

**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**

January 12, 2016

I. Call to Order

Vice President Patricia Camalliere 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, Tom Culcasi, Catherine Sanders and Michaeline Skibinski. Trustees Christine Hogan and Vytenis Kirvelaitis were absent. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

Trustee Sanders made a motion, seconded by Trustee Culcasi, to approve the minutes of the regular meeting of December 8, 2015. A voice vote was called. All responded aye; there were no nays. The motion passed. A motion was made by Trustee Culcasi and seconded by Trustee Sanders to approve the minutes of the executive session of December 8, 2015. A voice vote was called. All responded aye; there were no nays. The motion passed.

V. Treasurer's Report

There was a motion by Trustee Burton, seconded by Trustee Culcasi, to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool		
Illinois Funds Money Market e-Pay	\$	1,972.55
Illinois Funds Money Market (IFMM)		9,618.91
MB Financial Bank		
Operating Pud Loc		272,948.19
Marquette Bank		
Money Market Account		250,412.16
Suburban Bank and Trust		
Expense Account		1,409.07
Money Market Account		5,075.36
Operating Account		143,903.55
<u>Renovation Project</u>		
MB Financial Bank		
Renovation Pud Loc		1,220,285.71
Renovation Certificates of Deposit		1,000,000.07

A roll call was taken: Trustees Burton, Camalliere, Culcasi, Sanders and Skibinski responded aye; there were no nays. Trustees Hogan and Kirvelaitis were absent. The motion passed.

VI. Approval of Bills

A motion was made by Trustee Burton and seconded by Trustee Skibinski to approve payment of monthly bills in the amount of \$46,497.19. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Sanders and Skibinski responded aye; there were no nays. Trustees Hogan and Kirvelaitis were absent. The motion

passed. Trustee Skibinski made a motion, seconded by Trustee Burton to approve payment of renovation project payables in the amount of \$176,226.88. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Sanders and Skibinski responded aye; there were no nays. Trustees Hogan and Kirvelaitis were absent. The motion passed.

VII. Public Participation

There were no comments from the public.

VIII. Reports

A. President

No report.

B. Library Director

As a requirement for the 2016 Illinois Per Capita and Equalization Grant, the Director and trustees reviewed Chapter 5, "Technology" of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). The application was generally due in October, but the deadline had been extended to January 15th. The Director also submitted her written report.

C. Attorney

No report.

D. Committees

1. Finance

No report.

2. Building and Grounds

No report.

3. Policy and Personnel

The Committee would be considering revisions to the room use policies.

4. Planning and Goals

No report.

5. Technology

No report.

IX. Old Business

A. Renovation Project Update

The Director reported that construction had successfully moved on to Phase 2. She expressed appreciation for the efforts of the library employees, who had boxed, relocated and unpacked entire departments in preparation for the transition. She also recognized Jim Ehrhard, John Eallonardo and Jack Hayes of Frederick Quinn Corporation for the successful, on-time completion of Phase 1. Phase 2.5, the renovation of the public restrooms, would likely begin around February 22nd. Public access would be limited during this stage.

B. Job Descriptions—Second Reading

1. Patron Services Supervisor

2. Technical Services Supervisor

3. Technical Services Assistant

Trustee Culcasi made a motion, seconded by Trustee Skibinski, to approve the job descriptions for three new positions. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Sanders and Skibinski responded aye; there were no nays. Trustees Hogan and Kirvelaitis were absent. The motion passed.

C. Updates to Wage Ranges and Grades—Second Reading

Discussion and approval were deferred until the next meeting.

D. Proposed Annexation of Territory by Village of Palos Park

Trustees received notifications via certified mail from the Village of Palos Park of their intention to annex property currently in the Lemont Library District; namely 13070 McCarthy Road (Glen Eagles Country Club) and 12680 Bell Road (Mid-Iron Club). The Palos Park Village Council intends to consider the annexation of the above-named territory at a Special Village Council meeting on January 15, 2016 at 4:00 p.m.

The issue would remain on the agenda under “Old Business” to follow further developments and their impact on the Library District and the Village of Lemont.

X. New Business

A. Sponsorship and Gift Policy—First Reading

Although Chairman Camalliere takes no issue with the above policy, the Policy and Personnel Committee will schedule a committee meeting for review and discussion of the policy. Guidelines regarding restricted gifts would have to be added. Trustee Culcasi had prepared sponsorship proposal packets for the renovation project, which he planned to deliver to the local offices of U.S. Congressman Daniel Lipinski and State Senator Christine Radogno during the week. The following day he had an appointment with an officer of Wintrust Financial Corporation) and would meet again in February with a potential sponsor who had been quite encouraging.

The trustees requested that staff members obtain Board input and approval before soliciting sponsorships. Children’s Services Manager Mary Inman had created a donation wish list, which she would submit to the Director.

XI. Communications / Correspondence

The Director had no correspondence 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 Skibinski and seconded by Trustee Burton to adjourn the meeting at 7:50 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