

**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**

**December 8, 2015**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:05 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

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

**IV. Approval of Minutes**

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to approve the minutes of the regular meeting of November 10, 2015. A voice vote was called. All responded aye; there were no nays. The motion passed. Another motion was made by Trustee Camalliere and seconded by Trustee Hogan to approve the minutes of the Truth-in-Taxation Hearing on November 10, 2015. A voice vote was called. All responded aye; there were no nays. The motion passed.

**V. Treasurer's Report**

Trustee Sanders made a motion, seconded by Trustee Hogan, to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool		
Illinois Funds Money Market e-Pay	\$	596.51
Illinois Funds Money Market (IFMM)		480.05
MB Financial Bank		
Operating Pud Loc		372,897.81
Marquette Bank		
Money Market Account		250,369.03
Suburban Bank and Trust		
Expense Account		597.13
Money Market Account		12,574.81
Operating Account		121,568.19
<u>Renovation Project</u>		
MB Financial Bank		
Renovation Pud Loc		1,422,232.76
Renovation Certificates of Deposit		1,000,000.07

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

**VI. Approval of Bills**

There was a motion made by Trustee Camalliere and seconded by Trustee Culcasi to approve payment of monthly bills in the amount of \$33,056.46. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders responded aye; there were no nays. Trustees Burton and Skibinski were absent.

The motion passed. Trustee Culcasi then made a motion, seconded by Trustee Hogan to approve payment of renovation project payables in the amount of \$270,035.52. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders responded aye; there were no nays. Trustees Burton and Skibinski were absent. The motion passed.

**VII. Recognition of Donation for Children’s Interactive Panel, Rotary Club of Lemont-Homer Glen**

On behalf of the Library, the Board of Trustees would issue a certificate of gratitude to the Rotary Club of Lemont-Homer Glen for its generous donation to the Children’s Department. A corresponding wall plaque would also be ordered.

**VIII. Public Participation**

Children’s Services Manager Mary Inman invited the trustees to contribute books to the Giving Tree. Gifts would be distributed, along with meals, to Lemont families in need by the Hope and Friendship Foundation.

**IX. Reports**

**A. President**

No report.

**B. Library Director**

The Director submitted her written report and would interject as needed during the meeting.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

No report.

**2. Building and Grounds**

The previous week Trustee Culcasi met with a prospective sponsor. He circulated a preliminary sponsorship proposal booklet. Highland Park Public Library’s online “Gifts and Donations” page contained a number of interesting ideas. A full-scale campaign would probably be launched in January.

**3. Policy and Personnel**

The Committee met on November 10<sup>th</sup> and 30<sup>th</sup> to discuss health insurance renewal and propose personnel policy changes, which would be discussed by the full board under “New Business”.

**4. Planning and Goals**

No report.

**5. Technology**

No report.

**X. Old Business**

**A. Renovation Project Update**

The Director reported that the roof was almost finished, the ceiling grid for lighting was being installed, and one-third of the current construction zone had already been painted. To prepare for Phase 2, the Library would be closed from January 4<sup>th</sup> until January 6<sup>th</sup> (On January 5<sup>th</sup> it was

determined that the closure would be extended through noon on January 8<sup>th</sup>). The children's and teen sections would be temporarily relocated to the adult section, and Patron and Technical Services staff would move into workplaces. A winter newsletter would advise patrons about the changes they should expect in both Phase 2 and Phase 2.5, the latter of which would limit public access in mid-February, during public restroom renovation.

**B. Job Description—Manager of Adult and Teen Services—Second Reading**

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi to approve the proposed job description for the Manager of Adult and Teen Services. A roll call was taken. The following trustees voted aye: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders. No trustee voted nay. Trustees Burton and Skibinski were absent. The motion carried.

**XI. New Business**

**A. Consideration of Library Audit for July 1, 2014 to June 30, 2015**

Trustee Hogan made a motion, seconded by Trustee Camalliere, to approve the library audit for July 1, 2014 to June 30, 2015. A roll call was taken. The following trustees voted aye: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders. No trustee voted nay. Trustees Burton and Skibinski were absent. The President declared that the motion had carried.

**B. Proposed Annexation of Territory by Village of Palos Park**

The Board received notice of the proposed annexation of territory within the Lemont Public Library District to the Village of Palos Park. The annexation would take place not less than ten days after the mailing of the notice. The President requested that the annexation remain on agenda under "Old Business" to keep track of further developments.

**C. Proposal for Telephone System**

The Technology Committee reviewed two proposals for a new telephone system. Wire Line, Inc. quoted \$16,996.40 for the Toshiba IPedge system. CDW, featuring Mitel Voice Office 250, would cost \$14,867.29. The Committee recommended CDW because members felt that the Mitel system offered more capabilities (including a portable conference system for up to 20 individuals) and a \$2,000 rebate if the Library signed before the end of the year. A motion was made by Trustee Culcasi and seconded by Trustee Hogan to contract CDW, LLC to provide and install an IP telephone system for an amount not to exceed \$16,000. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders voted aye; there were no nays. Trustees Burton and Skibinski were absent. The motion passed. The expenditure would be covered by the Capital Projects Fund.

**D. Health Insurance Renewal Options for 2016**

**E. Staff Reorganization Plan**

The Policy and Personnel Committee recommended addressing these issues in executive session.

**F. Updates to Wage Ranges and Grades—First Reading**

**G. Job Descriptions—First Reading**

1. Patron Services Supervisor
2. Technical Services Supervisor
3. Technical Services Assistant

The President asked the trustees to read the proposed revisions to the wage ranges and descriptions for the new positions and submit questions/suggestions prior to the January meeting.

**XII. Communications / Correspondence**

The Director had no correspondence to share with the Board this month.

**XIII. Executive Session**

Trustee Hogan made a motion, seconded by Trustee Camalliere, to move into executive session to discuss personnel. A voice vote was called. All responded aye; there were no nays. The motion passed.

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Upon returning from executive session, Trustee Hogan made a motion, seconded by Trustee Culcasi, to renew the Library's current plan with Blue Cross and Blue Shield of Illinois. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders voted aye; there were no nays. Trustees Burton and Skibinski were absent. The motion passed.

There was a motion made by Trustee Camalliere and seconded by Trustee Hogan to approve a five percent employee insurance contribution for the HMO option, and a fifteen percent contribution for the PPO. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders voted aye; there were no nays. Trustees Burton and Skibinski were absent. The motion passed.

A motion was made by Trustee Culcasi and seconded by Trustee Hogan to approve the Library staff reorganization chart as revised, excluding grades. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, and Sanders voted aye; there were no nays. Trustees Burton and Skibinski were absent. The motion passed.

**XIV. Adjournment**

There was a motion was made by Trustee Culcasi and seconded by Trustee Hogan to adjourn the meeting at 8:37 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