

**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**

December 12, 2017

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 7:07 p.m.

II. Pledge of Allegiance

III. Roll Call

The following trustees answered present: Thomas Burton, Jr., Tom Culcasi, Christine Hogan, Vytenis Kirvelaitis and Catherine Sanders. Trustees Patricia Camalliere and Michaeline Skibinski were absent. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to approve the minutes of the Truth-in-Taxation meeting of November 14, 2017 as submitted. A voice vote was taken: all ayes, no nays. The motion passed. Trustee Hogan then made a motion, seconded by Trustee Burton to approve the minutes of the regular meeting of November 14, 2017. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

With only \$1.08 remaining, the renovation account was officially closed on November 30th. There was a motion made by Trustee Hogan and 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		19,862.51
MB Financial Bank		
Interest Bearing (formerly Pud Loc)		456,075.70
Operating Account (formerly Checking)		24,865.84
Expense Account		1,156.90
Lemont Bank and Trust		
Certificate of Deposit		250,000.00

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

VI. Approval of Bills

Trustee Hogan made the motion, which was seconded by Trustee Culcasi, to approve payment of bills in the amount of \$50,860.65. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. The motion passed.

VII. Public Participation

There were no public comments.

VIII. Reports**A. President**

The President and Director spoke to Library attorney Eric Hanson about issues regarding Coleman Roofing, Inc., the renovation roofing contractor. Mr. Hanson would follow up with the company's attorney.

B. Library Director

The Director would address topics as they were brought up on the agenda.

C. Attorney

No report.

D. Committees**1. Finance**

No report.

2. Building and Grounds

Trustee Culcasi and Director Pointon would present a grant proposal to the Lemont Junior Woman's Club the transformation of the Children's patio into an outdoor learning center.

3. Policy and Personnel

The Committee met on November 20th to review employee health insurance options for 2018. The Committee recommended offering a choice of three plans, as well as revisions to cost sharing.

4. Planning and Goals

No report.

5. Technology

The Library was working with the IT manager from Lemont High School to improve Chromebook connectivity on Library premises. Old Quarry Middle School would launch its Chromebook program in January.

IX. Old Business

No report.

X. New Business**A. Consideration of Adoption of Ordinance No. 2017/2018-03--Adopting a Policy Prohibiting Sexual Harassment**

Trustee Burton made a motion, seconded by Trustee Hogan, to adopt Ordinance No. 2017/2018-03, a policy prohibiting sexual harassment. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. The motion passed.

B. Consideration of Adoption of Policy Prohibiting Sexual Harassment

There was a motion made by Trustee Burton and seconded by Trustee Hogan to adopt a policy prohibiting sexual harassment. The policy included procedures for reporting an incident and consequences for violating the prohibition. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

C. Health Insurance Renewal Options for 2018

A motion was made by Trustee Culcasi and seconded by Trustee Sanders to approve three health insurance options for employees: traditional HMO and PPO, as well as a new “blended” or hybrid Blue Choice PPO. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. The motion passed.

Insurance rates had increased 11% over the past year. The Policy and Personnel Committee recommended that the Library pay 90% of the cost for the two lower-priced plans, the HMO and the Blue Choice PPO, while employees contribute the remaining 10%. Since the traditional PPO was far more expensive, employees enrolled in the PPO would be responsible for the difference between the PPO and the HMO or Blue Choice plans, along with 10% of the overall cost. There was a motion made by Trustee Culcasi and seconded by Trustee Burton to approve the new cost sharing proposal, ensuring that the Library stayed within the \$52,000 personnel insurance budget. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. The motion passed.

D. Illinois Per Capita Grant Requirements for Fiscal Year 2018

Before an application could be submitted for the Illinois Public Library Per Capita and Equalization Grant, the trustees were required to read Chapters 1-5 of the “Trustee Facts File” (4th edition), become acquainted with services offered by the Illinois State Library Literacy program and complete an online educational course, focusing on safety in the Library. The Director would send the trustees pdf documents and webinar links, then conduct a review during the first meeting of 2018.

E. Approval of Annual Financial Report, Fiscal Year Ended June 30, 2017

Trustee Sanders made a motion, seconded by Trustee Culcasi, to approve the Library’s annual financial report for the fiscal year ending on June 30, 2017. A roll call was taken: Trustees Burton, Culcasi, Hogan, Kirvelaitis and Sanders—ayes, Trustees Camalliere and Skibinski—absent, no nays. The motion passed.

XI. Communications / Correspondence

Trustees Burton, Culcasi and Sanders participated in the Local Legislators Meet & Greet on December 4th. The Director attended a Lemont administrators meeting on December 11th.

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 Culcasi, to adjourn the meeting at 7:55 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis