

**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 MEETING ROOM
50 EAST WEND STREET, LEMONT, ILLINOIS**

February 10, 2011

I. Call to Order

Vice President Patricia Camalliere called the meeting to order at 6:50 p.m.

II. Pledge of Allegiance

III. Roll Call

The following trustees answered present: Patricia Camalliere, Daniel Geoghegan, Ronald T. Kopec and Edward J. Mikel, Jr. Trustees Stephen Graham, Vytenis Kirvelaitis and Kenneth Shattuck were absent. Library Director Sandra Pointon was also in attendance.

IV. Approval of Minutes

The Director distributed additionally modified minutes of the January regular meeting. Trustee Kopec made a motion, seconded by Trustee Geoghegan, to approve the minutes of the January 13, 2011 meeting as revised. Voice vote: all ayes, no nays. Motion passed.

V. Treasurer's Report

A motion was made by Trustee Kopec and seconded by Trustee Mikel to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 1,814.90
Illinois Funds Money Market	\$ 36,437.94
MB Financial Bank	
Money Market Account	249,210.91
Marquette Bank	
Imprest Fund	455.87
Money Market Account	249,195.64
Suburban Bank and Trust	
Expense Account	1,426.88
Money Market Account	39,910.00
Operating Account	38,681.63

A roll call was taken: Trustees Camalliere, Geoghegan, Kopec and Mikel—ayes, Trustees Graham, Kirvelaitis and Shattuck—absent, no nays. Motion passed.

VI. Approval of Bills

There was a motion made by Trustee Geoghegan and seconded by Trustee Kopec to approve bill payment for operating expenses in the amount of \$50,808.68. A roll call was taken: Trustees Camalliere, Geoghegan, Kopec and Mikel—ayes, Trustees Graham, Kirvelaitis and Shattuck—absent, no nays. Motion passed.

VII. Public Participation

No library patrons were in attendance, and library staff had no comments.

VIII. Reports**A. President**

The report was deferred until the President's arrival.

B. Library Director

Director Pointon indicated a correction to her original report, under the heading *Communications*: the Village of Lemont was holding its intergovernmental meeting on Thursday (not Monday), February 24th, on the second floor. Regarding *Personnel*, Trustee Camalliere observed that Teen Librarian/Circulation Assistant Erica Liptack was moving on to become the Head of Youth Services at Prairie Trails Library in Burbank, Illinois.

C. Attorney

No report.

President Kirvelaitis arrived at the meeting.

A. President's Report

The President asked everyone to sign a "get well" card for former library bookkeeper Kay Eversgerd.

D. Committees**1. Finance**

See X. *New Business*.

2. Building

See IX. *Old Business*.

3. Policy and Personnel**4. Planning and Goals**

No reports.

5. Technology

Both self-checkout machines were in bad shape. At least one had to be replaced, as its desensitizer was beyond repair. Renewal of software licenses (\$1,000 per machine) were due on April 1st. At least one of the machines would need to be replaced in the near future. A compact tabletop model was preferred. A self-checkout unit from I-Circ would be tested on site shortly. The new machine would be placed by the patron hold shelves for frequent use; the remaining unit would be moved to the secondary location, by the indoor book return. Trustee Camalliere questioned whether two machines were even necessary; apparently, they were very popular with patrons.

IX. Old Business**A. HVAC System—Repair and Maintenance Recommendations**

Johnson Controls would be submitting a proposal for examining the VAV (variable air volume) boxes (accessible only from the ceiling, some of which are 30 feet above ground level and require a lift for access) and upgrading or replacing the control system for the computer. A three-year HVAC maintenance proposal from Johnson Controls would be reviewed by the Building and Grounds Committee, and a recommendation would be presented at the March meeting.

X. New Business**A. Adjustment to Capital Projects Fund**

The unanticipated HVAC repair expenses exceeded the amount budgeted for HVAC maintenance in the Equipment and Maintenance Fund. Trustee Camalliere made a motion, seconded by Trustee Geoghegan, to create a new expense line in the Capital Projects Fund for accounting purposes. Line # 9115 would allow the Library to fund and track the necessary HVAC upgrades and repairs without changing budget totals. A roll call was taken: Trustees Camalliere, Geoghegan, Kirvelaitis, Kopec and Mikel—ayes, Trustees Graham and Shattuck—absent, no nays. Motion passed.

B. Review of Copier Lease Options

The Finance Committee reviewed four copier proposals:

1. The total monthly cost of the lease (one year remaining) with current vendor COTG (Chicago Office Technology Group) was \$1,400.
2. Interact Business Products, recommended by the Northlake and Plainfield libraries, offered a monthly cost of \$958.
3. Illinois Paper & Copier Company's monthly fee was \$968.
4. At a cost of \$1,067, Canon U.S.A. would not include any printers.

A motion was made by Trustee Camalliere and seconded by Trustee Kopec to authorize the Director to enter into a five-year agreement with Interact Business Products LLC for the lease of one color and one black/white Kyocera copier, 5 Kyocera printers, the buyout of the copier current lease and storage/return of the current equipment (per print costs, service and supplies as delineated in Interact's proposal). Prior to signing, the Director would research the possibility of upgrading technology mid-lease, if necessary. A roll call was taken: Trustees Camalliere, Geoghegan, Kirvelaitis, Kopec and Mikel—ayes, Trustees Graham and Shattuck—absent, no nays. Motion passed.

XI. Communications / Correspondence

- A. The Director reminded interested trustees to register for the ILA (Illinois Library Association) Library Trustee Forum 2011 Workshops, which would be held on Saturday, February 26, 2011.
- B. The Heartland Blood Center's mobile coach would be in the parking lot on Wednesday, February 23rd for a Community Blood Drive, sponsored by the library with the assistance of Azure Lodge 1153 A.F. & A.M. Donors would receive a \$5 Dunkin' Donuts gift card. A special staff incentive would be determined.
- C. Trustee Mikel and his wife would be performing a Valentine's Day Concert at the Library on Sunday, February 13 at 2:00 p.m. The Downers Grove Choral Society (of which Trustee Camalliere is a member) would perform a concert, *Love's Sweet Songs*, on Sunday, Feb. 13th, 3:00 p.m., at First United Methodist Church in Downers Grove.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

There was a motion by Trustee Kopec, seconded by Trustee Mikel, to adjourn the meeting at 7:58 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,
Ramona Stephens-Zemaitis