

**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**

September 12, 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 August 8, 2017. Voice vote: all ayes, no nays. The motion passed. A motion was then made by Trustee Camalliere and seconded by Trustee Culcasi to approve the minutes of the executive session of August, 8, 2017. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

Treasurer Skibinski reported that the fall 2016 tax distribution had exceeded projections, but this was offset by more \$11,000 in refunds for tax collections 2009-2016. There was a motion made by Trustee Sanders, seconded by Trustee Burton, to approve the treasurer's report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		16,568.12
MB Financial Bank		
Operating Pud Loc		867,509.77
Checking Account		31,904.26
Bill Pay Account		15,291.68
Expense Account		1,846.65
Marquette Bank		
Money Market		249,658.23
MB Financial Bank		
Renovation Pud Loc		8,960.63

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

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

of \$52,605.38. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

A motion was made by Trustee Burton and seconded by Trustee Sanders to approve renovation project payables in the amount of \$8,960.63. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed, and the renovation public unit of deposit letter of credit (pud loc) account would be zeroed out and closed after consultation with the auditors.

VII. Public Participation

There were no comments from the public.

VIII. Reports

A. President

The President and Policy and Personnel Chairman Camalliere met with the Director earlier to review her performance evaluation.

B. Library Director

The Director had submitted her written report and would address other subjects as they were introduced during the meeting.

C. Attorney

No report.

D. Committees

1. Finance

No report.

2. Building and Grounds

The parking lot sealcoating was completed. Vortex repaired the flooring in the Children's Activity Center. The Director would seek bids for snow removal for the 2017-2018 winter season. Bench cleaning and the removal of a dead tree would be postponed until spring.

3. Policy and Personnel

The Committee would have to incorporate recent amendments to the Illinois Local Library Act into the Policy Manual. For example, one of the recent changes raises the amount after which libraries are required to complete a formal bid process to \$25,000 from \$20,000. Another revision allows library boards to authorize the placement of an advisory question concerning library operations on a ballot.

4. Planning and Goals

The Library management team met on August 11th to create the agenda for Staff Development Day on September 29th and review Board goals for the new fiscal year. The Director submitted the team's action plan, with substantive ways to accomplish the Committee's objectives, to Chairman Sanders.

5. Technology

Library servers were updated. Additional cameras and other security precautions were being installed.

IX. Old Business

A. Renovation Project Update

Discussed under *VIII Reports, D. Committees, 2. Buildings and Grounds.*

X. New Business

A. Adoption of Budget and Appropriation Ordinance 2017/2018-01

There was a motion made by Trustee Culcasi and seconded by Trustee Skibinski to adopt Budget and Appropriation Ordinance 2017/2018-01. This ordinance grants the Library legal authority to allocate money to specific spending activities. It also establishes the legal spending limit for the fiscal year and serves as the basis for the property tax levy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

B. Set Date for Truth in Taxation Hearing

The Truth in Taxation Hearing would be held right before the next regularly scheduled Board meeting, November 14, 2017 at 6:45 p.m.

C. Authorization for Certificate of Deposit Account

Nearly \$250,000 in Library funds were deposited in a money market account at Marquette Bank, earning .180%. The Treasurer recommended purchasing certificates of deposit at Lemont Bank and Trust instead. The 12-month CD paid 1.00% interest, and the 18-month CD offered a 1.25% interest rate. Trustee Culcasi made a motion, which was seconded by Trustee Camalliere, to allow the Treasurer, in consultation with the President and the Director, to invest up to \$250,000 at Lemont Bank and Trust. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

XI. Communications / Correspondence

A. The Director reminded everyone to register online for *Polka-Palooza!* event, September 22nd, 6:00-8:00 p.m.

B. The Library was hosting a Business Open House on September 28th, 5:00-8:00 p.m.

C. The Library would be closed on September 29th for Staff Development Day.

Trustee Hogan arrived at the meeting.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

A motion was made by Trustee Hogan and seconded by Trustee Camalliere to adjourn the meeting at 7:37 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis