Jaszczak distributed copies of his annual financial report. Once again, the library records were exemplary. He referred to certain pages of the audit to clarify some of the more esoteric procedures required by GASB (the Government Accounting Standards Board). Trustees were invited to contact him with any questions that may occur after closer inspection of the report. Mr. Jaszczak advised the Board that he would submit a bid for his services for the next fiscal year.

VIII. Public Participation

There were no public comments.

IX. Reports

A. President

The President and Policy and Personnel Chairman Camalliere met with the Director to review her annual performance evaluation.

B. Library Director

The Director reminded trustees that the Library would still be collecting donations to the Hines V.A. Fisher House and the Midwest Shelter for Homeless Veterans through the following day. As usual, the public had been very generous. Some churches had conducted drives independently. The Ladies Auxiliary of the VFW would be picking up the supplies. The customary Veterans Day program, however, would not take place again until next year due to construction. Director Pointon would address other issues as they cropped up during the remainder of the meeting.

C. Attorney

No report.

D. Committees

1. Finance

No report.

2. Building and Grounds

The Committee continued discussing how to seek out and attract sponsors for Library updates and renovations. Promotional language was being refined, and scripts and presentations were under development. Chairman Burton and Trustee Culcasi considered offering contributors naming rights to a Board-approved menu, covering new and existing substantial assets such as rooms, spaces, technology enhancements, and landscaping. A sponsor would retain naming rights for a number of years, depending on the amount of the donation. This stage of the fundraising effort would require the involvement of every

member of the Board. The Director announced that the Rotary Club of Lemont-Homer Glen would launch the sponsorship drive by using proceeds from a recent fundraising event to fund an interactive panel in the children's department.

3. Policy and Personnel

The Committee met earlier that evening to discuss whether the renovation would prompt any changes in staff responsibilities and when changes, if any, should be implemented. Since employee health insurance was on a calendar-year renewal schedule, preliminary data on increases was also examined. The PPO plan would be offered, while the specific HMO plan offered by Blue Cross and Blue Shield would no longer be available. The Committee would deliberate alternatives once renewal rates were received in early December.

4. Planning and Goals

No report.

5. Technology

The Director and IT Manager Fernando Alfonso met with a representative of Mitel Communications for a two-hour demonstration. They also looked into expanding services through current provider Toshiba. Proposals and pricing for phone systems would be available at next month's meeting.

X. Old Business

A. Renovation Project Update

The latest construction work was detailed in the Director's written report and viewed during a site tour, conducted for trustees at 6:15 p.m., prior to the Truth-in-Taxation hearing.

XI. New Business

A. Consideration of the Adoption of Levy Ordinance No. 2015/2016-02

Trustee Skibinski made a motion, seconded by Trustee Culcasi, to adopt Levy Ordinance No. 2015/2016-02. A roll call was taken. The following trustees voted aye: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski. No trustee voted nay. The President declared that the motion had carried.

B. Consideration of Library Closing Dates for 2016

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to approve the proposed library closing schedule for 2016, with the exception of the Staff Development Day, as the date had yet to be determined. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye, there were no nays. The motion passed.

C. Job Description—Manager of Adult and Teen Services—First Reading

Debbie Somchay, Adult Services Manager, would be retiring at the end of the year, after fifteen years of service to Lemont Public Library patrons. In preparation for the search for a new Manager of Adult and Teen Services, a new job description had been drafted and was presented to the Board for a first reading.

XII. Communications / Correspondence

The Director had no correspondence to share with the Board.

XIII. Executive Session

There was no reason to move into executive session.

XIV. Adjournment

There was a motion was made by Trustee Burton and seconded by Trustee Hogan to adjourn the meeting at 7:58 p.m. A voice vote was called. All responded aye; there were no nays. The motion passed, and the meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis