

**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**

January 10, 2017

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, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Trustee Christine Hogan was absent. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

There was a motion made by Trustee Burton, seconded by Trustee Culcasi, to approve the minutes of the regular meeting of December 13, 2016. Voice vote: all ayes, no nays. The motion was passed. A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to approve the minutes of the executive session of December 13, 2016. Voice vote: all ayes, no nays. The motion was passed.

V. Treasurer's Report

The Library received a fall 2016 tax distribution of nearly \$9,000 from Cook County. The Library would likely still experience a \$57,000 shortfall due to property tax appeal settlements. There was a motion made by Trustee Culcasi 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	6,839.29
MB Financial Bank	
Operating Pud Loc	168,182.16
Checking Account	136,749.47
Bill Pay Account	11,545.39
Expense Account	1,145.86
Marquette Bank	
Money Market	249,859.67
<u>Renovation Project</u>	
MB Financial Bank	
Renovation Pud Loc	\$ 114,765.32

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

VI. Approval of Bills

A motion was made by Trustee Burton and seconded by Trustee Sanders to approve payment of bills in the amount of \$41,729.84. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed. Trustee

Camalliere made a motion, seconded by Trustee Skibinski, to approve payment of renovation expenses in the amount of \$8,691.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed.

VII. Public Participation

There were no public comments.

VIII. Reports

A. President

Since the Library passed an Alcohol Policy, the President completed online BASSET (Beverage Alcohol Sellers and Servers Education and Training). He recommended that other trustees consider taking the course and obtaining certification before the planned spring fundraiser.

B. Library Director

The Director had only one item to add to her monthly report. Since the previous month, when the Library had become a passport acceptance facility, the staff had processed 49 applications.

C. Attorney

No report.

D. Committees

1. Finance

No report.

2. Building and Grounds

The new book and audio-visual material return boxes were operating well. Some adjustments were required to the heating controls.

3. Policy and Personnel

4. Planning and Goals

No reports.

5. Technology

IT Manager Fernando Alfonso tendered his resignation, effective January 16th. The Director would post the opening to begin vetting candidates for the position. She was contemplating hiring an IT technician for most of the day-to-day responsibilities and contracting a consultant for projects and network/server issues. In the meantime, Mr. Alfonso had agreed to work at the Library on Saturdays to assure a smooth transition.

IX. Old Business

A. Renovation Project Update

The plastic in the ductwork was removed. Payment was being held on a few outstanding issues (light programming, carpet and floor repairs) until they were resolved.

X. New Business

A. Approval of Medical Reimbursement Plan

During the December 2016 meeting, the Board had voted to partially reimburse out-of-pocket medical expenses for employees on the PPO insurance plan, but did not specify an amount. The trustees last voted in May of 2013 to reimburse \$250 of the \$1,500 deductible per participant. There was a motion made by Trustee Skibinski and seconded by Trustee Camalliere to continue offering reimbursement at \$250 per person. A roll call was taken: Trustees Burton, Camalliere,

Culcasi, Kirvelaitis, Sanders and Skibinski voted aye; Trustee Hogan was absent; there were no nays. The motion was passed.

XI. Communications / Correspondence

- A. An Illinois Library Trustee Forum Workshop was taking place on February 18th at the Marriott Oak Brook.
- B. The Lemont Chamber of Commerce invited the Board members to the Annual State of the Village Address on March 9th at Crystal Grand Banquets.

The Director asked trustees to advise her whether they would be participating in either event at their earliest convenience.

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 Sanders to adjourn the meeting at 7:35 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