

**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**

**November 14, 2017**

**I. Call to Order**

President Vytenis Kirvelaitis called the meeting to order at 7:00 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**

Trustee Burton made a motion, seconded by Trustee Skibinski, to approve the minutes of the regular meeting of October 10, 2017 as submitted. A voice vote was taken: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

There was a motion made by Trustee Culcasi 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		19,023.21
MB Financial Bank		
Interest Bearing (formerly Pud Loc)		707,399.18
Operating Account (formerly Checking)		60,789.02
Expense Account		1,213.98
Lemont Bank and Trust		
Certificate of Deposit		250,000.00

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

**VI. Approval of Bills**

A motion was made by Trustee Camalliere and seconded by Trustee Burton to approve payment of bills in the amount of \$39,776.44. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed. Trustee Skibinski then made a motion, which was seconded by Trustee Culcasi, to approve bond payment in the amount of \$211,175.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

**VII. Presentation of Annual Financial Report, Fiscal Year 2016-2017, Lauterbach & Amen, LLP.**

Sean Hickey of Lauterbach & Amen distributed copies of the audited financial report for fiscal year 2016-2017. The independent auditor's report gave the Library an unmodified opinion, which is the highest rating. Trustee Culcasi asked how the Lemont compared with other area libraries which the auditors serve. Mr. Hickey said that they were comparable and offered to provide a comparison report. He would have to check if there was an additional fee. The trustees would review the document and vote on it during the December meeting. The Finance Committee would review the firm's recommendations in the management letter and present them for adoption. Mr. Hickey encouraged the Board members to contact him with any questions.

**VIII. Public Participation**

There were no public comments.

**IX. Reports**

**A. President**

No report.

**B. Library Director**

The Director highlighted and added to her written report:

1. The 10<sup>th</sup> Annual Veterans Drive was a success, thanks to the generous contributions of patrons and the Rotary Club of Lemont-Homer Glen. Students from Old Quarry Middle School and River Valley Elementary School participated in the Veterans Day program.
2. The Library was holding a winter coat drive through November 30<sup>th</sup>. Men's coats, size large or larger, were most needed.
3. The STEM Educator Open House would be held on November 15<sup>th</sup>.
4. Trustee Culcasi was working on securing another library sponsorship.
5. The Director was planning a staff holiday party at the Library, after hours. Trustee Camalliere made a motion, seconded by Trustee Burton to approve funding for the holiday party for an amount not to exceed \$1,000. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.
6. The Library was grateful for the recent bronze sponsorship donation from long-time patrons Jim and Pat McElligott.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

No report.

**2. Building and Grounds**

There was a recurring leak from the roof over the Children's area. A local roofing company, which was called in for a temporary fix, took photographs of the problematic section of the new roof. The contractor, Coleman Roofing, Inc., had not responded to repeated phone calls to address the leaking issue. Coleman visited the Library on a day the Director was attending off-site meetings and left without advising staff if any inspection or repairs had been done. Director voiced the Committee's concerns to the contractor in writing and sent the letter by certified mail. She would also approach Jack

Hayes and John Eallonardo of Frederick Quinn Corporation, the renovation construction managers, to seek assistance in resolving roofing issues.

**3. Policy and Personnel**

The Committee would meet within the month to review 2018 insurance options for its full-time employees. A new “blended” PPO option may be offered as an alternative to the traditional HMO and PPO plans. There was an across-the-board 11% rate increase. The policy with Blue Cross Blue Shield was up for renewal in January. Employees would be advised of their choices after the Committee makes its recommendations at the regular December meeting.

**4. Planning and Goals**

No report.

**5. Technology**

The Library bought three new Acer Chromebooks for staff training and program development. One-to-one Chromebook implementation at the local middle and high schools hastened the acquisition.

**X. Old Business**

No report.

**XI. New Business**

**A. Approval of Library Closing Dates for 2018**

The proposed closing schedule included seven paid holidays, three closed days and two early closure days. A date for the annual Staff Development Day would be chosen later. Trustee Camalliere made a motion, seconded by Trustee Skibinski, to approve the 2018 Library Closing Schedule. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

**B. Consideration of Adoption of Annual Tax Levy Ordinance 2017/2018-02**

There was a motion made by Trustee Camalliere and seconded by Trustee Skibinski to adopt Annual Tax Levy Ordinance 2017/2018-02. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

**XII. Communications / Correspondence**

The trustees were invited to a Local Legislators Meet & Greet with Senator John F. Curran and House Republican Leader Jim Durkin on December 4<sup>th</sup>, 6:00 to 7:30 p.m. at Gelsosomo’s Pizzeria.

**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 Skibinski, to adjourn the meeting at 8:16 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,  
Ramona Stephens-Zemaitis