

**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**

March 13, 2018

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, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve the minutes of the regular meeting of February 13, 2018, as submitted. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

There was a motion was made by Trustee Hogan 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 | 22,973.47 |
| MB Financial Bank | |
| Interest Bearing (formerly Pud Loc) | 900,275.98 |
| Operating Account (formerly Checking) | 25,358.75 |
| Expense Account | 1,288.50 |
| Lemont Bank and Trust | |
| Certificate of Deposit | 250,000.00 |

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

VI. Approval of Bills

A motion made by Trustee Burton, seconded by Trustee Hogan, to approve payment of bills in the amount of \$29,359.04. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

VII. Public Participation

Community Relations Coordinator Christine Suddreth of the PLOWS Council on Aging. PLOWS works in Palos, Lemont, Orland, and Worth Townships, providing free services which improve the quality of life

of persons 60 years of age and older. Services includes in-home care, home-delivered meals, well-being checks, patient visits, roommate matching, food stamps, bus passes, assistance with completing applications for Medicare subsidies, and adult protective services. PLOWS would like the Library to help maintain the Council's presence in the community and promote its work with other municipal entities. PLOWS would like to extend its reach to assure that all seniors in need are well cared for. The Council offered to conduct senior and caregiver education and partner with the Library on talks and presentations. The Board and Director were very receptive to spreading the word about PLOWS services and cooperating on programming. Director Pointon will be attending their presentation at Moraine Valley Community College on April 19.

VIII. Reports

A. President

The President welcomed back Trustee Patricia Camalliere, who had been absent due to illness.

B. Library Director

The Director highlighted her written report. She added that the date for the "Mission Accomplished" event, which would recognize students participating in the STEM series, was changed from May 23rd to May 8th, from 5:00 – 6:60 p.m., because of a conflict with the middle school graduation.

C. Attorney

No report.

D. Committees

1. Finance

No report.

2. Building and Grounds

See X.B. *Proposal for Roof Inspection.*

3. Policy and Personnel

Manager of Children's Services Mary Inman would be taking a medical leave of absence. Additional action was taken during IX. *Old Business.*

4. Planning and Goals

No report.

5. Technology

Illinois ePay, the web-based electronic payment program, was updated. The Library was working on integrating the changes into the Polaris Integrated Library System, which was used by the Pinnacle Library Cooperative. Outdated computers were being replaced with laptops in the Children's and Teen areas. Staff computers in the Business Office, Children's, and Technical Services Departments, were also scheduled for updates.

IX. Old Business

A. Fund Balance Transfer Policy--Second Reading

Trustee Burton made a motion, seconded by Trustee Sanders, to approve the Fund Balance/Net Assets Policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

B. Authority to Spend Policy--Second Reading

The final draft of this policy removed renovation references; set the amounts the Library Director is allowed to spend with/without Board approval; and changed the amount the Library could spend without a formal bid process, per Illinois statute. A motion was made by Trustee Culcasi, seconded by Trustee Skibinski, to approve the new policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

X. New Business

A. Approval of Closing for Staff Training, May 24, 2018

There was a motion made by Trustee Hogan and seconded by Trustee Culcasi to approve an early 4:30 p.m. closure on May 24, 2018 for staff training and team building. A voice vote was taken: all ayes, no nays. The motion passed.

B. Proposal for Roof Inspection

Professional third-party expertise was needed to assess roof installation and multiple leaks since the Library renovation. John Eallonardo of Frederick Quinn Corporation recommended an independent consultant to perform a roof condition evaluation. K2N CREST, P.C., a well-regarded structural engineering firm located in Oak Brook, IL submitted a proposal, including the scope the work, fees for the site visit, reimbursable expenses and hourly rates for the consultants. Trustee Burton made a motion, seconded by Trustee Culcasi, to approve contracting K2N CREST to investigate the condition of the roof for an amount not to exceed \$5,000. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed. The Director would ask the consultant to submit a price range for its bid and schedule a date for the inspection in late March or early April, weather obliging.

C. Review of Executive Session Minutes

The review would be completed in executive session.

XI. Communications / Correspondence

A. The Lemont-Homer Glen Rotary Club was holding a wine tasting on April 5th from 6:30 to 9:00 p.m. at La Dolce Vita. Proceeds would support scholarships and LHS Project Graduation.

B. The Library's spring newsletter would be available the last week of March.

XII. Executive Session

A motion was made by Trustee Skibinski and seconded by Trustee Hogan to move into executive session to review executive session minutes. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

Upon returning from executive session, there was a motion made by Trustee Camalliere, seconded by Trustee Skibinski, to release the minutes for executive sessions held on December 8, 2015 and December 13, 2016. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

XIII. Adjournment

Trustee Burton made a motion, seconded by Trustee Culcasi, to adjourn the meeting at 8:00 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,
Ramona Stephens-Zemaitis