I. Call to Order  
President Vytenis Kirvelaitis 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, Stephen Graham, Vytenis Kirvelaitis, Charles Ray and Kenneth Shattuck. Trustee Christine Hogan was absent. Library Director Sandra Pointon also attended.

IV. Approval of Minutes  
A motion was made by Trustee Camalliere and seconded by Trustee Geoghegan to approve the minutes of the regular meeting of August 11, 2011. Voice vote: all ayes, no nays. Motion passed.

V. Treasurer’s Report  
There was a motion made by Trustee Graham and seconded by Trustee Shattuck to approve the treasurer’s report as submitted:

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Public Treasurer’s Investment Pool</td>
<td></td>
</tr>
<tr>
<td>Illinois Funds Money Market e-Pay</td>
<td>$3,967.57</td>
</tr>
<tr>
<td>Illinois Funds Money Market (IFMM)</td>
<td>661.81</td>
</tr>
<tr>
<td>MB Financial Bank</td>
<td></td>
</tr>
<tr>
<td>Money Market Account</td>
<td>99,312.48</td>
</tr>
<tr>
<td>Marquette Bank</td>
<td></td>
</tr>
<tr>
<td>Imprest Fund</td>
<td>751.25</td>
</tr>
<tr>
<td>Money Market Account</td>
<td>250,136.95</td>
</tr>
<tr>
<td>Suburban Bank and Trust</td>
<td></td>
</tr>
<tr>
<td>Expense Account</td>
<td>1,040.75</td>
</tr>
<tr>
<td>Money Market Account</td>
<td>54,250.31</td>
</tr>
<tr>
<td>Operating Account</td>
<td>72,007.41</td>
</tr>
</tbody>
</table>

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

VI. Approval of Bills  
Trustee Camalliere made a motion, seconded by Trustee Geoghegan, to approve bill payment for operating expenses in the amount of $42,425.75. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Kirvelaitis, Ray and Shattuck—ayes, Trustee Hogan—absent, no nays. Motion passed.

VII. Public Participation  
Library bookkeeper Joyce Koon commented on the success of Welcome Event held on Tuesday, September 6th, to kick off Library Card Sign-Up Month. Over 200 participants, many of them decked
out in the regalia of the Chicago Blackhawks, met special guest Tommy Hawk, enjoyed refreshments
donated by Jimmy John’s Gourmet Sandwiches in Lemont and prepared by library staff.

VIII.  Reports
A.  President
President Kirvelaitis asked everyone to stand for a moment of silence in remembrance of those lost
on September 11, 2001 and their families. The following Sunday, ceremonies at the World Trade
Center, the Pentagon and in the Shanksville, PA field, where the planes crashed, would mark the
tenth anniversary of 9/11.

B.  Library Director
The Director submitted her written report and would address issues as they came up in the agenda.

C.  Attorney
No report.

D.  Committees
1.  Finance
   No report.

2.  Building and Grounds
   The Committee had to decide whether to replace the declining HVAC system BCU (Building Control Unit) or continue patching it. The Committee was waiting for additional information.

   Repairs on the pillars and sills at the front entrance had been completed. The contractor chosen to construct a handicapped accessible ramp northeast of the public entrance was unable to do so at the quoted price. The alternative contractor would start work once ADA (Americans with Disabilities Act)-compliant specifications were approved and a building permit issued by the Village of Lemont.

   During the annual fire inspection by the Lemont Fire Protection District in August, the library was informed that, due to recent amendments issued to NFPA (National Fire Protection Association) code, the concentration of antifreeze solution in the fire sprinklers had to be tested. Three contractors submitted bids between $1,000 and $3,500 to install the required testing valves, flush the old antifreeze from the system and replace it with the newly approved mixture. The library had one year to comply with the new standard.

   George’s Landscaping had submitted a three-year contract for snow removal, guaranteeing the first two years at the same cost. The Board did not want to commit to three years, but George’s would not revise its offer. If necessary, the library could simply sign a one-year contract. Trustee Geoghegan asked about an “out” clause in the three-year contract, in case the library was unsatisfied with the company’s performance. The Director would inquire. Two additional quotes had also been received. Trustee Camalliere still thought savings might be realized in striking an intergovernmental agreement. Director Pointon reminded her that timeliness was of utmost importance, especially since the library had no custodian to serve as snow removal backup if another district were receiving priority plowing.

3.  Policy and Personnel
   The committee met August 30th (meeting minutes attached). All but one issue were
on the agenda under *New Business*; that one item would be discussed in *Executive Session*.

4. **Planning and Goals**
Copies of the brochure presenting the long-range plan to the community were distributed to the trustees. The brochure was also included in new patron packets and would be posted on the website. Thank you letters were finalized and would be sent to participants in the planning process. As part of the requirements for the Per Capita and Equalization Aid Grant for fiscal year 2012, the committee analyzed the library’s revenues to determine whether they were sufficient to meet the needs of the community and, if not, to investigate other funding sources. Ninety percent of current funding was from taxes. Revenues were barely sufficient to cover current expenses, especially since the facilities were no longer new, and the costs of repairs, upgrades, maintenance, replacing the obsolescent and implementing new mandates were prohibitive. The long-range plan had identified expanded services appropriate for the community, but realizing them would be a challenge without an increase in income. The committee then considered alternative sources of funding and rejected most of them as unfeasible. The library did not have nonprofit status. Fundraising would require staff assistance, and there were no additional staff hours available. It was highly unlikely that any of the larger businesses in town could support the library more than they were already. Fees were at benchmark library standards; additional increases would adversely affect use of the library. Perhaps once the bonds are paid, the bond rate could be converted to operating funds (in 2015).

5. **Technology**
No report.

IX. **Old Business**

A. **Circulation Policy Update: eReaders—Second Reading**
No changes to the first draft had been proposed by the Board. A motion was made by Trustee Shattuck and seconded by Trustee Camalliere to approve the policy update, adding provisions for eReaders. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Kirvelaitis, Ray and Shattuck—ayes, Trustee Hogan—absent, no nays. Motion passed.

B. **HVAC Upgrades**
HVAC upgrades were discussed under *VIII. Reports, D. Committees, 2. Building and Grounds.*

C. **Masonry/Concrete Projects**
The exterior/entry work was covered in *VIII. D.2. Building and Grounds Committee Report.*

X. **New Business**

A. **Budget and Appropriation Ordinance 2011/2012-1**
There was a motion made by Trustee Geoghegan and seconded by Trustee Graham to adopt Budget and Appropriation Ordinance 2011/2012-1. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Kirvelaitis, Ray and Shattuck—ayes, Trustee Hogan—absent, no nays. Motion passed.

B. **Set Truth-in-Taxation Hearing Date**
The Truth-in-Taxation Hearing was set for Monday, October 24th, at 6:30 p.m. *

* The date and time were changed at a later date to Tuesday, October 18th, at 7:00 p.m.
C. **Per Capita Grant Fiscal Year 2012 Requirements**  
The final requirements for the coming year’s Per Capita and Equalization Aid Grant were included in **VIII. D.4. Planning and Goals Committee Report**. The application was due on October 15th.

D. **Resolution to Adopt 1,000-Hour Standard for IMRF Participation**  
Having joined the Illinois Municipal Retirement Fund (IMRF) prior to 1983 (the Lemont Public Library District had been formed in 1981), the library still held to a 600-hour annual standard for participation in IMRF. The standard had since been changed to 1,000 hours, and if the library elected to conform to the new standard, new staff, hired any time after the ordinance was adopted, would be ineligible to participate in the pension plan unless they worked 1,000 hours in a given year, or over 19 hours per week. The Board could not opt for a different number of hours between 600 and 1,000, and the decision was irrevocable. IMRF had adopted a new tier for new hires as of January 1, 2011, who would also have to wait two years longer to be vested in the plan. The impact would be minimal as we only have a few positions between 12 and 20 hours per week. The Policy and Personnel Committee recommended adopting the new standard. Trustee Camalliere made a motion, seconded by Trustee Ray, to adopt an annual 1,000-hour standard for IMRF participation contained in Resolution 2011/2012-1. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Kirvelaitis, Ray and Shattuck—ayes, Trustee Hogan—absent, no nays. Motion passed.

E. **Update of Wage Ranges and Grades**  
The Policy and Personnel Committee recommended updated salary ranges, necessitated by an increase in the minimum hourly rate for several grades. Adjustments would be made to the hourly rate for several employees as a result. A motion was made by Trustee Graham and seconded by Trustee Ray to approve revisions to the hourly wage ranges as submitted, effective with the next pay period, September 11, 2011. A roll call was taken: Trustees Camalliere, Geoghegan, Graham, Kirvelaitis, Ray and Shattuck—ayes, Trustee Hogan—absent, no nays. Motion passed.

F. **Personnel Policy Review**  
Policy and Personnel Committee Chairperson Camalliere outlined additional proposals:

1. **Definition of Work Week**  
The standard work week for full-time employees would increase from 37 ½ to 40 hours per week. If all current full-time employees converted to the 40-hour week at their current rate of pay, it would cost the library as much as $15,000-18,000. The Finance Committee had to determine what the actual impact on the budget would be.

2. **Overtime Hours/Compensatory Time**  
Full-time professional employees - the Director and Department Heads for Circulation, Adult Services and Children’s Services – are exempt per FLSA standards and would not qualify for overtime pay. Other full-time employees have been credited with compensatory time for hours worked beyond 37.5 hours currently. Overtime pay was not currently being paid, except to the IT Manager for services performed for and billed to the Fire Protection District.

3. **Pay for Sunday Hours**  
The new policy would formalize what was already in practice: non-exempt employees scheduled to work on Sundays would receive one and one-half times their regular pay rate.
4. **Sick Leave**

   The library’s sick day policy had to be modified to correspond to the IMRF’s stipulation that up to 240 unused sick days could be used to extend service time for the purpose of calculating IMRF pension benefits.

No action would be taken on the above proposals this month. Once amended, if necessary, and approved, the President suggested phasing the changes in to mitigate their financial impact and allow staff time to adapt. Chairman Camalliere asked the Board members to consider, at a later date, whether the library should institute a mandatory retirement age.

XI. **Communications / Correspondence**

   A. Returning to the library card sign-up event on September 6th, Director Pointon thanked library staff, Jimmy John’s Gourmet Sandwiches and Marquette Bank for their generosity.

   B. The fourth annual *Helping Veterans on the Homefront* supply drive would begin on October 1st. New wish lists from the Midwest Shelter for Homeless Veterans and Hines V.A. Hospital were posted on the website. The drive would continue through November 11th, Veterans Day.

XII. **Executive Session**

   There was a motion made by Trustee Camalliere and seconded by Trustee Ray to move into executive session to discuss personnel. Voice vote: all ayes, no nays. Motion passed.

XIII. **Adjournment**

   A motion was made by Trustee Camalliere and seconded by Trustee Shattuck to adjourn the meeting at 8:36 p.m. Voice vote: all ayes, no nays. Motion passed. Meeting adjourned.

Respectfully submitted,
Ramona Stephens-Zemaitis