

**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**

**April 10, 2018**

**I. Call to Order**

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

**IV. Approval of Minutes**

A typographical error on page 3, section VIII.B., of the regular session minutes had the STEM “Mission Accomplished” event ending at 6:60 instead of 6:30 p.m. A correction would be made. Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve the minutes of the regular meeting of March 13, 2018. A voice vote was taken: all ayes, no nays. The motion passed. A motion was made by Trustee Skibinski and seconded by Trustee Culcasi to approve the minutes of the executive session of March 13, 2018. A voice vote was taken: all ayes, no nays.

**V. Treasurer’s Report**

Trustee Skibinski reported that Cook County spring tax collections had met projections. The Library would be receiving DuPage County collections in May. Trustee Camalliere observed that the average interest rate for the interest-bearing account at MB Financial Bank seemed very low, only .15%. The Director noted the mistake: the figure would be corrected to .75 %. There was a motion by Trustee Culcasi, which was seconded by Trustee Hogan to approve the treasurer’s report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		24,639.49
MB Financial Bank		
Interest Bearing (formerly Pud Loc)		878,644.31
Operating Account (formerly Checking)		26,996.210
Expense Account		1,037.37
Lemont Bank and Trust		
Certificate of Deposit		250,000.00

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

**VI. Approval of Bills**

A motion was made by Trustee Burton and seconded by Trustee Skibinski to approve payment of bills

in the amount of \$42,003.05. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Skibinski—ayes, Trustee Sanders —absent, no nays. The motion passed.

**VII. Public Participation**

There were no public comments.

**VIII. Reports**

**A. President**

No report.

**B. Library Director**

The Pinnacle Library Cooperative (PLC), to which Lemont Public Library belonged, would soon be the first library system in Illinois to utilize “My Library Rewards”. The reading incentive program, which was successfully introduced in Indiana, operates much like a frequent shoppers card. Library patrons earn points for checking out materials. Accumulated points are redeemed at local area businesses for discounts and special offers. PLC paid for the trial year, and if the members find the program beneficial, each library would budget for the annual fee separately.

The Director also mentioned that, to celebrate National Library Week April 8-14, Chipotle would be offering library card holders a “buy one-get one free” on April 11th.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

The Committee met directly before the regular meeting to start work on a projected budget for FY 2018-2019. The 2018 cost-of-living adjustment to be used in calculations was 2.0 percent. The committee anticipated a slight increase in revenue as a result. Current receipts were exceeding projections. The other committees were asked to submit their budget requests.

**2. Building and Grounds**

The landscapers had completed spring cleanup. The Committee would conduct its annual walkthrough in April or May, contingent on the weather. The roofing survey would be addressed under *IX. Old Business*.

**3. Policy and Personnel**

No report.

**4. Planning and Goals**

No report.

**5. Technology**

IT Manager Alfonso was configuring the new server for the Sage 2018 financial accounting software. The Children’s area laptops were deployed, and both credit card machines in Patron Services were functional. The public computers in the Adult section would have to be replaced in FY2018-2019 but were still operational.

**IX. Old Business**

**A. Roof Update**

On March 30, representatives from K2N Crest conducted an onsite roof inspection to aid in the requested roof condition evaluation. To assist Senior Consultant Thomas O'Brien with his written evaluation, the Director provided documents and drawings associated with roof replacement during the Library's renovation project. A draft of Mr. O'Brien's report would be available for the trustees to read in two weeks. A special meeting of the Board would be convened on Tuesday, April 24, 2018 at 5 p.m.

**X. New Business**

**A. Working Budget, Fiscal Year 2018-2019**

Discussed under *VIII. Reports, D. Committees, 1. Finance.*

**B. Proposal for "Fine-Free Summer" for Children's and Teen Books**

To promote summer reading amongst children and teens, and to decrease the inconvenience to families of returning materials or accruing fines, the Director proposed a "Fine Free Summer", applicable only to children's and young adult books and audiobooks. Other libraries had successfully tried this approach, and the increase in sought-after young readership offset a small loss of revenue. There was a motion made by Trustee Camalliere and seconded by Trustee Hogan to approve the "Fine-Free Summer" from June 1st to August 31, 2018. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis and Skibinski—ayes, Trustee Sanders —absent, no nays. The motion passed.

**XI. Communications / Correspondence**

A. The VIP (Very Important Patron) program was being launched on Tuesday, May 1st with a Volunteer Social from 6:00 to 7:00 p.m.

B. The Director reminded the trustees that the "Mission Accomplished" STEM recognition event would be taking place on May 8th, from 5:00 to 6:30 p.m., right before the Board's regularly scheduled May meeting.

**XII. Executive Session**

There was no need to move into executive session.

**XIII. Adjournment**

Trustee Burton made a motion, which was seconded by Trustee Culcasi, to adjourn the meeting at 7:57 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis