

**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**

December 8, 2011

I. Call to Order

President Vytenis Kirvelaitis called the meeting to order at 6:46 p.m.

II. Pledge of Allegiance

III. Roll Call

The following trustees answered present: Patricia Camalliere, Daniel Geoghegan, Stephen Graham, Christine Hogan, Vytenis Kirvelaitis, Charles Ray and Kenneth Shattuck. Library Director Sandra Pointon also attended.

IV. Approval of Minutes

Trustee Shattuck made a motion, seconded by Trustee Hogan, to approve the minutes of the regular meeting of November 9, 2011. Voice vote: 6 ayes, no nays. Motion passed.

V. Treasurer's Report

Treasurer Geoghegan reported that 98 percent of fall 2010 property tax distributions were received. A motion was made by Trustee Hogan and seconded by Trustee Ray to approve the treasurer's report as submitted:

Illinois Public Treasurer's Investment Pool	
Illinois Funds Money Market e-Pay	\$ 4,642.15
Illinois Funds Money Market (IFMM)	1,000.00
MB Financial Bank	
Money Market Account	199,357.02
Marquette Bank	
Imprest Fund	467.93
Money Market Account	250,469.03
Suburban Bank and Trust	
Expense Account	1,235.51
Money Market Account	121,364.17
Operating Account	8,898.34

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

VI. Approval of Bills

There was a motion made by Trustee Hogan and seconded by Trustee Graham to approve bill payment for operating expenses in the amount of \$40,548.96. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Kirvelaitis, Hogan, Ray and Shattuck—ayes, no nays. Motion passed.

VII. Public Participation

There were no comments from the public.

VIII. Reports

A. President

No report.

B. Library Director

Approximately fifty patrons attended the annual holiday open house on December 6th. The teen *Giving Tree* project collected donated books and cold weather accessories for Hope and Friendship Ministries, a charitable organization in Lemont. The Director reminded the trustees that regular meetings of the Board in 2012 would begin at 7:00 p.m., instead of 6:45 p.m. Other items in her report would be addressed throughout the remainder of the meeting.

C. Attorney

No report.

D. Committees**1. Finance**

No report.

2. Building and Grounds

The Building Committee recommended replacing the BCU (Building Control Unit) for the heat and air conditioning system, based on the unpredictability and age of the unit, the lapse in software updates, and the cost of implementing emergency repairs or replacement, should the unit break down unexpectedly. Chairman Graham preferred waiting until spring to have the work done. Four quotes for a new BCU were received:

Johnson Controls, Inc.	\$19,600
Westside Mechanical, Inc.	\$16,800
Precision Control Systems of Chicago, Inc.	\$26,450
AMS Mechanical Systems, Inc.	\$13,650

The Finance Committee had budgeted \$20,000 for HVAC system upgrades. The Committee had yet to confirm whether the proposal from Johnson Controls was final and all-inclusive. Ideally, an independent consultant should be contracted to provide an unbiased opinion; however, this would require the outlay of another \$1,000 to \$3,000. Trustee Geoghegan proposed inviting Westside on-site to answer questions. The Director and committee members agreed to follow up with Johnson and Westside.

3. Policy and Personnel**4. Planning and Goals****5. Technology**

No reports.

IX. Old Business**A. Consideration of Library Audit for July 1, 2010 to June 30, 2011**

Trustee Camalliere made a motion, seconded by Trustee Hogan, to approve the library audit for fiscal year 2010-2011, as submitted by library auditor Kenneth Jaszczak. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Hogan, Kirvelaitis, Ray and Shattuck—ayes, no nays. Motion passed.

B. HVAC Update

Replacement of the BCU was discussed during the Building and Grounds Committee report.

X. New Business

A. Consideration of Notice to Withdraw from PrairieCat

B. Consideration of Formation of New Library Cooperative

The interrelated agenda items were discussed in tandem. Director Pointon had pursued talks about establishing an independent resource sharing, automation and cataloguing system with Fountaindale, Joliet, Plainfield, Shorewood and White Oak public libraries, which represented 1.3 million titles, 200,000 users and a combined circulation of 3 million items.

Circulation Manager Jackie Lakatos had studied the Lemont Public Library's borrowing and lending patterns over the previous four months and determined that half of the materials requested by patrons as inter-library loans (ILL) came from the five proposed partner libraries. The Lemont Public Library was a net user: it borrowed 345 items more than it loaned to the five libraries. Regarding the remaining PrairieCat members, however, Lemont was a net giver, receiving about 2,700 titles, while lending 3,300 titles.

Costs for the new library cooperative would be apportioned according to size of the member library. The Lemont Public Library would benefit greatly from the arrangement: as one of the smaller members, it would not be paying one-sixth of the costs, yet it would retain one-sixth of decision-making authority. Extraction of records from the current Sirsi/Dynix system would cost the proposed Pinnacle Library Cooperative about \$50,000, which was already included in the approximate \$80,000 in shared initiation expenses. The Director estimated that the overall cost to the Lemont Public Library for automation and cataloguing services would be comparable to or slightly higher than the amount assessed by PrairieCat for the 2013 fiscal year. First year expenditures of \$27,000 would taper to \$20,000 annually in the second and third years of a three-year contract with an integrated library system (ILS) vendor. Director Pointon noted that these costs are projections only; the final contract with for the integrated library system and start-up costs may vary.

Director Pointon, Adult Services Manager Debbie Somchay, Circulation Manager Jackie Lakatos, and IT Manager Fernando Alonso and key staff from the other five libraries attended demonstrations on December 5th and 6th by two potential ILS vendors, winnowed from a number of proposals. A final decision between the two providers, Polaris and Innovative, would have to be made by early January 2012 to enable parallel operation of the old and new automated systems by June 1st, before switching exclusively to the new system on June 30, 2012.

There was a motion made by Trustee Camalliere and seconded by Trustee Hogan to authorize the Library Director and President to prepare a notice to withdraw from the PrairieCat system, and send it by December 30, 2011, contingent upon no major changes to the composition of the proposed six-member library cooperative. The effective date for the termination of services would be June 30, 2012. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Hogan, Kirvelaitis, Ray and Shattuck—ayes, no nays. Motion passed.

A motion was made by Trustee Hogan and seconded by Trustee Graham to authorize the President and Director to continue development plans for the Pinnacle Library Cooperative and submit documents for review by library attorney Eric Hanson. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Hogan, Kirvelaitis, Ray and Shattuck—ayes, no nays. Motion passed. A special meeting to review the proposed intergovernmental agreement for the cooperative, its bylaws and other issues would probably be convened in January.

C. Fund Balance Transfer

No adjustments to fund balances needed to be made at the time.

D. Adjustments to Working Budget

Three reductions to income lines in the General Fund were proposed:

1. Subtracting \$500 from \$1,500 in estimated user fees
2. Eliminating \$225,000 from an unnecessary Tax Anticipation Warrant loan
3. Reducing the loan from the Capital Projects Fund to \$1,500 from \$10,000

The following new categories would specify additional sources of income:

- | | |
|--|----------|
| 1. Computer supplies | \$ 500 |
| 2. Miscellaneous income | \$ 1,000 |
| 3. Lost/damaged material | \$ 600 |
| 4. Online Computer Library Center fees | \$ 120 |
| 5. Adult program fees | \$ 240 |
| 6. Children's program fees | \$ 1,500 |
| 7. Children's fees—summer | \$ 500 |

Four changes to expense lines in the General Fund were proposed:

1. Eliminating Tax Anticipation Warrant (TAW) fees/interest in the amount of \$6,000
2. Eliminating TAW repayment of \$225,000
3. Increasing expenditure on computer parts to \$3,500
4. Increasing spending for library program supplies to \$2,750

There was a motion made by Trustee Graham, seconded by Trustee Camalliere, to adopt the proposed revisions to the working budget as submitted. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Hogan, Kirvelaitis, Ray and Shattuck—ayes, no nays. Motion passed.

XI. Communications / Correspondence

- A. The trustees were encouraged to register for the ILA (Illinois Library Association) Library Trustee Forum 2012 Workshops, being held on Saturday, February 4th at the Marriott Oak Brook.
- B. The Director would be away on vacation December 9th through 18th.

XII. Executive Session

There was no need to move into executive session.

XIII. Adjournment

A motion was made by Trustee Hogan and seconded by Trustee Ray to adjourn the meeting at 8:24 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,
Ramona Stephens-Zemaitis