

**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 LEARNING CENTER
50 EAST WEND STREET, LEMONT, ILLINOIS**

August 8, 2017

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

A motion was made by Trustee Camalliere and seconded by Trustee Culcasi to approve the minutes of the regular meeting of July 11, 2017. Voice vote: all ayes, no nays. The motion passed.

V. Treasurer's Report

Treasurer Skibinski reported that nearly all of the expected fall 2016 tax distribution had been received. The DuPage County collection should arrive in September. The Treasurer and Director were researching alternative investment options and would be presenting them at the next regular meeting. Trustee Camalliere made a motion, 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		15,707.08
MB Financial Bank		
Operating Pud Loc		740,869.81
Checking Account		140,813.65
Bill Pay Account		14,248.09
Expense Account		918.65
Marquette Bank		
Money Market		249,620.07
MB Financial Bank		
Renovation Pud Loc		8,959.49

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 by Trustee Skibinski, seconded by Trustee Camalliere, to approve payment of bills in the amount of \$50,661.68. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

VII. Presentation of Grant Award, Citgo Petroleum, Lemont Refinery

The Library received a \$15,000 grant from CITGO Petroleum to fund *Launch into STEM* (Science, Technology, Engineering & Math). The grant would enable the Library to equip the Teen STEM Lab with technology, including a 3-D printer and a Virtual Reality Learning experience computer. The program would be presented in partnership with CITGO employees with science expertise. Pete Colarelli, Government and Public Affairs Manager in the Midwest Region for CITGO Lemont Refinery participated in the presentation of the commemorative “check” and the unveiling of the specially designed STEM logo.

VIII. Public Participation

Participation in the Library’s summer program had reached record numbers. The trustees viewed a PowerPoint presentation of highlights from *Reading by Design*, prepared by Children’s Services Manager Mary Inman. The total number of minutes read by readers of all ages rose from 89,000+ in the summer of 2016 to over 153,000 this past summer. The Board thanked Miss Inman for her role in the program’s success.

IX. Reports

A. President

No report.

B. Library Director

The Director had submitted her written report and would address other topics as they were broached in the agenda.

C. Attorney

No report.

D. Committees

1. Finance

No report.

2. Building and Grounds

Sealcoating the parking lot had been postponed. It was now scheduled for Thursday, August 10th for the east side of the lot and the morning of Sunday, August 13th for the west.

3. Policy and Personnel

Prior to the regular session, the committee met to discuss the Director’s performance review.

4. Planning and Goals

The Library management team would assemble off-site, at the White Oak Library, on August 11th to develop strategies for meeting Board objectives the 2017-2018 fiscal year. Discussion items would include training goals, staff motivation, the annual Staff Development Day on September 29th and a midyear progress appraisal. The Director

would brief the Board the following month. Trustee Culcasi took the opportunity to praise the staff for its remarkable achievement: providing Library patrons with 83 programs in the month of July alone.

5. Technology

Technology Manager Fernando Alfonso was working on wireless access points and investigating upgrades to the Library servers.

X. Old Business

A. Renovation Project Update

Now that summer programming had come to an end, Vortex would remedy problems with the reinstalled flooring in the Children’s Activity Center in early September. Finance Assistant Janice Kurasz was in the process of reconciling the renovation bank accounts. Approximately \$4,400 remained, which would be allocated to the outdoor furniture purchases.

B. Library Director Review

The Director’s performance evaluation was deferred to executive session.

XI. New Business

A. Tentative Budget and Appropriation Ordinance 2017/2018-01

A draft of the ordinance was distributed to the trustees and would be posted for public review at the Library and on the Library website for 30 days prior to the hearing. The Budget and Appropriation Hearing would be held right before the next regularly scheduled Board meeting, September 12, 2017 at 6:45 p.m.

B. Fine Forgiveness for Veterans Drive, October 1—November 13, 2017

The Library’s Veterans Day program, *Celebrating Our Veterans*, would be held on Saturday, November 11th at 1:00 p.m. Mary Inman arranged for a short musical play, presented by a local middle school theatrical troupe, followed by a performance by the River Valley and Old Quarry Schools band members. Young patrons’ handmade cards, containing donated \$10 gift cards, would be distributed to local veterans.

The Library’s tenth annual drive to benefit Hines Veterans Hospital and the Midwest Shelter for Homeless Veterans would be held between October 1st and November 13th. As in past years, the Lemont-Homer Glen Rotary Club and Ladies Auxiliary of the Lemont VFW Post 5819 would partner with the Library in *Helping Veterans on the Home Front*. For each article donated from request lists, patrons would receive either \$1.00 in fine/fee forgiveness or a \$1.00 coupon off printing/copying/faxing services. A motion was made by Trustee Culcasi and seconded by Trustee Hogan to approve fine forgiveness and a discount on fees for the period of October 1 to November 13, 2017. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

XII. Communications / Correspondence

The public were invited to celebrate Library Card Sign-Up Month at an after-hours Polka-Palooza for adults on September 22nd and at a Saturday Pint-Sized Polka event for kids on September 23rd.

XIII. Executive Session

Trustee Hogan made a motion, seconded by Trustee Skibinski, to move into executive session to discuss personnel. A voice vote was taken: all ayes, no nays. The motion passed.

Upon returning from executive session, there was a motion made by Trustee Skibinski and seconded by Trustee Sanders to increase the Director's salary by three percent (\$2,750), retroactive to July 1, 2017, and award her a \$3,500 bonus. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

XIV. Adjournment

A motion was made by Trustee Burton and seconded by Trustee Sanders to adjourn the meeting at 8:13 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis