

**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**

March 14, 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 and Catherine Sanders. Trustee Michaeline Skibinski was absent. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi, to approve the minutes of the regular meeting of February 14, 2017. Voice vote: all ayes, no nays. The motion passed.

V. Treasurer's Report

As of March 13th, the Library had received 86% of the spring 2016 tax collection. Trustee Camalliere asked why tax collections had been falling short of projections. The President requested that the Budget Committee expound upon the reasons for the lower tax distributions at next month's meeting. The Director added that the Library might yet benefit from some impact fees, but projections for future growth would probably continue to be flat due to the anticipated Illinois tax freeze, as well as the Library District's loss of territory to the Village of Palos Park, which annexed a portion of Lemont Township land. Trustee Hogan made a motion, 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		9,273.29
MB Financial Bank		
Operating Pud Loc		694,391.52
Checking Account		124,892.12
Bill Pay Account		14,074.00
Expense Account		1,307.35
Marquette Bank		
Money Market		249,932.38
Renovation Project		
MB Financial Bank		
Renovation Pud Loc		60,897.81

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

VI. Approval of Bills

There was a motion made by Trustee Culcasi and seconded by Trustee Burton to approve payment of bills in the amount of \$43,739.25. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, no nays, Trustee Skibinski—absent. The motion passed.

VII. Public Participation

There were no comments from the public.

VIII. Reports

A. President

No report.

B. Library Director

The Director supplemented her monthly written report:

- The Library was still looking for a suitable candidate to fill the position of part-time IT Manager.
- The Library planned an open house on March 19th for its W.O.W. (Worlds of Wonders) science kits. The kits, available for kids to check out, were purchased through a grant from the IEEE Chicago Section of Engineers.

C. Attorney

Payment was still being held for the renovation roofing contractors, until construction manager FQC (Frederick Quinn Corporation) received final paperwork, including the roofing materials warranty.

D. Committees

1. Finance

No report.

2. Building and Grounds

The committee recommended accepting Sebert Landscape Management's (Bolingbrook) proposal for the season commencing April 1 and ending November 15, 2017. The Library was satisfied with Sebert's services the previous year, and the firm's prices had increased only slightly since 2016. A motion was made by Trustee Burton and seconded by Trustee Hogan to contract Sebert for landscaping services contract in the amount of \$4,408. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, no nays, Trustee Skibinski—absent. The motion passed.

3. Policy and Personnel

The Committee finalized updates to the Circulation Policy on March 2nd. Fees were brought into alignment with those at other libraries. The Committee also responded to a new law on sick leave (Illinois Employee Sick Leave Act PA 099-0841) with revisions to Personnel Policy. The law requires employers who do provide sick leave to allow employees to use that leave time not only for their own personal medical needs but also for absences resulting from the illness, injury or medical appointments of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Chairman Camalliere would wait for the whole committee to review other policy changes.

4. Planning and Goals

5. Technology

No reports.

IX. Old Business

A. Renovation Project Update

A mock-up of the donors' wall, including plaques and lettering, was presented. The past donor plaque had been retrieved from the printer. All of the trustees from the Library's inception would also be recognized for their service in a future plaque.

B. Updates to Circulation Policy—Second Reading

Trustee Camalliere made a motion, seconded by Trustee Hogan, to approve the revised Circulation Policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, no nays, Trustee Skibinski—absent. The motion passed.

C. Updates to Personnel Policy—Family Sick Leave—Second Reading

A motion was made by Trustee Culcasi and seconded by Trustee Camalliere to approve revisions to the Personnel Policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, no nays, Trustee Skibinski—absent. The motion passed.

X. New Business

A. Landscaping Services Contract

The contract was approved during agenda *item VIII. D. 2. Building and Grounds Committee Report*.

XI. Communications / Correspondence

A. The Library would be celebrating the first anniversary of its renovation with *Murder at the Stratford Castle* on Saturday, May 6th at 6:30 p.m. Admission to the adult after-hours murder mystery event had to be purchased in advance. Tickets were \$25, available for purchase online or at the Library.

B. The Lemont-Homer Glen Rotary was holding a wine-tasting event to benefit Lemont High School Scholarships on April 6th, from 7:00 to 9:00 p.m. Tickets were \$30 and available for purchase at the Library.

C. Early voting for the April 4, 2017 Consolidated General Election would be conducted at the Lemont Township Hall from March 20 through April 3, 2017.

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 Skibinski to adjourn the meeting at 7:46 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis