

**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**

**November 7, 2016**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

The following trustees answered present: Thomas Burton, Jr., Tom Culcasi, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Trustee Patricia Camalliere was absent. Library Director Sandra Pointon also attended.

**IV. Approval of Minutes**

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to approve the minutes of the regular meeting of October 11, 2016. Voice vote: all ayes, no nays. The motion was passed.

**V. Treasurer's Report**

Treasurer Skibinski reported that remaining accounts at Lemont Bank and Trust were closed November 1<sup>st</sup>, and funds were transferred to MB Financial. Over the next few months, the Director would hold discretionary expenditures, as the Library would be experiencing a revenue shortfall. Refunds of \$66,767.72 were issued against tax collections to settle property tax appeals. There was a motion made by Trustee Hogan 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        |    | 5,344.32   |
| MB Financial Bank         |    |            |
| Operating Pud Loc         |    | 622,577.16 |
| Checking Account          |    | 53,540.66  |
| Bill Pay Account          |    | 22,304.49  |
| Expense Account           |    | 1,381.31   |
| Marquette Bank            |    |            |
| Money Market              |    | 249,784.53 |
| Lemont Bank and Trust     |    |            |
| Expense Account           |    | --         |
| Operating Account         |    | --         |
| <u>Renovation Project</u> |    |            |
| MB Financial Bank         |    |            |
| Renovation Pud Loc        | \$ | 160,814.46 |

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

**VI. Approval of Bills**

Trustee Burton made a motion, which was seconded by Trustee Hogan, to approve payment of bills in the amount of \$36,572.76. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Camalliere was absent; there were no nays. The motion was passed. Trustee Burton made another motion, seconded by Trustee Skibinski, to approve payment of renovation project expenditures in the amount of \$6,924.51. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Camalliere was absent; there were no nays. The motion was passed. Then, there was a motion made by Trustee Hogan and seconded by Trustee Sanders to approve bond payment in the amount of \$209,275.00. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Camalliere was absent; there were no nays. The motion was passed.

**VII. Presentation of Grant Award, Science Kit for Public Libraries. IEEE Chicago Section**

Representing the IEEE Chicago Section Science Kit for Libraries grant program, Norm Phoenix presented the initial portion of the grant award to Manager of Children’s Services Mary Inman. The Institute of Electrical and Electronics Engineers would be funding math and science kits for check-out by kindergarten through 12<sup>th</sup> grade students.

**VIII. Public Participation**

Mary Inman shared that Trick or Treating with ten book characters was attended by 250 patrons. A new STEM-related program for 5- to 8-year-olds, Think Tank Thursdays, filled very quickly.

**IX. Reports**

**A. President**

The President had no report this month.

**B. Library Director**

The Director would address topics from her monthly report as they were broached.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

The Library would launch a new revenue source in early December, when it becomes a Passport Acceptance Facility.

**2. Building and Grounds**

The new book and audio-visual material return boxes had been installed. Some tweaking was still required, but patrons were experiencing no problems in using them. As approved by the Board the previous month, the Building and Grounds Committee, in consultation with the President and Director, contracted Sebert Landscaping to provide snow removal and de-icing services for the winter 2016-2017 season (December through the end of March) in the amount of \$6,560.

**3. Policy and Personnel**

The Committee met on October 27<sup>th</sup> to discuss the new Alcohol Policy. The Village of Lemont would make an exception to the Liquor License Ordinance for the Library. The Committee also reviewed a draft of Resolution No. 2016/2017-01 to comply with the Local Government Travel Expense Control Act.

**4. Planning and Goals**

No report.

**5. Technology**

A new security system and new computers for both the Patron and Children's Services desks were installed. Since television and sound system problems persisted, the remaining amount due to technology provider AVI-SPL would be withheld until the issue is resolved.

**X. Old Business**

**A. Renovation Project Update**

ICT Controls replaced the valves in three original VAV (variable air volume) boxes. The Director would meet with John Eallonardo of Frederick Quinn the next day to reexamine the punch list. Payment of the roofer's retainer would be made once the roof was deemed sound under winter conditions

**B. Approval of Library Audit for July 1, 2015 to June 30, 2016**

A motion was made by trustee Hogan and seconded by Trustee Culasi to approve the annual Library audit for fiscal year 2015-02016. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Camalliere was absent; there were no nays. The motion was passed. The audit would be posted on the Library website and the Cook County Debt Disclosure website and sent to Cook and DuPage counties.

**C. Alcohol Policy, Second Reading**

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi to approve the Library's new Alcohol Policy as submitted. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Camalliere was absent; there were no nays. The motion was passed.

**XI. New Business**

**A. Approval of Library Closing Dates 2016 & 2017**

The proposed closing schedule was amended to include Monday, January 2, 2017, New Year's Day, an observed holiday, in the list and designate December 31, 2016 as an open day (previously the library was to be closed). Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve the schedule as amended. A roll call was taken Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Camalliere was absent; there were no nays. The motion was passed.

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

Action was deferred to the December meeting.

**C. Consideration of Adoption of Annual Tax Levy Ordinance 2016/2017-02**

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to adopt Annual Tax Levy Ordinance 2016/2017-02. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Camalliere was absent; there were no nays. The motion was passed.

**XII. Communications / Correspondence**

The ninth annual drive to benefit Hines Veterans Hospital and the Midwest Shelter for Homeless Veterans had been a resounding success.

Donations of books and other materials would be accepted by the Library mainly to replace damaged items and enhance collections. Any items not incorporated into existing holdings would be used to restock the ongoing book and media sale areas.

**XIII. Executive Session**

There was no need to move into executive session until December, when the Board would be reviewing executive session minutes for release.

**XIV. Adjournment**

A motion was made by Trustee Burton and seconded by Trustee Skibinski 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