

**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**

**June 12, 2018**

**I. Call to Order**

President Kirvelaitis called the meeting to order at 7:02 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 Sanders made a motion, seconded by Trustee Skibinski, to approve the minutes of the regular meeting of May 8, 2018. A voice vote was taken: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

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	28,924.31
MB Financial Bank	
Interest Bearing	719,948.89
Operating Account (formerly Checking)	27,210.25
Expense Account	1,952.53
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**

There was a motion made by Trustee Skibinski and seconded by Trustee Hogan to approve payment of bills in the amount of \$68,943.99. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, 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:

1. The American Library Association's annual conference in New Orleans, June 21-26; she will be attending June 23 and 24.
2. 420 patrons had signed up to the My Library Rewards program.
3. The Library expected to issue its 1,000th passport over the coming week.
4. The Director would be celebrating her tenth anniversary with the Lemont Public Library on June 16th. (The Board presented her with a token of appreciation.)

### **C. Attorney**

No report.

### **D. Committees**

#### **1. Finance**

See IX. *Old Business*, B. *Approval of Working Budget*.

#### **2. Building and Grounds**

The Committee conducted its annual walkthrough on June 7th. The most pressing issue was the corroded and short-circuiting wiring for the parking lot lighting. Repair proposals would be considered under agenda item X. *New Business*, A.

#### **3. Policy and Personnel**

The Committee met on May 25th to consider salaries and benefits for the next fiscal year. It was determined that market adjustments had to be made to the pay scales for certain positions to keep the Library competitive. New guidelines were set for the annual employee evaluations, which tailored performance and expectations to core competencies and meeting goals. The overall allocation for merit-based and market-adjusted salary increases would be \$36,000.

#### **4. Planning and Goals**

The Committee convened immediately prior to this regular meeting, on June 12th. A one-page community survey, consisting of 10-12 general questions about the Library, would be included in the September newsletter. To gather as many opinions as possible, the survey would also be made available via the library website and possible distributing in person by library volunteers. An entry for a gift card drawing would be offered as an

incentive to complete the questionnaire. Some smaller, more targeted surveys would be implemented later in the year.

**5. Technology**

A new exchange server for email had arrived and would be configured shortly.

**IX. Old Business**

**A. Roof Evaluation Proposal**

During the previous month's meeting, the Board approved contracting with consultant K2N Crest to continue investigating roof deficiencies, and propose repairs, with estimated costs. The amount approved, however, did not include the cost of the workers, who would be subcontracted to disassemble and reassemble the problematic sections of the roof. The additional expense was estimated at \$3,000. A motion was made by Trustee Burton and seconded by Trustee Hogan to employ K2N Crest to complete roof examination and recommend remedies in an amount not to exceed \$8,000. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

**B. Approval of Working Budget, FY 2018-2019**

Trustee Hogan made a motion, seconded by Trustee Culcasi, to approve the working budget for fiscal year 2018-2019. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

**X. New Business**

**A. Proposal for Repair and Update of Parking Lot Lights**

Two proposals were received to install a new underground conduit between the building and the parking lot light poles. The bid from RAGS Electric was lower than the one from Correct Electric, Inc. RAGS also presented the option to change all of the pole lights to LED. Taking this opportunity to install energy-efficient fixtures was deemed practical. Trustee Burton made a motion, which was seconded by Trustee Sanders, to contract RAGS Electric to repair and update the parking lot lighting in an amount not to exceed \$15,000. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

**B. Approval of Fund Balance Transfers**

There was a motion made by Trustee Hogan and seconded by Trustee Skibinski to approve a journal entry in the fund balance report, transferring \$145,000 from the Corporate Fund to four other funds as follows: \$5,000 to Equipment/Maintenance, \$8,500 to Social Security (FICA), \$6,500 to Retirement (IMRF) and \$125,000 to Capital Projects. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—aye, no nays. The motion passed.

**C. Equipment and Maintenance Ordinance No. 2017/2018-04**

The President announced that the next item for consideration was the adoption of an ordinance to levy .02% for equipment and maintenance. Trustee Skibinski presented, and Trustee Camalliere read the attached ordinance in full. A motion was made by Trustee Skibinski and seconded by

Trustee Culcasi to adopt Equipment and Maintenance Ordinance No. 2017/2018-04. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

**D. Board Meeting Date Ordinance No. 2017/2018-05**

Trustee Hogan made a motion, seconded by Trustee Skibinski, to adopt Board Meeting Date Ordinance No. 2017/2018-05, establishing the regular meeting schedule for the Board of Trustees as the second Tuesday of every month, from July through December 2018, *and then changing to the second Wednesday of every month, from January through June 2019*. The meetings would all be held at 7:00 p.m. in the Library Learning Center, unless otherwise specified. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

**E. Early Closing--July 3, 2018**

The Village of Lemont was holding its Independence Day fireworks display on July 3rd, blocking streets and making commutes challenging. The Library was scheduled to be open until 9 p.m., as usual, on a Tuesday. There was a motion made by Trustee Skibinski and seconded by Trustee Sanders to set an early closing time of 3:00 p.m. on July 3rd. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

**XI. Communications / Correspondence**

The Lemont Park District invited the Board to its annual Independence Day celebration on July 3rd, 6-8:00 p.m., in the Park District Hospitality Tent, before the fireworks.

**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 8:06 p.m. A voice vote was taken: all ayes, no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis