

**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**

**April 12, 2016**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:00 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 also attended.

**IV. Approval of Minutes**

Trustee Skibinski made a motion, seconded by Trustee Sanders, to approve the minutes of the regular meeting of March 8, 2016. A voice vote was called: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

The Library received an award letter for the 2016 Illinois Public Library Per Capita Grant of \$16,715.88; it is uncertain when funds will actually be received, however. A motion was made by Trustee Hogan and seconded by Trustee Culcasi, to approve the treasurer's report as submitted:

Illinois National Bank e-pay	1,000.00
Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 1,541.08
Illinois Funds Money Market (IFMM)	173.33
MB Financial Bank	
Operating Pud Loc	712,649.22
Marquette Bank	
Money Market Account	249,531.28
Lemont Bank and Trust	
Expense Account	2,479.05
Money Market Account	5,076.75
Operating Account	181,515.36
 <u>Renovation Project</u>	
MB Financial Bank	
Renovation Pud Loc	1,222,257.03

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

**VI. Approval of Bills**

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi to approve payment of monthly bills in the amount of \$50,391.72. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. The motion passed. Trustee Burton made a motion, seconded by Trustee Sanders, to approve payment of renovation project payables

in the amount of \$269,398.57. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. The motion passed.

**VII. Recognition of Sponsorship for Children’s Activity Center, Lemont Junior Woman’s Club**

Lindsey Sulzberger, President, and Sara Sanderson, President Elect, of the Lemont Junior Woman’s Club presented President Kirvelaitis and Treasurer Skibinski with a check for sponsorship of the new Children’s Activity Center. They expressed the Club’s intent to continue a partnership with the Library in the future.

**VIII. Public Participation**

Mary Inman, Manager of Children’s Services, was excited about the April 9<sup>th</sup> opening of the new children’s wing. The over 300 children and parents in attendance were delighted by the new area. More than 500 items were checked out that Saturday.

**IX. Reports**

**A. President**

No report.

**B. Library Director**

The Director submitted her written report.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

No report.

**2. Building and Grounds**

Four bids were received for renovation-related landscaping. Three of the firms either did not meet project specifications or State requirements. President Kirvelaitis and Buildings and Grounds Chairman Burton accepted the bid from Twin Oaks Landscaping in Oswego, which also was recommended by Frederick Quinn Corporation. Work on the patio would be completed before the opening reception May 6<sup>th</sup>. Planting was expected to take place in June.

**3. Policy and Personnel**

The Committee met on April 8<sup>th</sup> to work on the Room Use Policy. The Committee was still refining the wording, determining reservation priority and setting usage fees. Chairman Camalliere anticipated a first reading at the next regular meeting.

**4. Planning and Goals**

The Committee would be meeting on April 18<sup>th</sup>.

**5. Technology**

The Mitel phone system was being installed on April 14<sup>th</sup>. The old system would not be disconnected until the staff participated in training on April 28<sup>th</sup>.

**X. Old Business**

**A. Renovation Project Update**

Phase 3 of the renovation was well underway. A large window to ceiling height would replace the original windows in the new reading nook, providing more natural light. Reduced masonry and

window reinstallation costs would practically compensate for the cost of the window. New shelving was being installed the week of April 18<sup>th</sup>. If the weather permitted, the storage unit would be removed on April 25<sup>th</sup> for parking lot resurfacing. The Library would be closed April 25<sup>th</sup> through May 3<sup>rd</sup> while parking lot work is finished and the staff re-shelves materials which had been in storage.

Trustee Culcasi was grateful to financial adviser Brad Grcevic, from the Lemont branch of Edward Jones, who had made a donation of \$250 to the gift campaign.

**XI. New Business**

**A. Approval of Landscaping Services, April—November 2016**

Two bids had been received for regular landscape maintenance. Sebert Landscaping, Bolingbrook, offered services effective April 1<sup>st</sup> through November for \$4,200. Walsh Landscape Construction, Inc. in Plainfield submitted a bid of \$4,980 for the period beginning April 1<sup>st</sup> and ending November 30<sup>th</sup>. A motion was made by Trustee Culcasi and seconded by Trustee Burton to contract Sebert Landscaping for the season April 1—November 15, 2016 in the amount of \$4,200. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. The motion passed.

**B. Tutoring Policy—Second Reading**

There was a motion made by Trustee Hogan and seconded by Trustee Skibinski to approve the new Tutoring Policy, as submitted by the Policy and Personnel Committee. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. The motion passed.

**C. Book Drop Replacement**

The Board would consider replacing the badly damaged outside book drop. A combined book and audio/visual material drop-box would cost approximately \$7,200. Director Pointon would research some options and obtain pricing.

**D. Working Budget Fiscal Year 2016-2017**

The Finance Committee was working on the 2016-2017 budget.

**XII. Communications / Correspondence**

The Director and Trustees Sanders and Skibinski were planning the Opening Reception on Friday, May 6<sup>th</sup> at 6:00 p.m. The public would be invited to the Ribbon Cutting Ceremony on Monday, May 9<sup>th</sup> at 2:00 p.m.

**XIII. Executive Session**

There was no need to move into executive session.

**XIV. Adjournment**

Trustee Burton made a motion, seconded by Trustee Skibinski, to adjourn the meeting at 8:20 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