

**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**

**July 10, 2018**

**I. Call to Order**

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

**II. Pledge of Allegiance**

IL003967

**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 Skibinski made a motion, seconded by Trustee Culcasi, to approve the minutes of the regular meeting of June 12, 2018. A voice vote was taken: all ayes, no nays. The motion passed.

**V. Treasurer's Report**

Treasurer Skibinski reported that the spring 2017 tax collection exceeded projections by 102.3 percent. 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	29,836.55
MB Financial Bank	
Interest Bearing	603,938.76
Operating Account (formerly Checking)	25,362.36
Expense Account	1,652.95
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**

Trustee Hogan made a motion, which was seconded by Trustee Burton, to approve payment of bills in the amount of \$136,293.32. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski—ayes, no nays. The motion passed.

**VII. Public Participation**

No members of the public attended.

**VIII. Reports**

**A. President**

No report.

**B. Library Director**

The Director would address agenda topics as they were broached.

**C. Attorney**

No report.

**D. Committees**

**1. Finance**

No report.

**2. Building and Grounds**

Repairs and updates to the parking lot lighting were delayed, awaiting arrival of the boring company. Some parts needed to replace the hot water pump had to be reordered.

**3. Policy and Personnel**

After reviewing the circulation policy, the Committee suggested reducing some of its fees. The Library had already implemented a fine-free summer for kids and teens from June 1st to August 31st. The Director was using a new 10-category core competency form for staff evaluations. The form was being applied on a trial basis to help determine merit-based increases in compensation. It was only one component of the overall annual review. Department managers were being asked to help tailor the form to meet their departments' specific functions and priorities. In the future, an employee self-assessment could also be a valuable tool. The Director would submit her recommendations for salary increases by the end of the month.

**4. Planning and Goals**

Chairman Sanders distributed the Library's Strategic Plan for July 1, 2018 through June 30, 2019. A general community survey on resources, services and programs had already been sent with the July newsletter. The first targeted survey would be made available both online and at a dedicated kiosk in the Library in a couple of months.

**5. Technology**

No report.

**IX. Old Business**

Before having subcontractors begin disassembling the problematic sections of the roof, the Library was checking whether manufacturing defects in the roofing materials played a role in compromising the integrity of the Library's roof.

**X. New Business**

**A. Library Director Review**

The trustees would submit their individual evaluations to Policy and Personnel Chairman Camalliere before the next regular meeting.

**XI. Communications / Correspondence**

The Director had no additional information to share with board members.

**XII. Executive Session**

There was no need to move into executive session.

**XIII. Adjournment**

There was a motion made by Trustee Burton made a motion and seconded by Trustee Skibinski to adjourn the meeting at 7:58 p.m. A voice vote was taken: all ayes, no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis