

**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**

**August 9, 2016**

**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, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Trustee Tom Culcasi was absent. Library Director Sandra Pointon also attended.

**IV. Approval of Minutes**

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to approve the minutes of the regular meeting of July 12, 2016. Voice vote: all ayes, no nays. The motion was passed. Trustee Hogan then made a motion, seconded by Trustee Camalliere, to approve the minutes of the executive session of July 12, 2016. Voice vote: all ayes, no nays. The motion was passed. The Director mentioned that a correction had been made to the minutes of the June 29, 2016 meeting: it was a special, not a regular, meeting.

**V. Treasurer's Report**

Treasurer Skibinski reported that another \$66,000 in fall tax distributions had arrived earlier in the day. The Library had received 75 percent of the Fall 2015 collection from Cook County to date. The Director was still resolving online bill payment questions with MB Financial, to which the Library's checking account had recently been moved. There was a motion made by Trustee Hogan and seconded by Trustee Sanders to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		3,818.83
Money Market		173.39
MB Financial Bank		
Operating PUD LOC		876,251.24
Checking		30,671.01
Marquette Bank		
Money Market		249,681.24
Lemont Bank and Trust		
Expense Account		1,193.06
Money Market		CLOSED
Operating Account		20,221.24
<u>Renovation Project</u>		
MB Financial Bank		
Renovation PUD LOC		305,266.91

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

**VI. Approval of Bills**

Trustee Hogan made a motion, which was seconded by Trustee Burton, to approve payment of bills in the amount of \$52,527.00. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Culcasi was absent; there were no nays. The motion was passed.

**VII. Public Participation**

Manager of Children’s Services Mary Inman spoke about the Olympic-themed summer reading program “Read for the Win”. Participants read over 89,000 minutes this summer. The overall gold medal-winning group was composed of four to seven-year-olds. The program culminated with “closing ceremonies” at the Lemont Park District’s CORE complex on August 1<sup>st</sup>.

**VIII. Reports**

**A. President**

Retired Library custodian David Birkett passed away. The President offered the Library Board’s and staff’s sincere condolences to his wife.

**B. Library Director**

The Director submitted her monthly report and would address topics as they arose during the meeting.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

No report.

**2. Building and Grounds**

The aluminum book and audio-visual materials return boxes had been well-used, but they could no longer accommodate the volume of returns. Water leaked in, and the locks would freeze up in the winter, causing materials damage. Two proposals for replacement boxes were received:

- |           |                                 |          |
|-----------|---------------------------------|----------|
| <b>a.</b> | Birchard Company, Claremont, CA | \$9,494  |
| <b>b.</b> | Kingsley Companies, Ontario, CA | \$10,797 |

Committee Chairman Burton recommended Birchard. The bid had many advantages, other than lower cost. The EZDrop dual book return was durable stainless steel with replaceable panels and a pushbutton lock. The price included a \$2,300 discount, custom logo and lettering, and four carts for print and AV items. A motion was made by Trustee Burton and seconded by Trustee Hogan to approve acquisition of a book drop from the Birchard Company in the amount of \$10,797. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Culcasi was absent; there were no nays. The motion was passed.

**3. Policy and Personnel**

No report.

**4. Planning and Goals**

No report.

**5. Technology**

Wi-Fi connection had improved since being reconfigured. The Comcast Business Internet service was also upgraded to a higher speed, from 100 to 150 Mbps.

**IX. Old Business**

**A. Renovation Project Update**

The plaques displaying the names of renovation sponsors would be installed in the fall. Electrical work was completed. Some furniture repairs were pending. Replacing a transformer in the chiller has resulted in a uniformly comfortable climate. Engberg Anderson is assisting in resolving outstanding AV issues.

**B. Room Use Policy and Fee Schedule—Second Reading**

The Board reexamined the “Priority for Use” section of the policy and determined that some of the language was still ambiguous and should be clarified. The President would consult the Library attorney again regarding phrasing.

**C. Library Director’s Review**

The performance evaluation was deferred to executive session.

**D. Consideration of Sponsorship, Platinum Level**

There was nothing to discuss on the subject this month.

**E. Approval of Update to Strategic Plan**

Planning and Goals Committee Chairman Sanders made a motion, seconded by Trustee Camalliere, to approve the Library’s Strategic Plan as submitted. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Culcasi was absent; there were no nays. The motion was passed.

**X. New Business**

**A. Tentative Budget and Appropriation Ordinance 2016/2017-01**

A draft of the ordinance was reviewed. The Budget and Appropriation Hearing would be held directly before the next regular meeting on September 13, 2016, at 6:45 p.m.

**B. Approval of Closing for Staff Development Day, September 30, 2016**

A motion was made by Trustee Burton and seconded by Trustee Hogan to close the Library on Friday, September 30, 2016 for a staff in-house training day. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Culcasi was absent; there were no nays. The motion was passed. Patrons would be advised of the closing date in the fall newsletter, which would be sent at the end of August.

**C. Fine Forgiveness for Veterans Drive, October 1—November 12, 2016**

The Library’s annual drive to benefit Hines Veterans Hospital and the Midwest Shelter for Homeless Veterans was entering its ninth year. The Lemont-Homer Glen Rotary Club pledged to contribute \$500 to purchase items from the institutions’ wish lists (some of which will be used as examples for a Library display). These items would also serve to supplement patron donations. For each article donated from the request lists, patrons would receive either \$1.00

in fine/fee forgiveness or a \$1.00 coupon off printing/copying/faxing services. There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to approve fine forgiveness and a discount on fees as described for the period of October 1 through November 12, 2016. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Culcasi was absent; there were no nays. The motion was passed.

**D. Approval of Purchase, Materials Drop Box**

A vote had been taken during the Building and Grounds Committee's report (VIII.D.2.).

**XI. Communications / Correspondence**

September was National Library Card Sign-Up Month. The Director invited the Board to the *Star Wars*-themed *Powerpalooza II: The Library Awakens* celebration on September 14<sup>th</sup> from 5-7:00 p.m.

**XII. Executive Session**

Trustee Skibinski made a motion, which was seconded by Trustee Hogan to move into executive session to discuss personnel. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Culcasi was absent; there were no nays. The motion was passed.

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Upon returning from executive session, a motion was made by Trustee Camalliere and seconded by Trustee Hogan to increase the Director's annual salary to \$90,500, retroactive to July 1, 2016. A roll call was taken: Trustees Burton, Camalliere, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Culcasi was absent; there were no nays. The motion was passed.

**XIII. Adjournment**

There was a motion was made by Trustee Burton and seconded by Trustee Skibinski to adjourn the meeting at 8:23 p.m. A voice vote was taken: all voted aye, none nay. The motion was passed, and the meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis