

**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**

October 11, 2016

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:05 p.m.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Minutes

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to approve the minutes of the Budget and Appropriation meeting of September 13, 2016. Voice vote: all ayes, no nays. The motion was passed. Trustee Hogan then made a motion, seconded by Trustee Burton, to approve the minutes of the regular meeting of September 13, 2016. Voice vote: all voted aye, none nay. The motion was passed. There was a motion made by Trustee Hogan and seconded by Trustee Camalliere to approve the minutes of the September 18, 2016 executive session. A voice vote was taken: all voted aye, none nay. The motion was passed.

V. Treasurer's Report

Trustee Camalliere made a motion, which was 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		4,986.43
MB Financial Bank		
Operating Pud Loc		744,635.07
Checking		30,231.19
Bill Pay		20,573.52
Expense Account		1,333.91
Marquette Bank		
Money Market		249,746.35
Lemont Bank and Trust		
Expense Account		1,222.31
Operating Account		7,779.85
<u>Renovation Project</u>		
MB Financial Bank		
Renovation Pud Loc		175,731.73

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

VI. Approval of Bills

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi, to approve payment of bills in the amount of \$63,521.01. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan and Kirvelaitis voted aye, Trustees Sanders and Skibinski were absent. There were no nays. The motion was passed.

Trustee Hogan then made a motion, seconded by Trustee Camalliere, to approve the payment of renovation expenses in the amount of \$62,835.60. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan and Kirvelaitis voted aye, Trustees Sanders and Skibinski were absent. There were no nays. The motion was passed.

VII. Presentation of Library Audit for July 1, 2015 to June 30, 2016

Auditor CPA Kenneth Jaszczak distributed copies of the audited financial report. The board would review the statement and approve it at the November meeting. Mr. Jaszczak offered to return at that time to answer questions.

VIII. Public Participation

Patron Services Supervisor Jackie Lakatos reported that 150 new cards were issued during Library Card Sign-Up Month in September, many of them to children. Another 1,100 were replaced with new, more durable cards, featuring the post-renovation Library façade. Most of the new Library records contain the patron's photo.

On behalf of the Library, Mary Inman, Manager of Children's Services, applied for and won the IEEE (Institute of Electrical and Electronics Engineers) Chicago Section's Science Kit Grant for Public Libraries. The \$2,000 grant, called "Worlds of Wonder", would support the development of circulating math and science kit collections. The award would be conferred at the next regular meeting.

IX. Reports

A. President

The President and Policy and Personnel Chairman Camalliere met with the Director to discuss her performance evaluation.

B. Library Director

The winter newsletter would cover programming for January through March, instead of December through February. Most of the past month's activities were highlighted in the Director's written report. The Director would address other matters as they were broached in the agenda.

C. Attorney

The attorney studied the draft of the proposed Alcohol Policy and submitted his comments.

D. Committees

1. Finance

No report.

2. Building and Grounds

IT Manager Fernando Alfonso determined that the current security alarm system, which was original to the building, could not be upgraded. Security consultant Paul Timm

recommended opting for newer, more customizable technology. Tyco offered a radio- and cell-based system which included repairs, updates and IT access. A new alarm panel would cost about \$3,000. The Committee would review the research and make a recommendation to the Library Director.

3. Policy and Personnel

The Committee did not meet this month. It would convene in November to examine the proposed Alcohol Policy.

4. Planning and Goals

No report.

5. Technology

Problems with the scanner and printer had been settled. The Patron Services Department received new computers.

X. Old Business

A. Renovation Project Update

The Director was still waiting for the issue with the flooring in the children's activity room to be resolved. ICT Controls would replace the valves in three original VAV (variable air volume) boxes the following week. The air handler had become very noisy and would have to be checked by the mechanical contractor. A graphic designer was working on plaques to honor renovation sponsors.

XI. New Business

A. Alcohol Policy, First Reading

Due to an amendment to the Liquor Control Act, it recently became legal for Illinois libraries to serve alcoholic beverages during educational and cultural events. The trustees were given a first draft of the new Alcohol Policy. The Village of Lemont would revise its current ordinance prior to issuing a license, and the Library had found reasonably-priced liquor liability insurance.

B. Proposals for Snow Removal Services 2016/2017

Two snow removal and deicing bids were received for the upcoming winter season. The first, from current Library landscaper Sebert, proposed a seasonal contract of \$1,920 for a total snowfall accumulation up to 42 inches between December 2016 and March 2017. The following per-event prices would apply: \$95-\$175 for plowing, \$135 for deicing and \$235-\$390 for sidewalk clearing. No deicing or sidewalk cleaning was included in the contract fee. The previous winter's contractor, Premier Snow and Ice, would charge \$6,950 for a total snowfall accumulation up to 50 inches, including 27 deicing applications, between November 15, 2016 and April 15, 2017. Premier offered these "a la carte" prices: \$119-\$189 for plowing, \$138 for deicing and \$53-\$124 for sidewalk clearing. The Library had been quite satisfied with Sebert Landscaping's services over the summer months, and less so with Premier's over the winter.

Since the first snowfall generally occurred in late November (the earliest measurable snowfall in the area was on October 12, 2006), an earlier contract starting date was desirable. The Director would check with Sebert on the cost of extending the season. A motion was made by Trustee Hogan and seconded by Trustee Camalliere to allow the Building and Grounds Committee, in consultation with the President and Director, to decide upon a snow removal contractor, based on which presented the more advantageous terms. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan and Kirvelaitis voted aye, Trustees Sanders and Skibinski were absent. There were no nays. The motion was passed.

C. Adjustment to Closing Dates 2016

Trustee Hogan made a motion, seconded by Trustee Culcasi, to change a library closed date from Friday, December 23, 2016 to Monday, December 26, 2016. December 26th would be the federally observed Christmas Day, since December 25th fell on a Sunday. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan and Kirvelaitis voted aye, Trustees Sanders and Skibinski were absent. There were no nays. The motion was passed.

XII. Communications / Correspondence

The Director again reminded the Board that the Library's annual drive to benefit Hines Veterans Hospital and the Midwest Shelter for Homeless Veterans would continue through November 12, 2016. The application for the Library to become a Passport Acceptance Facility had been submitted for approval. The Board's next regular meeting would be held on Monday, November 7th, after the 6:45 p.m. Truth-in-Taxation Hearing, because of the general election on Tuesday, November 8th. Early voting was being conducted at the Lemont Township Hall from October 24th through November 7th, instead of at the Library.

XIII. Executive Session

There was no need to move to executive session.

XIV. Adjournment

There was a motion made by Trustee Camalliere and seconded by Trustee Hogan to adjourn the meeting at 8:06 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