

**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**

May 8, 2018

I. Call to Order

President Kirvelaitis called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Minutes

A motion was made by Trustee Sanders and seconded by Trustee Hogan to approve the minutes of the regular meeting of April 10, 2018. A voice vote was taken: all ayes, no nays. The motion passed. Trustee Hogan made a motion, seconded by Trustee Sanders, to approve the minutes of the special meeting of April 24, 2018. A voice vote was taken: all ayes, no nays. The motion passed. There was motion made by Trustee Camalliere and seconded by Trustee Hogan to approve the minutes of the executive session of April 24, 2018. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer's Report

DuPage County spring tax collections should arrive later in May; Cook County collections were already received, and they exceeded projected amounts. In late April, the Library was awarded a Per Capita and Equalization Grant for the 2017 fiscal year in the amount of \$16,837. A motion was made by Trustee Culcasi and 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		26,474.36
MB Financial Bank		
Interest Bearing		819,053.54
Operating Account		25,763.98
Expense Account		2,014.18
Lemont Bank and Trust		
Certificate of Deposit		250,000.00

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

VI. Approval of Bills

The Director reviewed a few extra expense items, which had been added to the payables report since the board packet had been sent to the trustees. There was a motion made by Trustee Hogan, seconded by Trustee Culcasi to approve payment of bills in the amount of \$42,278.60. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Burton —absent, no nays. The motion passed. Trustee Sanders made a motion, seconded by Trustee Skibinski, to approve bond interest payment in the amount of \$47,975.00. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Burton —absent, no nays. The motion passed.

VII. Public Participation

There were no public comments.

VIII. Reports

A. President

No report.

B. Library Director

The Director supplemented her written report with the news that the number of active library cards had increased by 1,000 from April of 2017. She would be departing on vacation on May 9th.

C. Attorney

No report.

D. Committees

1. Finance

The Technology Committee had submitted its requests for the 2018-2019 working budget. The remaining committees were encouraged to establish requirements in the next month. Audit adjustments had been made on the recommendation of auditors Lauterbach & Amen, and the firm, along with finance assistant Janice Mack, updated payroll entry procedures to eliminate accrued liability from personnel expenses in the future.

2. Building and Grounds

The Committee postponed its annual walkthrough until the end of May.

3. Policy and Personnel

The Director would ask the Committee to consider her request to set a percentage for merit-based salary increases.

4. Planning and Goals

The Committee convened on April 19th and would meet again on May 15th to review progress made on fulfilling 2017-2018 goals. Goals for the upcoming year and expected capital project expenditures would also be on the agenda. The

President reminded the Committee to include a community survey in its budgetary planning. The VIP Social on May 1st was attended by 15 volunteers of diverse backgrounds. Trustees and staff related the many available volunteer opportunities at the Library, including collection maintenance, inventory and technical services projects; help with adult and children's programs and gardening/beautification efforts; and book donations and sales. Volunteers subsequently completed applications and interest forms.

5. Technology

The Committee met on May 4th to review completed 2017-2018 technology projects and to compile a list of priorities for the next fiscal year. Among finished items, the new Sage 2018 financial accounting software was loaded and in use, and new staff computers were being deployed in several departments.

IX. Old Business

A. Roof Evaluation

K2N Crest had finalized its written roof condition assessment. The problems with workmanship, materials and contracts, and possible long-term structural issues and compromised roof longevity/integrity had been discussed at length with the Library attorney. The trustees concurred that consultants should be engaged. A motion was made by Trustee Culcasi and seconded by Trustee Skibinski to employ K2N Crest to continue investigating inadequacies, identify and prioritize remedies and the costs associated therewith in an amount not to exceed \$5,000. The Board asked that K2N Crest provide a preliminary report by the regular June meeting. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Burton —absent, no nays. The motion passed.

B. Working Budget, Fiscal Year 2018-2019

The Building & Grounds, Policy and Personnel, Planning and Goals and Technology Committees were developing their budget requests and submitting them to the Finance Committee.

X. New Business

A. Non-Resident Fee Resolution No. 2017/2018-02

Trustee Skibinski made a motion, which was seconded by Trustee Sanders, to adopt Non-Resident Fee Resolution No. 2017/2018-02, establishing the fee for a non-resident library card as \$202. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Burton —absent, no nays. The motion passed.

B. Prevailing Wage Resolution 2017/2018-03

There was a motion made by Trustee Hogan and seconded by Trustee Skibinski to adopt Prevailing Wage Resolution 2017/2018-03, whereby contractors employed by the Library certify that they pay their employees and subcontractors the prevailing wage as published by the Illinois Department of Labor. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Burton —absent, no nays. The motion passed.

C. Approval of Proposal for Insurance Coverage 6/1/18-5/30/19

A motion was made by Trustee Hogan and seconded by Trustee Culcasi to approve a package of insurance coverage for the fiscal year 2018-2019, including Library property, directors and officers, liability, data breach and workers compensation, as proposed by Cook & Kocher Insurance Group, in the amount of \$12,539. The amount represents a price decrease from the previous year, and the rates are locked in for a total of three years. A roll call was taken: Trustees Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Burton —absent, no nays. The motion passed.

XI. Communications / Correspondence

- A. A patron asked whether the Library would be closed on July 3, 2018 for the July 4th holiday. The Board had approved only a July 4, 2018 holiday closing. Since the Village of Lemont held its fireworks display on July 3rd, blocking streets and making commutes challenging, the Director suggested setting an early closing time of 3:00 or 4:00 p.m. on July 3rd. The item would be incorporated into the June meeting agenda.
- B. Fourteen students “graduated” the STEM program at the “Mission Accomplished” STEM recognition event, which took place immediately before the Board meeting.
- C. The Adult After-Hours Music Trivia event on May 4th had been successful and a lot of fun.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

Trustee Culcasi made a motion, which was seconded by Trustee Camalliere, to adjourn the meeting at 8:01 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis