

**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**

May 11, 2017

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:04 p.m.

II. Pledge of Allegiance

III. Swearing in of Elected Trustees

President Vytenis Kirvelaitis administered the oath of office to recently re-elected trustees Patricia Camalliere, Christine Hogan and Michaeline Skibinski.

IV. 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.

V. Approval of Minutes

Trustee Hogan made a motion, seconded by Trustee Culcasi, to approve the minutes of the regular meeting of April 11, 2017. Voice vote: all ayes, no nays. The motion passed.

VI. Treasurer's Report

A motion was made by Trustee Hogan made a motion and seconded by Trustee Camalliere to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		12,961.37
MB Financial Bank		
Operating Pud Loc		622,386.94
Checking Account		57,102.96
Bill Pay Account		12,912.28
Expense Account		1,250.84
Marquette Bank		
Money Market		249,507.57
Renovation Project		
MB Financial Bank		
Renovation Pud Loc		31,464.97

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

VII. Approval of Bills

There was a motion made by Trustee Burton and seconded by Trustee Skibinski to approve payment of bills in the amount of \$40,986.99. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. There were no nays. The motion passed.

A motion was made by Trustee Hogan and seconded by Trustee Burton to approve payment of renovation bills in the amount of \$26,777.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion passed.

Trustee Culcasi made a motion, seconded by Trustee Skibinski, to approve bond payment in the amount of \$51,175.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye. There were no nays. The motion passed.

VIII. Public Participation

The President thanked Casey Waitkus-Radecki for her family's silver-level sponsorship of the teen study room. The donation was made in loving memory of her parents, Adolph J. Waitkus, Sr. and Ann Pilipauskas Waitkus. Ms. Waitkus-Radecki would be presented with a copy of the commemorative plaque, which would be installed on Study Room C.

IX. Reports

A. President

No report.

B. Library Director

The Director highlighted items in her monthly written report:

1. The Friends of the Library donated \$325 to the teen and adult summer reading programs, \$500 to the children's summer reading program, and a bronze-level gift in memory of deceased member Regina Fain.
2. The adult area carpet would be cleaned after hours on May 11th, with other much-used areas to follow in June.
3. The replacement of landscape plants under warranty, which had not survived the winter, had been postponed due to inclement weather.
4. The Building and Grounds Committee had approved a proposal for seal coating and restriping the parking lot, submitted by Ken Wilson Paving & Seal Coating, in the amount of \$3,100. Work would be completed over the Independence Day holiday.

C. Attorney

No report.

D. Committees

1. Finance

Treasurer Skibinski reported that the committee had met on May 5, 2017 to review recommendations for the fiscal year 2017-2018 working budget. The Library projected a \$90,000 deficit for the upcoming fiscal year due to insufficient tax revenues, the Library's legal responsibility for property tax refunds from previous years' collections, a shortfall in impact fees, and the lack of capital gifts. A special meeting would be called in early June to discuss property insurance coverage.

2. Building and Grounds

The committee convened on April 25, 2017. Considering the predicted budget shortfall,

planned exterior improvements would be scaled back and focus shifted to the patio and front entryway. Landscaping, exterior enhancements and other nonessential projects would be phased in over the next two or three years. Upkeep of the new facilities and infrastructure, including the purchase of building maintenance software, would be the priority. An amount was also budgeted to replace the aging VAV boxes.

3. Policy and Personnel

No report.

4. Planning and Goals

Chairman Sanders reported that the new strategic plan was about ninety percent complete. She distributed a draft for 7/1/17 through 6/30/18. The President suggested conducting a community survey for targeted feedback on specific issues in one or two years.

5. Technology

No report.

X. Old Business

A. Renovation Project Update

Vortex Flooring remedied the bubbling of the floor in the children's activity room. Coleman Roofing submitted the warranty documentation required for release of final payment. Linear Electric corrected problems with the occupancy sensors and worked on lighting controls. The Director intended to close out the renovation fund by the end of the current fiscal year.

B. Working Budget Fiscal Year 2017-2018

Due to the predicted budget shortfall, the Library was developing its working budget cautiously, based on actual tax collections and with no expectation of a tax increase. The Library would have to spend some of its reserves but, fortunately, the fund balances are higher than in the past.

XI. New Business

A. Election of Officers

Trustee Burton made a motion, seconded by Trustee Skibinski, to nominate Trustee Kirvelaitis to the position of President of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Kirvelaitis was duly elected President.

Trustee Hogan made a motion, seconded by Trustee Sanders, to nominate Trustee Camalliere to the position of Vice President of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Camalliere was duly elected Vice President.

Trustee Skibinski made a motion, seconded by Trustee Culcasi, to nominate Trustee Hogan to the position of Secretary of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Hogan was duly elected Secretary.

Trustee Camalliere made a motion, seconded by Trustee Burton, to nominate Trustee Skibinski to the position of Treasurer of the Board of Trustees. There were no other candidates. Nominations were closed, and Trustee Skibinski was duly elected Treasurer.

B. Board Committees

The trustees were assigned to Board committees as follows:

Finance	Michaeline Skibinski	Chairperson
	Thomas Burton, Jr.	Member
	Christine Hogan	Member
Building and Grounds	Thomas Burton, Jr.	Chairperson
	Tom Culcasi	Member
	Catherine Sanders	Member
Policy and Personnel	Patricia Camalliere	Chairperson
	Christine Hogan	Member
	Michaeline Skibinski	Member
Planning and Goals	Catherine Sanders	Chairperson
	Patricia Camalliere	Member
	Tom Culcasi	Member
Technology	Christine Hogan	Chairperson
	Catherine Sanders	Member
	Michaeline Skibinski	Member

The Board President and the Library Director serve as ex-officio members of all Board Committees.

C. Non-Resident Fee Resolution No. 2016/2017-02

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to adopt Non-Resident Fee Resolution No. 2016/2017-02, establishing an annual fee of \$191 for a non-resident library card, calculated according to the General Mathematical Formula prescribed in Section 3050.60 of the Illinois Administrative Code. The fee applied only to those taxpayers not currently paying taxes to another library district. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion carried.

D. Prevailing Wage Resolution No. 2016/2017-03

A motion was made by Trustee Hogan and seconded by Trustee Skibinski to adopt Prevailing Wage Resolution No. 2016/2017-03, whereby contractors employed by the Library certify that they pay their employees or sub-contractors the prevailing wage as published by the Illinois Department of Labor. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski —ayes, no nays. The motion carried.

E. Proposal for Audit Services for Fiscal Year 2016-2017

Proposals were solicited from two accounting firms.

1. Brian Zabel & Associates, PC submitted a bid for a three-year contract: \$4,750 for the 2016-2017 fiscal year, with increases of \$50 per year for the next two years.
2. Lauterbach & Amen, LLP proposed a two-year contract: \$3,900 for the 2016-2017 fiscal year and \$4,015 for the 2017-2018 fiscal year.

Trustee Skibinski made a motion, seconded by Trustee Culcasi, to contract Lauterbach & Amen, LLP for a period of two years, with an option to renew. A roll call was taken: Trustees Burton,

Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski voted aye; there were no nays. The motion carried.

F. Approval of Proposal for Insurance Coverage 6/1/17-5/30/18

Discussion of insurance coverage proposals was deferred to a special meeting, which would be called at the beginning of June.

XII. Communications / Correspondence

- A. Children's Services Manager Mary Inman sent the Board a thank you note for condolences and flowers received on the death of her father. IT Manager Fernando Alfonso thanked the Board for congratulatory flowers sent upon the birth of his son.
- B. Maintenance assistant Walter Oprzedek was recovering after a hospital stay. Don Betley was filling in for him.
- C. An article on the very successful *A Night at the Library: An Adult After-Hours Murder Mystery*, held on May 6th, would appear in the Lemont Suburban Life in an upcoming issue.

XIII. Executive Session

There was no need to move into executive session.

XIV. Adjournment

A motion was made by Trustee Burton and seconded by Trustee Culcasi to adjourn the meeting at 8:11 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis