

**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**

November 13, 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: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Trustee Christine Hogan was absent. Library Director Sandra Pointon and Finance Assistant Janice Kurasz also attended.

IV. Approval of Minutes

Trustee Burton made a motion, seconded by Trustee Camalliere, to approve the minutes of the regular meeting of October 9, 2018. A voice vote was taken: all ayes, no nays. The motion passed. Trustee Culcasi then made a motion, seconded by Trustee Skibinski, to approve the minutes of the Budget and Appropriation Hearing of September 11, 2018. A voice vote was taken: all ayes, no nays. The motion passed.

V. Treasurer’s Report

Treasurer Skibinski reported that tax collection refunds for the years 2006 through 2017 had exceeded \$60,000 to date which included a collection adjustment of nearly \$43,000 that Cook County made in July. A motion was made by Trustee Camalliere and seconded by Trustee Burton to approve the treasurer’s report as submitted:

Illinois National Bank		
e-Pay	\$	1,000.00
Illinois Funds		
Money Market e-Pay		35,512.08
MB Financial Bank		
Interest Bearing		917,040.49
Operating Account (formerly Checking)		26,432.00
Expense Account		1,132.14
Lemont Bank and Trust		
Certificate of Deposit		250,000.00

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

VI. Approval of Bills

There was a motion made by Trustee Skibinski and seconded by Trustee Sanders to approve payment of bills in the amount of \$54,521.76. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, no nays, Trustee Hogan--absent. The motion passed. A motion was made by Trustee Skibinski and seconded by Trustee Culcasi to approve bond payment in the amount of \$217,975.00. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, no nays, Trustee Hogan--absent. The motion passed.

VII. Presentation of Annual Financial Report, Fiscal Year 2017-2018, Lauterbach & Amen, LLP

Sean Hickey of Lauterbach & Amen addressed several points in the audited financial report and management letter for fiscal year 2017-2018, which had been distributed to the trustees. The independent auditor's report gave the Library an unmodified opinion, which is the highest rating. He observed that the Library's staff pension fund was very well funded at 90.85%, in comparison to many other state entities, which averaged 45% to 55% funding levels. The trustees would review the document and vote on accepting it during the December meeting. The Finance Committee would review the firm's recommendations in the management letter and present them for adoption. Mr. Hickey encouraged the Board members to contact him with any questions.

VIII. Presentation by Courtney Soesbe, PMA Financial Network

Ms. Soesbe, Vice President/Senior Relationship Manager with PMA Financial Network, Inc., presented a proposal for a long- and short-term investment and cash flow management plan. The firm was working with the Lemont Park District, Lemont schools and sixteen area libraries. In the current rising rate environment, Ms. Soesbe recommended using a CD laddering investment strategy. Certificates of deposit were yielding the highest returns (2.15% to 2.85%) and were safe, being FDIC-insured. If the Library were to embrace such a plan mid-November, she estimated interest earnings through June 2019 would exceed current estimated earnings by nearly \$13,000, just for the partial 2018-2019 fiscal year. The Library would not have to sign a contract with PMA, continuing with the firm as long as the Board was satisfied with its services. The Board would consider the proposal.

IX. Public Participation

There were no public comments.

X. Reports

A. President

No report.

B. Library Director

The Director would address most topics as they were broached. She highlighted only several items in her written report:

1. Staff development training was held after-hours on November 1st.
2. The redesigned winter 2019 newsletter would be mailed the week of November 26th.
3. Thanks to Library volunteers and staff, the November 3rd Book Sale made over \$1,300.

C. Attorney
No report.

D. Committees

1. Finance
No report.

2. Building and Grounds

- a. After examining the roof, Owens Corning Roofing and Asphalt, LLC determined that the shingles had been manufactured well within specifications. Thomas O'Brien, Senior Consultant with K2N Crest would be asked to finalize his report detailing recommendations and associated costs for the December Board meeting.
- b. The Committee selected Colley Elevator Company for quarterly elevator maintenance at an annual fee of \$920.
- c. After reviewing the costs and benefits of installing solar panels to provide an alternative energy source, the Committee decided to postpone the matter, as there were few proven installations in our area, and potential savings were low.
- d. A severed underground cable had resulted in a 90-minute power outage at the Library. As a result, the air conditioning unit in the server room would have to be replaced and Premier Mechanical had to restart the air handlers. The Director would submit a damage application to ComEd to recover costs. Chairman Burton would investigate the possibility of acquiring a back-up generator to prevent future such incidences.

3. Policy and Personnel

Since there were no significant changes in cost or benefits for the Blue Cross Blue Shield HMO and Blue Choice (hybrid HMO/PPO) plans for the next calendar year, the Committee recommended renewing these policies. As in the previous year, the Library would pay 90% of the cost, while participants contributed the remaining 10%. A past employee was on the traditional PPO through COBRA. Blue Cross Blue Shield no longer offered this particular plan. The Library had been advised to select one of two PPO options. The first included a significant increase in deductible for a mere \$9 per month savings. The cost for the second plan was \$11 per month more, but basically provided the same coverage as the current plan. The Committee recommended the latter PPO policy option. There was a motion made by Trustee Culcasi and seconded by Trustee Camalliere to approve the renewal of the Blue Cross P506PSN and Blue Cross G506OPT Blue Choice/PPO, and selection of Blue Cross G532PPO as the third option. All eligible employees would be provided with plan options and costs and would make their plan selections during open enrollment in December. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

4. Planning and Goals

5. Technology

No reports.

XI. Old Business

There were no issues from the previous month to report on.

XII. New Business

A. Approval of Library Closing Dates for 2019

The proposed closing schedule included seven paid holidays, three closed days and four early closure days. Trustee Skibinski made a motion, seconded by Trustee Culcasi, to approve the 2019 Library Closing Schedule. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

B. Consideration of Adoption of Annual Tax Levy Ordinance 2018/2019-02

There was a motion made by Trustee Burton and seconded by Trustee Sanders to adopt Annual Tax Levy Ordinance 2018/2019-02. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

C. Approval of Health Insurance Plan Options for 2019

A vote was taken during agenda item *X.D.3. Policy and Personnel Committee*.

D. Appointment of Election Officials for Consolidated Election of 2019

A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to appoint the following Library staff members as election officials for the Consolidated Election of April 2, 2019: Kathleen Baker, Paul Dobersztyn, Janice Kurasz, Vanessa Liptack and Sandra Pointon. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski—ayes, Trustee Hogan—absent, no nays. The motion passed.

E. Review of Per Capita Grant Fiscal Year 2019 Requirements

To qualify for the Illinois Public Library Per Capita and Equalization Grant in 2019, the trustees had to review chapters 6-10 of the *Trustee Facts File Third Edition*. Informationally, the Director also distributed Chapter 8, "Public Services: Reference and Reader's Advisory Services," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*, which had to be reviewed and reported on by the Library staff. Director Pointon would email links to a number of presentation's relating to patrons with disabilities, which was a requirement of the grant application.

XIII. Communications / Correspondence

- A. The Friends of the Library donated \$200 for gift baskets for the 2019 winter reading challenge.
- B. Starting with January 2019, Board meetings would be moving from the second Tuesday of the month to the second Wednesday of the month.
- C. The staff and volunteer holiday party would be held at the Library on Friday, December 14th, 6:00 p.m. to 9:00 p.m. Invitations would be sent out the following week.

XIV. Executive Session

There was no need to move into executive session.

XV. Adjournment

Trustee Burton made a motion, seconded by Trustee Culcasi, to adjourn the meeting at 8:23 p.m. A voice vote was taken: all ayes, no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,
Ramona Stephens-Zemaitis