

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

**IV. Approval of Minutes**

Trustee Sanders made a motion, seconded by Trustee Burton, to approve the minutes of the Truth-in-Taxation meeting of November 7, 2016. Voice vote: all ayes, no nays. The motion was passed. A motion was made by Trustee Culcasi and seconded by Trustee Sanders to approve the minutes of the regular meeting of November 7, 2016. Voice vote: all ayes, no nays. The motion was passed.

**V. Treasurer's Report**

Treasurer Skibinski reported that the Library received another \$10,000 tax distribution from Cook County. Although the renovation account still seemed substantial, Director Pointon advised the Board that only \$40,000 of it was unencumbered, and Engberg Anderson Architects had not yet billed for the full amount of the contract. There was a motion made by Trustee Camalliere and seconded by Trustee Burton to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		6,283.65
MB Financial Bank		
Operating Pud Loc		340,902.08
Checking Account		57,004.85
Bill Pay Account		20,106.59
Expense Account		1,072.40
Marquette Bank		
Money Market		249,821.48
<u>Renovation Project</u>		
MB Financial Bank		
Renovation Pud Loc	\$	125,203.06

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

**VI. Approval of Bills**

A motion was made by Trustee Skibinski and seconded by Trustee Culcasi to approve payment of bills in the amount of \$41,987.17. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed.

**VII. Public Participation**

There were no public comments.

**VIII. Reports**

**A. President**

The President and Trustees Culcasi and Sanders attended the Village of Lemont holiday party on December 2<sup>nd</sup>.

**B. Library Director**

The Director highlighted several points from her monthly report:

- The Library would become a passport acceptance facility on December 14<sup>th</sup>.
- Three library trustee positions were up for election on April 4, 2017. The Library was accepting candidacy petitions during business hours through December 19<sup>th</sup>.
- The Library’s holiday charitable giving was well underway. Nearly all of the books for Lemont residents in need were already under the teen Giving Tree. The Library was serving as a Toys for Tots drop-off location and would be hosting the Heartland Bloodmobile on December 29<sup>th</sup>.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

No report.

**2. Building and Grounds**

The doors of the new book and audio-visual material return boxes had been jamming sporadically. The pitch of the cement base made leveling and squaring ineffective. It may be necessary to install a frame to stabilize the box.

**3. Policy and Personnel**

The Committee recommended remaining with the current insurance provider. Trustee Skibinski made a motion, seconded by Trustee Culcasi, to continue with Blue Cross Blue Shield of Illinois. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed. The renewal rates for the current Blue Cross Blue Shield of Illinois HMO plan increased by seven percent for the five full-time employees enrolled in the HMO and by 12 percent for the three participating in the PPO. The monthly insurance cost to the Library would go up 8.5 percent, from about \$4,200 to nearly \$4,700. The Board studied four renewal options for 2017:

	<u>Employee HMO contribution</u>	<u>Employee PPO contribution</u>	<u>Annual increase in cost to Library</u>
A (current)	5%	15%	9%
B	5%	20%	7%
C	10%	20%	4%
D	5%	approx. 25%	2.9%

With Option D, the employees choosing PPO coverage would pay the difference between the plan costs. There was a motion made by Trustee Camalliere and seconded by Trustee Culcasi to choose Option D. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Sanders and Skibinski voted aye; Trustee Kirvelaitis voted nay; Trustee Hogan was absent. The motion was passed.

A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to continue to offer a \$4,500 insurance waiver to employees who did not choose coverage through the Library. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed. Trustee Skibinski made a motion, which was seconded by Trustee Burton, to reimburse employees on the PPO plan for part of their deductible under the Library's Medical Reimbursement Plan. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed.

**4. Planning and Goals**

No report.

**5. Technology**

No report.

**IX. Old Business**

**A. Renovation Project Update**

Final payments were being withheld from several contracts until remaining work was completed and some problems were resolved.

**B. Consideration of Resolution No. 2016/2017-01, a Resolution to Comply with Government Travel Expense Control Act**

Trustee Skibinski made a motion, seconded by Trustee Camalliere, to adopt Resolution No. 2016/2017-01, a Resolution to Comply with the Government Travel Expense Control Act. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed.

**X. New Business**

**A. Review of Fiscal Year 2017 Per Capita Grant Requirements**

As a requirement for the fiscal year 2017 Illinois Public Library Per Capita and Equalization Grant application, the Board reviewed Chapter 6, "Access," of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. The Library met all of the access standards in the checklist, except for providing guidelines for the retention of patron-associated records and responding to search warrants and subpoenas. The Illinois Library Association supplied a sample Statement of Compliance form for emergency release of information. The Policy and Personnel Committee would develop a policy on patron confidentiality and submit it to the Board for adoption.

**B. Health Insurance Renewal Options for 2017**

See *VIII. Reports, D. Committees, 3. Policy and Personnel*.

**C. Appointment of Election Authorities for April 2017 Consolidated Election**

There was a motion made by Trustee Skibinski and seconded by Trustee Burton to appoint Sandra D. Pointon, Paul Dobersztyn, Janice Kurasz and Jacqueline Lakatos qualified election authorities for the Consolidated Election to be held on April 4, 2017. A roll call was taken: Trustees Burton,

Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed.

**XI. Communications / Correspondence**

The Director had no correspondence to share with the trustees.

**XII. Executive Session**

**A. Review of Executive Session Minutes**

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

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Upon returning from executive session, there was a motion made by Trustee Culcasi and seconded by Trustee Skibinski to release the minutes from the following executive sessions:

September 13, 2016  
August 9, 2016  
July 12, 2016  
June 29, 2016  
September 8, 2015  
June 10, 2010

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

**XIII. Adjournment**

A motion was made by Trustee Burton and seconded by Trustee Skibinski to adjourn the meeting at 8:35 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