

**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**

February 13, 2018

I. Call to Order

Secretary Christine Hogan called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Minutes

There was a correction made to the date of the State of the Village, as given in the previous month's minutes: it would be held on March 7th. Trustee Culcasi made a motion, seconded by Trustee Sanders, to approve the minutes of the regular meeting of January 9, 2018, as corrected. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

A motion was made by Trustee Sanders and 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 | | 21,978.79 |
| MB Financial Bank | | |
| Interest Bearing (formerly Pud Loc) | | 347,130.11 |
| Operating Account (formerly Checking) | | 25,000.00 |
| Expense Account | | 1,030.47 |
| Lemont Bank and Trust | | |
| Certificate of Deposit | | 250,000.00 |

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

VI. Approval of Bills

There was a motion made by Trustee Skibinski and seconded by Trustee Sanders to approve payment of bills in the amount of \$36,850.29. A roll call was taken: Trustees Culcasi, Hogan, Sanders and Skibinski—ayes, Trustees Burton, Camalliere and Kirvelaitis—absent, no nays. The motion passed. Trustee Skibinski made a motion, seconded by Trustee Culcasi, to approve payment of annual bond administration fees in the amount of \$475.00. A roll call was taken: Trustees Culcasi, Hogan, Sanders and Skibinski—ayes, Trustees Burton, Camalliere and Kirvelaitis—absent, no nays. The motion passed.

VII. Public Participation

There were no public comments.

VIII. Reports

A. President

No report.

B. Library Director

No report.

C. Attorney

Director Pointon consulted with the Library attorney regarding the ongoing issue with the leaking roof, which had been replaced during the renovation. The Library was waiting for a second third-party evaluation of the roof construction.

D. Committees

1. Finance

2. Building and Grounds

3. Policy and Personnel

4. Planning and Goals

No reports.

5. Technology

A new Windows 2012 R2 server would have to be purchased to meet the requirements of the recently updated Sage accounting software. The PC Reservations systems was not supported by Chromebooks, so laptops would be acquired instead.

IX. Old Business

There was no old business from the previous month to discuss.

X. New Business

A. Fund Balance Transfer Policy--First Reading

The Finance Committee reviewed a draft of the new Fund Balance/Net Assets Policy, which incorporated suggestions proposed by the Library's auditor, Lauterbach & Amen.

B. Approval to Spend Policy--First Reading

A first draft of the revised Authority to Spend Policy was shared. New thresholds were proposed on the amounts the Director was allowed to spend with and without Board approval and the amount the District could spend before a formal bid process was required (per Illinois statute).

C. Proposal for Landscaping Services

The cost for eight months of landscaping had increased by 10 percent from the previous year. Sebert Landscaping proposed a season contract at \$4,848, or \$606 in monthly installments. When the Director expressed surprise at the rate of increase, the representative offered to reduce the rate to 5 percent, but first had to confirm with his manager. Mulching costs were deemed excessive and were not included in the contract. The Library would look into either hiring a different contractor to provide this service or perhaps even solicit volunteers to help spread the mulch. A motion was made by Trustee Culcasi and seconded by Trustee Skibinski to accept Sebert's contract with the stipulation that the eight monthly installments not exceed

\$580 each. A roll call was taken: Trustees Culcasi, Hogan, Sanders and Skibinski—ayes, Trustees Burton, Camalliere and Kirvelaitis—absent, no nays. The motion passed.

XI. Communications / Correspondence

The Director shared the invitation to Lemont Mayor Egofske’s first State of the Village Address, which would take place on March 7th, 11 a.m. at Crystal Grand Banquets. Trustees were asked to RSVP before February 26th.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

A motion was made by Trustee Culcasi and seconded by Trustee Skibinski, to adjourn the meeting at 7:35 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,
Ramona Stephens-Zemaitis