

**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**

June 13, 2017

I. Call to Order

Vice President Patricia Camalliere called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Minutes

Trustee Culcasi made a motion, seconded by Trustee Hogan, to approve the minutes of the regular meeting of May 11, 2017. Voice vote: all ayes, no nays. The motion passed. A motion was made by Trustee Burton and seconded by Trustee Hogan to approve the minutes of the special meeting on June 1, 2017. Voice vote: all ayes, no nays. The motion passed. There was a motion made by Trustee Hogan, seconded by Trustee Culcasi, to approve the minutes of the executive session of June 1, 2017. Voice vote: all ayes, no nays. The motion passed.

V. Treasurer’s Report

A motion was made by Trustee Burton made a motion and seconded by Trustee Sanders to approve the treasurer’s report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		14,133.75
MB Financial Bank		
Operating Pud Loc		431,718.84
Checking Account		142,984.14
Bill Pay Account		13,909.09
Expense Account		1,461.03
Marquette Bank		
Money Market		249,545.74
Renovation Project		
MB Financial Bank		
Renovation Pud Loc		28,057.20

A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

VI. Approval of Bills

There was a motion made by Trustee Burton and seconded by Trustee Hogan to approve payment of bills in the amount of \$52,791.57. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

VII. Public Participation

No public was present.

VIII. Reports

A. President

No report.

B. Library Director

The Director highlighted parts of her written report. It had already been an incredibly busy summer, with an influx of patrons from school's end. She thanked Trustees Culcasi and Skibinski for helping during the first large June events, including the annual afternoon tea for adults and the family kick-off to the summer reading challenge, *Reading by Design*, which was attended by over 300 people. Staff members represented the Library at the first Lemont Artisan Market at the Lemont Township Community Center. Manager of Patron Services Jackie Lakatos was retiring. An after-hours event would be held to celebrate her 30+ years of dedicated service.

C. Attorney

The attorney was consulted regarding personnel issues.

D. Committees

1. Finance

The Committee met right before the regular meeting. The working budget would be covered under *IX. B. Old Business*.

2. Building and Grounds

The committee had selected some furniture for outdoor seating in the patio area.

3. Policy and Personnel

The Committee met on June 12th to update working budget figures.

4. Planning and Goals

The Committee met to develop the new strategic plan for 7/1/17 through 6/30/18. The new fiscal year's goals were more community-based than cost-based. Implementation of surveys aimed at target groups would help determine how to better serve patrons' needs.

5. Technology

The Committee met on May 24th to review projects completed during the last fiscal year, compile a list of priorities for the next fiscal year, and develop recommendations for the 2017-18 working budget.

IX. Old Business

A. Renovation Project Update

The reinstalled flooring in the children's activity room still required attention. Problems with the occupancy sensors and lighting controls were resolved.

B. Approval of Working Budget Fiscal Year 2017-2018

Because of the projected deficit due to insufficient tax collections, the distributed summary sheet reflected very conservative figures for the next fiscal year. The working budget was still malleable, and if readjustment was required, some capital expenditures could be delayed. Some materials cost cuts could also be made, as the Library was satisfying its patron requests: only three percent had to be fulfilled outside of the Pinnacle Library Consortium. The last of the Library's restructuring costs would be paid by the end of the current fiscal year. Trustee Hogan made a motion, seconded by Trustee Burton, to approve the working budget for fiscal year 2017-2018. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed. The Director would begin preparing the Budget and Appropriation Ordinance.

X. New Business

A. Approval of Cyber Liability Insurance

A motion was made by Trustee Burton and seconded by Trustee Hogan to approve the data breach response policy proposal from the Beazley Group in an amount not to exceed \$1,150. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

B. Approval of Fund Balance Transfers for Fiscal Year 2016-17

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi to approve a journal entry in the fund balance report, transferring \$10,000 from the corporate fund to the equipment and maintenance fund. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

Trustee Hogan made a motion, seconded by Trustee Burton, to approve a journal entry in the fund balance report, transferring \$22,000 from the corporate fund to the retirement (IMRF) fund. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to approve a journal entry in the fund balance report, transferring \$10,000 from the corporate fund to the capital projects fund. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

C. Equipment and Maintenance Ordinance No. 2016/2017-03

There was a motion made by Trustee Skibinski and seconded by Trustee Culcasi to adopt Equipment and Maintenance Ordinance No. 2016/2017-03, declaring the Library District's intention to levy an additional tax of .02 percent of the value of all taxable property for the purchase of equipment and for its maintenance, pursuant to 75 ILCS 16/35-5(b) of the Illinois Public Library District Act. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

D. Board Meeting Date Ordinance No. 2016/2017-04

A motion was made by Trustee Culcasi and seconded by Trustee Skibinski to adopt Board Meeting Date Ordinance No. 2016/2017-04, establishing the Board's regular meeting schedule for the 2017-2018 fiscal year as the second Tuesday of every month at 7:00 p.m. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski—ayes, no nays. Trustee Kirvelaitis was absent. The motion passed.

XI. Communications / Correspondence

The Lemont Park District invited the trustees, senior administrators and their families to its hospitality tent during Lemont's Annual Independence Day Extravaganza on July 3rd, between 6:00 and 8:00 p.m.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

Trustee Burton made a motion, seconded by Trustee Hogan, to adjourn the meeting at 7:56 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis