

**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**

**October 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., Tom Culcasi, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Trustee Patricia Camalliere was absent. Library Director Sandra Pointon also attended.

**IV. Approval of Minutes**

A motion was made by Trustee Skibinski and seconded by Trustee Culcasi, to approve the minutes of the regular meeting of September 12, 2017 with one correction: the words "MB Financial" in the first line of item X.C. should be replaced with "Marquette Bank". Voice vote: all ayes, no nays. The motion passed. Trustee Sanders then made a motion, seconded by Trustee Burton to approve the minutes of the Budget and Appropriation Hearing of September 12, 2017. A voice vote was taken: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

There was a motion made by Trustee Hogan, seconded by Trustee Culcasi, to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		17,198.84
MB Financial Bank		
Operating Pud Loc		687,611.02
Checking Account		134,793.72
Bill Pay Account		17,235.64
Expense Account		1,399.78
Lemont Bank and Trust		
Certificate of Deposit		250,000.00
MB Financial Bank--	Renovation Pud Loc	4,445.51

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

**VI. Approval of Bills**

Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve payment of bills in the amount

of \$39,335.17. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Camalliere—absent, no nays. The motion passed.

**VII. Public Participation**

There were no public comments.

**VIII. Reports**

**A. President**

No report.

**B. Library Director**

The Director added to her written report:

1. Over 500 patrons came to the Monster Used Book Sale on October 7, 2017 to purchase over \$1,100-worth of gently used print and audio materials. The Director thanked retired bookkeeper Joyce Koon for volunteering to assist Library staff in preparing for and conducting the sale. Remaining volumes were donated to a local women's shelter.
2. Employees received valuable training during the annual Staff Development Day on September 29<sup>th</sup>.
3. The Polka-palooza fundraiser on September 22<sup>nd</sup> was well-attended. The \$450 in proceeds would help balance Library programming costs.
4. The Rotary Club of Lemont-Homer Glen held a craft beer tasting on October 5<sup>th</sup>. \$3,000 was donated to a scholarship fund and toward flood relief efforts in Puerto Rico.
5. The next Library newsletter would cover programming and events January through March 2018.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

Auditors Lauterbach and Amen would present their financial report in November.

**2. Building and Grounds**

The Director would approach the original contractor about a drip in the Children's area.

**3. Policy and Personnel**

No report.

**4. Planning and Goals**

The staff had made considerable headway on the Library's goals for this year. A number of staff training sessions were completed; preparations for the launch of the STEM program were in progress; and the business open house on September 28<sup>th</sup> had been successful. Volunteer committees representing various age groups were being developed. Teens were involved in Book Buddies and children's summer programming. The Library was discussing ways to increase senior and millennial involvement. A community survey was planned to generate criteria and statistical data.

**5. Technology**

Two additional WIFI access points were installed: one in the adult area to improve access and one in the basement for inventory purposes. An additional camera would be

installed to cover the Teen area. Furniture would be moved from the area to make room for STEM Lab equipment.

**IX. Old Business**

No report.

**X. New Business**

**A. Selection of Snow Removal Service, 2017/2018**

A motion was made by Trustee Skibinski and seconded by Trustee Burton to sign a one-year contract for snow removal and ice management services with Sebert Landscaping for an amount not to exceed \$6,560, plus applicable weather-dependent charges. The contract with seasonal cap of 42 inches included snow plowing, sidewalk shoveling, and sidewalk and lot de-icing for the season starting on December 1, 2017 and ending on March 31, 2018. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Camalliere—absent, no nays. The motion passed.

**B. Proposal for Emergency Signal Box**

There was a motion made by Trustee Hogan, seconded by Trustee Culcasi, to approve the purchase of push-button emergency signal station equipment in an amount not to exceed \$1,200 from Federal Signal Safety and Security Systems. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Camalliere—absent, no nays. The motion passed. The IT Manager would perform the installation.

**XI. Communications / Correspondence**

There were no letters or messages to share.

**XII. Executive Session**

There was no need to move into executive session.

**XIII. Adjournment**

Trustee Burton made a motion, seconded by Trustee Skibinski, to adjourn the meeting at 7:41 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis