

**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**

May 10, 2016

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:03 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 Hogan made a motion, seconded by Trustee Camalliere, to approve the minutes of the regular meeting of April 12, 2016. Voice vote: all ayes, no nays. The motion passed.

V. Treasurer's Report

A motion was made by Trustee Burton and seconded by Trustee Culcasi to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		2,011.69
Money Market		173.33
MB Financial Bank		
Operating Pud Loc		566,711.45
Marquette Bank		
Money Market		249,568.25
Lemont Bank and Trust		
Expense Account		1,557.40
Money Market		5,077.15
Operating Account		193,160.80
Renovation Project		
MB Financial Bank		
Renovation Pud Loc		968,989.08

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

VI. Approval of Bills

There was a motion made by Trustee Hogan and seconded by Trustee Camalliere to approve payment of bills in the amount of \$94,602.42. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion was passed. Trustee Skibinski moved to

approve renovation project payables in the amount of \$213,714.40. Trustee Camalliere seconded the motion. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion was passed. Trustee Burton then made a motion, seconded by Trustee Sanders to approve bond payment, Series 2015 in the amount of \$54,275.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion was passed.

VII. Public Participation

There were no comments from the public at this time.

VIII. Reports

A. President

The President expressed the Board's appreciation of the Director and staff's hard work and perseverance over the course of the renovation, especially during the frequent moves. A detailed video of the new facilities and amenities would be made for insurance purposes.

B. Library Director

Throughout the meeting, the Director would address various issues mentioned in her written report. She would be leaving shortly on a well-deserved vacation, returning on May 25th.

C. Attorney

No report.

D. Committees

1. Finance

The committee met on May 3rd to begin developing the working budget. The Treasurer and Director set tax revenue projections for fiscal year 2016-2017 and discussed fund balances. Although tax revenues had exceeded projections by over \$50,000 the previous year, the committee established a conservative estimate of 5% above current year revenues.

2. Building and Grounds

The committee convened right before the regular meeting (May 10th) to review operating expenses and capital expenditures for the next fiscal year's working budget. Trustee Culcasi asked each trustee to submit two or more names of possible sponsors for the renovated rooms. The Director included a message soliciting sponsorship in the forthcoming library newsletter.

3. Policy and Personnel

The committee met on April 27th to revise the Room Use Policy and discuss the Room Use Fee Schedule. Refinements to the proposed policy included: priority for use; a two-tiered fee system; and the inclusion of staff time (room set-up, equipment operation, etc.) into room fees. The Director would have the authority to deny room use for cause, i.e. due to possible safety threats, significant disruption or adverse prior experience with a group). Adjustments would have to be made a few months after implementation, when actual experience with the policy can be taken into account. The draft policy will also be reviewed by the Library's Attorney. The trustees were invited to submit feedback before the next meeting.

4. Planning and Goals

The committee met on May 4th to review the previous year's goals, determine progress on them, and start planning for the next year. The members wanted to further develop the volunteer program, expand group book discussions, and continue emergency training for the staff. The committee would meet again on May 18th, and a detailed report would be available in June.

5. Technology

The new phone system and audio-visual equipment had been installed, and employees were trained on their use. Some old devices were nearing end of life, so their replacement and other capital project recommendations had been submitted to the Finance Committee for the working budget.

IX. Old Business

A. Renovation Project Update

There were still a few "punch list" items to be completed. For example, the staff entrance and shipping room doors would only be delivered the following week; a few lighting and outlet issues had to be resolved; and some counters required buffing. Otherwise, construction had concluded.

B. Working Budget Fiscal Year 2015-2016

The topic was discussed during Committee Reports.

X. New Business

A. Non-Resident Fee Resolution No. 2015/2016-02

Trustee Camalliere made a motion, seconded by Trustee Hogan to adopt Non-Resident Fee Resolution No. 2015/2016-02, establishing an annual fee of \$205 for a non-resident library card, calculated according to the General Mathematical Formula prescribed in Section 3050.60 of the Illinois Administrative Code. The fee applied only to those taxpayers not currently paying taxes to another library district. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

B. Prevailing Wage Resolution No. 2015/2016-03

There was a motion made by Trustee Skibinski and seconded by Trustee Burton to adopt Prevailing Wage Resolution No. 2015/2016-03, whereby contractors employed by the Library certify that they pay their employees or sub-contractors the prevailing wage as published by the Illinois Department of Labor. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

C. Approval of Audit Services for Fiscal Year 2015/2016

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to appoint CPA Kenneth S. Jaszczak to perform the annual financial report for the fiscal year ending on June 30, 2016 for an amount not to exceed \$4,000. Mr. Jaszczak's quote had not increased over the previous six years. The Board was very satisfied with the quality of his work. The Director advised that, if the audit for the renovation project proves too complex, Mr. Jaszczak's fee may have to be increased or another auditor contracted to assist him. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye, no nays. The motion carried.

D. Approval of Proposal for Insurance Coverage 6/1/16-5/30/17

The Policy and Personnel Committee recommended purchasing the coverage offered by the Library's current broker, T.A. Cummings. Despite of the need for broader coverage due to the increased value of the building, the total estimated premium of \$9,669 was within the budget allocated. Commercial property and crime coverage, general liability coverage, and the umbrella policy would be provided by Cincinnati Insurance Companies. Cincinnati offered a three-year rate guarantee at the 2014 rate. The Hartford would cover workers' compensation. Payment was made annually in June. Trustee Culcasi moved and Trustee Burton seconded the motion to renew the property insurance policy offered by TA Cummings in an amount not to exceed \$10,000. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

E. Room Use Policy—First Reading

The third draft of the policy had already been addressed during the Policy and Personnel Committee report.

XI. Communications / Correspondence

A thank you note was received from Trustee Burton's wife, Vicki Burton, for flowers sent by the Library during her recent illness.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

A motion was made by Trustee Burton and seconded by Trustee Skibinski to adjourn the meeting at 8:02 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis