

**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**

July 12, 2016

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:04 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 Burton made a motion, seconded by Trustee Hogan, to approve the minutes of the special meeting of June 29, 2016. Voice vote: all ayes, no nays. The motion was passed. A motion was then made by Trustee Skibinski and seconded by Trustee Culcasi to approve the minutes of the executive session of June 29, 2016. Voice vote: all ayes, no nays. The motion was passed.

V. Treasurer's Report

For efficiency and efficacy, the Library's checking account had been moved to MB Financial Bank. There was a motion made by Trustee Culcasi and seconded by Trustee Hogan to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		3,149.15
Money Market		173.35
MB Financial Bank		
Operating Pud Loc		372,464.35
Checking		136,114.49
Marquette Bank		
Money Market		249,643.08
Lemont Bank and Trust		
Expense Account		1,195.28
Money Market		78.01
Operating Account		43,601.32
<u>Renovation Project</u>		
MB Financial Bank		
Renovation Pud Loc		450,986.76

A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion was passed.

VI. Approval of Bills

Trustee Hogan made a motion, which was seconded by Trustee Sanders, to approve payment of bills in the amount of \$104,299.45. Many online services and subscriptions were due in July, at the beginning of the fiscal year. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. There were no nays. The motion passed. There was a motion made by Trustee Burton, seconded by Trustee Hogan, to approve renovation project payables in the amount of \$210,378.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. There were no nays. The motion passed.

VII. Public Participation

There were no public comments.

VIII. Reports

A. President

No report.

B. Library Director

The Director was pleased to report considerable increases in Library usage since completion of the renovation. The Library had issued three times the number of library cards since the previous June. There were twice as many requests for reference assistance, twice as many volumes of teen fiction circulating, and three times the number of children's picture books checked out.

C. Attorney

The attorney had reviewed and suggested changes to the room use policy draft.

D. Committees

1. Finance

The date of the Budget and Appropriation Hearing was changed to Tuesday, September 13, 2016 at 6:45 p.m.

2. Building and Grounds

The Committee would meet in August.

3. Policy and Personnel

The Board would review the attorney's recommendations on room use policy before the next regular meeting. The Director's performance review would be discussed in executive session.

4. Planning and Goals

Chairman Sanders incorporated another change into the draft of the Library's Strategic Plan for the next fiscal year.

5. Technology

There were some issues with Wi-Fi connection since more Wi-Fi access points had been added and the public and staff networks had been divided. Upgrading internet services to a higher speed would help address the concerns. The IT Manager was working on router reconfiguration.

IX. Old Business

A. Renovation Project Update

Punch list items were gradually being checked off. Lighting and electrical work was nearing completion. Some audio-visual equipment problems were being remedied. The newest concern was the HVAC system, which was unable to keep the building cool. In the afternoons, temperatures rose in the west side of the building, including the children’s section and the business office. Despite the moderate summer weather, the entire HVAC system shut down on July 8th; the controls showed it had overheated. The Director was working with construction management to determine the cause of the malfunction.

B. Room Use Policy and Fee Schedule—Second Reading

The Board would vote on the policy at its next regular meeting.

C. Library Director’s Review

The performance review was deferred to executive session.

X. New Business

A. Consideration of Sponsorship, Platinum Level

There was nothing to report at the time.

B. Approval of Update to Strategic Plan

Action was deferred to the August meeting.

XI. Communications / Correspondence

The Director thanked Simply Yoga in Lemont for donating nearly \$200 toward the purchase of toys for the “Babytime” program. Also, the Friends of the Library obtained a \$250 donation by applying for support to the Mayor’s Drive for Charity. The Director was considered using the funds purchase wheeled shopping baskets for patrons.

XII. Executive Session

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

XIII. Adjournment

A motion was made by Trustee Burton and seconded by Trustee Hogan to adjourn the meeting at 7:46 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