

**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**

September 13, 2016

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:02 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, which was seconded by Trustee Skibinski, to approve the minutes of the regular meeting of August 9, 2016. Voice vote: all ayes, no nays. The motion was passed. Trustee Hogan then made a motion, seconded by Trustee Camalliere, to approve the minutes of the executive session of August 9, 2016. Voice vote: all ayes, no nays. The motion was passed.

V. Treasurer's Report

Arrangements for online bill-pay and a debit card account were being made at MB Financial. A motion was made by Trustee Camalliere and seconded by Trustee Burton to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		4,647.17
MB Financial Bank		
Operating Pud Loc		746,565.19
Checking		122,622.76
Bill Pay		14,486.76
Marquette Bank		
Money Market		249,709.41
Lemont Bank and Trust		
Expense Account		755.35
Operating Account		9,829.47
<u>Renovation Project</u>		
MB Financial Bank		
Renovation Pud Loc		204,553.66

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

VI. Approval of Bills

There was a motion made by Trustee Skibinski, which was seconded by Trustee Hogan, to approve payment of bills in the amount of \$45,822.08. Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion was passed. Trustee Hogan then made a motion, seconded by Trustee Culcasi, to approve the payment of renovation expenses in the amount of \$57,162.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion was passed.

VII. Public Participation

There were no public comments.

VIII. Reports

A. President

No report.

B. Library Director

The Director invited the trustees to *PowerPalooza II: The Library Awakens* on September 14th, from 5:00 p.m. to 7:00 p.m. The Star Wars-themed event would serve as a kick-off for Library Card Sign-Up Month. A 360-degree interactive, panoramic virtual tour for Google Indoor Street View would be performed on Friday, September 16th. It would be available to patrons searching Google.com or Google Maps. More details on the past month's activity were contained in the Director's written report.

C. Attorney

The attorney examined the draft of the proposed *Room Use Policy and Fee Schedule* and provided wording suggestions.

D. Committees

1. Finance

No report.

2. Building and Grounds

The Committee met prior to the evening's regular meeting. Additional information on security alarm system updates and landscape enhancements was still required before the Committee could recommend proposals for each.

3. Policy and Personnel

The Committee would be meeting next month to update the policy on safety and security procedures, based on the Library's new configuration and knowledge gained from the upcoming, day-long Staff Development Day on September 30th.

4. Planning and Goals

No report.

5. Technology

Wi-Fi updates had considerably improved download and upload speeds.

IX. Old Business

A. Renovation Project Update

The rubber flooring in the children's activity room began buckling. Once the uneven tiles were removed, workers discovered that moisture was coming through seams in the concrete. The

Director was collaborating with construction manager Frederick Quinn Corporation to determine the source of the moisture and replace the floor. FQC was also expediting the replacement of the HVAC valves, which had been blowing hot air over the summer. The malfunctioning valves necessitated shutting down the boilers, which would have to be reactivated shortly for the cold weather months. The electrical work had been completed, but missing shingles at the northwest corner of the roof were added to the punch list. The Director urged the Board to finalize the *Room Use Policy and Fee Schedule*, as she had received numerous inquiries about using the Event Space and Learning Center, and the new policy had yet to be posted online.

B. Room Use Policy and Fee Schedule—Second Reading

A motion was made by Trustee Burton and seconded by Trustee Sanders to approve the new *Room Use Policy and Fee Schedule*, as submitted. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion was passed.

C. Consideration of Sponsorship, Platinum Level

MB Financial Bank, N.A. had made an unrestricted donation of \$5,000, payable over the next five years at \$1,000 per year. Trustee Culcasi made a motion, seconded by Trustee Skibinski, to accept the gift at the platinum sponsorship level. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion was passed. A recognition name plate would be ordered for Collaboration Studio B and a photo opportunity scheduled.

X. New Business

A. Adoption of Budget and Appropriation Ordinance 2016/2017-01

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi to adopt Budget and Appropriation Ordinance 2016/2017-01. This ordinance grants the Library legal authority to allocate money to specific spending activities. It also establishes the legal spending limit for the fiscal year and serves as the basis for the property tax levy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion was passed.

B. Set Date for Truth-in-Taxation Hearing

The Board decided to hold the hearing on Monday, November 7, 2016 at 6:45 p.m., before the regular Board meeting.

XI. Communications / Correspondence

The Director reminded the Board that the Library's annual drive to benefit Hines Veterans Hospital and the Midwest Shelter for Homeless Veterans would begin on October 1 and run through November 12, 2016. The Library was becoming a Passport Acceptance Facility. Six designated staff members would be taking Acceptance Agent training in the coming weeks.

XII. Executive Session

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

Upon returning from executive session, Trustee Camalliere made a motion, seconded by Trustee Skibinski, to increase the Director's annual compensation to \$91,000, retroactive to the beginning of the fiscal year, July 1, 2016. The Board was taking corrective action because it had approved the amount of \$90,500, based on erroneous calculations, the previous month. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion was passed.

XIII. Adjournment

There was a motion made by Trustee Burton and seconded by Trustee Culcasi to adjourn the meeting at 8:03 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