

**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**

March 8, 2016

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:01 p.m.

II. Pledge of Allegiance

III. Roll Call

The following trustees answered present: Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Trustees Thomas Burton, Jr. and Christine Hogan were absent. Library Director Sandra Pointon and John Eallonardo of Frederick Quinn Corporation also attended.

IV. Approval of Minutes

A motion was made by Trustee Sanders and seconded by Trustee Skibinski to approve the minutes of the regular meeting of February 9, 2016. A voice vote was called: all ayes, no nays. The motion passed.

V. Treasurer's Report

Treasurer Skibinski reported that about 80 percent of spring 2015 tax collection was received from Cook County. Trustee Culcasi and seconded by Trustee Camalliere, to approve the treasurer's report as submitted:

Illinois National Bank e-pay	548.27
Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 1,539.49
Illinois Funds Money Market (IFMM)	173.32
MB Financial Bank	
Operating Pud Loc	759,835.79
Marquette Bank	
Money Market Account	250,492.99
Lemont Bank and Trust	
Expense Account	2,301.63
Money Market Account	5,076.32
Operating Account	139,622.26
<u>Renovation Project</u>	
MB Financial Bank	
Renovation Pud Loc	1,595,502.05

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

VI. Approval of Bills

Director Pointon mentioned that the largest expense for the month was for audiovisual technology. Trustee Camalliere wondered why the invoice was being paid from the Capital Project Fund. The Director responded that the Library's regular budget, submitted in 2015, included \$160,750.00 for A/V equipment, security cameras, an access system for the doors, and some moving expenses. There was a motion made by Trustee Culcasi and seconded by Trustee Sanders to approve payment of monthly bills in the amount of

\$111,126.72. A roll call was taken: Trustees Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. Trustees Burton and Hogan were absent. The motion passed. Trustee Skibinski then made a motion, seconded by Trustee Sanders, to approve payment of renovation project payables in the amount of \$398,067.70. A roll call was taken: Trustees Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. Trustees Burton and Hogan were absent. The motion passed.

VII. Public Participation

No members of the public participated.

VIII. 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

Trustee Culcasi spoke to representatives of two financial institutions about opportunities for sponsoring select spaces in the Library. Both were receptive to the idea. He also left materials about the sponsorship campaign at the Mayor's Office and distributed copies to members of the Lemont Junior Woman's Club. The information would also be available at the Patron Services Desk. He and the Director would still discuss the sizes of the donor plaques and name plates.

3. Policy and Personnel

The Committee met March 2nd to review room use policy, particularly tutoring guidelines. The Director would post a provisional draft of the tutoring policy on the website, before a second reading by the Board.

4. Planning and Goals

Trustee Sanders advised that the Committee intended to meet the week of March 21st.

5. Technology

No report.

IX. Old Business

A. Renovation Project Update

The Director and Mr. Eallonardo updated the trustees on the ongoing renovation. The Library would have limited hours March 21st to March 27th to finish moving into the completed Kids and Teen sections. By March 28th the adult area would be partitioned off for the last phase of the remodel. The Library was waiting on the delivery of some of the furniture, since certain fabrics had been reselected out of concern for durability.

The construction was on budget, and some contingency funds were still available and could be used for landscaping, improved lighting for the Library sign and a heating panel for the learning center. Larger windows could replace the ones that had been removed for the temporary entrance. They would allow better views, permit more light into the new reading nook on the north side of the Library, and reduce time-consuming and labor-intensive masonry work. Mr. Eallonardo would examine alternatives with Engberg Anderson Architects and submit pricing.

X. New Business

A. Approval of Redaction, Board Meeting Minutes of February 11, 2010

A motion was made by Trustee Skibinski and seconded by Trustee Camalliere to remove the name of a minor from section VII. *Public Participation* in the Board meeting minutes of February 11, 2010, replacing it with “a member of BSA Troop 113”. A roll call was taken: Trustees Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. Trustees Burton and Hogan were absent. The motion passed.

B. Dates for Ribbon Cutting and Opening Reception

A date for the opening reception celebrating the Library’s completed renovation was set for the evening of Friday, May 6, 2016 at 6:00 p.m. Invited guests will include local government officials, library supporters, and representatives of community groups. The ribbon cutting ceremony is scheduled for Monday, May 9th at 2:00 p.m.

C. Review and Approval of Sponsorship Request

Trustee Culcasi was pleased to announce that the Lemont Junior Woman’s Club had approved a \$5,000 donation to sponsor the Children’s Activity Room. There was a motion made by Trustee Skibinski and seconded by Trustee Culcasi to approve the five-year sponsorship (May 1, 2016 through April 30, 2021). A roll call was taken: Trustees Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski responded aye; there were no nays. Trustees Burton and Hogan were absent. The motion passed. Club representatives would be invited to the next Board meeting to present the check, and a plaque commemorating the Club’s sponsorship would be placed outside the Activity Center.

D. Tutoring Policy—First Reading

The trustees would review the draft and submit any suggestions before approving the policy at the April meeting.

XI. Communications / Correspondence

The Director had no letters or invitations that required the Board’s attention this month.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

Trustee Sanders made a motion, seconded by Trustee Culcasi, to adjourn the meeting at 8:15 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