

**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**

**June 29, 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 and Catherine Sanders. Trustee Michaeline Skibinski was absent. Library Director Sandra Pointon also attended.

**IV. Approval of Minutes**

A motion was made by Trustee Burton and seconded by Trustee Hogan to approve the minutes of the regular meeting of June 14, 2016. Voice vote: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

Since the last meeting two weeks prior, an Illinois Public Library Per Capita Equalization Grant was received for approximately \$16,000. Mrs. Pointon had updated the Fund Balance Report to reflect actual figures. The Library was in a good position, as it had realized around \$180,000 more than it had expended. The monthly Treasurer's report had already been approved at the regular June meeting.

**VI. Approval of Bills**

Trustee Hogan made a motion, which was seconded by Trustee Sanders, to approve payment of bills in the amount of \$36,217.04. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Sanders voted aye. There were no nays, and Trustee Skibinski was absent. The motion passed.

**VII. Public Participation**

There were no members of the public present.

**VIII. Reports**

**A. President**

The draft of the Room Use Policy was sent to the Library's attorney, who suggested some changes and clarification. The Director would email the attorney's comments to the trustees. The Room Use Fee Schedule was provisionally approved by the Board, and the Director would post it on the Library's website. A formal vote on both portions of the policy would be taken at the July meeting.

**B. Library Director**

The Director participated in the ALA (American Library Association) Annual Conference and Exhibition, June-23-28, in Orlando, FL.

**C. Attorney**

See VIII.A. President's Report.

**D. Committees**

**1. Finance**

See IX.C. *Approval of Working Budget*.

**2. Building and Grounds**

See IX.A. *Renovation Project Update*.

**3. Policy and Personnel**

The recently appointed Manager of Adult Services resigned. Adult Services Librarian Paul Dobersztyn was promoted to the position. Part-time Reference Librarian Pam Zukoski would become full-time. To meet the demand for services and relieve the burden on current staff, the Director recommended hiring an additional part-time children's librarian and a full-time adult librarian, whose salaries were already included in the budget.

**4. Planning and Goals**

Chairman Sanders distributed copies of the latest draft of the Library's Strategic Plan for the next fiscal year. She asked the trustees to submit their input. The plan would be included in the July meeting agenda.

**5. Technology**

No report.

**IX. Old Business**

**A. Renovation Project Update**

Approximately \$30,000 of renovation-related technology expenses would be carried over into the 2016-2017 fiscal year, as some work had not yet been completed or had not yet been billed to the Library. A new boiler was installed and partitions were added to the men's restroom. Employees received security access cards for both staff exit doors, and set-up of the security system would be concluded the following week.

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

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

**C. Approval of Working Budget for Fiscal Year 2016-2017**

The Director highlighted aspects of the proposed working budget. She predicted that annual revenues would be \$20,000 greater than the past year's. The most significant increase in expenditures was in the salary budget. In addition to the recommended hires, the Policy and Personnel Committee proposed a 2% raise for clerical staff and a 3% raise for professional staff, with a few larger merit-based increases. The materials budget was up 5% to meet increased demand. Pinnacle Library Cooperative fees were higher because of the cost of a new more experienced system administrator and the possibility of cuts to State-provided library services. There was a motion made by Trustee Culcasi and seconded by Trustee Hogan to approve the working budget for fiscal year 2016-2017. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Sanders voted aye. There were no nays, and Trustee Skibinski was absent. The motion passed.

**X. New Business**

**A. Library Director Review**

The performance review was deferred to executive session.

**XI. Communications / Correspondence**

The Director reminded trustees to RSVP to the Lemont Park District Board's invitation to its hospitality tent on July 3<sup>rd</sup>, 6:00-8:00 p.m.

**XII. Executive Session**

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

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Upon returning from executive session, a motion was made by Trustee Camalliere and seconded by Trustee Hogan to pay Director Pointon ten percent of her annual salary as a bonus for "her heroic effort during the renovation". The bonus would be paid by the end of the 2015-2016 fiscal year. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Sanders voted aye. There were no nays, and Trustee Skibinski was absent. The motion passed.

**XIII. Adjournment**

Trustee Burton made a motion, seconded by Trustee Hogan, to adjourn the meeting at 8:10 p.m. A voice vote was taken: all voted aye, none nay. The motion was passed, and the meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis