

**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**

May 9, 2023

I. Call to Order

II. Pledge of Allegiance

III. Oath of Office for Elected Trustees

Vice President Patricia Camalliere administered the oath of office to recently elected trustees Laura Burt-Nicholas and Melanie Grzesik-Duffy and re-elected trustees Catherine D. Sanders and Vytenis Kirvelaitis.

IV. Roll Call

The Board President called the meeting to order at 7:06 p.m. The following trustees answered present: Laura Burt-Nicholas, Patricia Camalliere, Melanie Grzesik-Duffy, Vytenis Kirvelaitis, Renee Pravidik, Catherine D. Sanders and Michaeline Skibinski. Library Director Heather Shlah, Assistant Director Mary Golden, and Outreach Manager Shannon Kazmierczak also attended the meeting.

V. Election of Officers

Trustee Skibinski made a motion, seconded by Trustee Pravidik, to nominate Trustee Kirvelaitis to the position of President, Trustee Camalliere to the position of Vice President, Trustee Sanders to the position of Secretary, and Trustee Skibinski to the position of Treasurer of the Board of Trustees. There were no other candidates. Nominations were closed. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duff, Kirvelaitis, Pravidik, Sanders and Skibinski said aye. There were no nays. Trustees Kirvelaitis, Camalliere, Sanders and Skibinski were duly elected to the positions, respectively, of President, Vice President, Secretary, and Treasurer of the Board of Directors of the Lemont Public Library District.

VI. Resolutions for Retiring Trustees

The President read a resolution of appreciation for retiring **Trustee (Phillip) Tom Culcasi**, who served the Library District from 2015 to 2023 as a member of the Building and Grounds, Finance, and Policy and Personnel Committees and as chair of the Technology Committee. He was instrumental in planning the redesign and revitalization of the Library facilities and spearheaded the Library sponsorship program. There was a motion made by Trustee Skibinski, seconded by Trustee Camalliere, to approve the resolution. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duff, Kirvelaitis, Pravidik, Sanders and Skibinski said aye. There were no nays. The motion passed.

The President read a resolution of appreciation for retiring **Trustee Thomas W. Burton**, who served the Library District from 2013 to 2023 as a member of the Finance Committee and as chair of the Building and Grounds Committee. He was contributed to plans to redesign and revitalize the Library facilities. There was a motion made by Trustee Sanders, seconded by Trustee Skibinski, to approve the resolution. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duff, Kirvelaitis, Pravidik, Sanders and Skibinski said aye. There were no nays. The motion passed.

VII. Public Comments

There were no comments from the public.

VIII. Approval of Minutes

Trustee Skibinski observed that she was at the April meeting from the very beginning, yet she was marked as having arrived later. A correction would be made. A motion was then made by Trustee Skibinski and seconded by Trustee Sanders, to approve the minutes of the regular meeting of April 11, 2023. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duff, Kirvelaitis, Pravidik, Sanders and Skibinski said aye. There were no nays. The motion passed.

IX. Treasurer's Report

There was a motion made by Trustee Camalliere and seconded by Trustee Sanders to approve the Treasurer's report as submitted:

April 30, 2023

Chase Bank	
Checking Account	\$269,303.08
Savings Account	106.77
Illinois Funds	
Money Market e-pay	20,481.10
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	11,196.88
PMA Operating Account	689,637.03

A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duff, Kirvelaitis, Pravidik, Sanders and Skibinski said aye. There were no nays. The motion passed.

X. Approval of Bills

A motion was made by Trustee Skibinski and seconded by Trustee Pravidik, to approve payment of total accounts payable, ACH payments and payroll for the period of April 12, 2023 to May 9, 2023 in the amount of **\$149,509.78**. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Pravidik, Sanders and Skibinski said aye. There were no nays. The motion passed.

XI. Reports**A. President**

The President assigned chairs to the Board committees as follows:

Finance	Michaeline Skibinski
Policy and Personnel	Patricia Camalliere
Technology	Renee Pravidik
Planning and Goals	Catherine Sanders

In the interim, the President would act as chair of the Building and Grounds Committee.

B. Library Director

- The Director and her teams submitted their monthly written reports. The Director said the Library fundraiser, Trivia and Tacos Night, on May 5th made a profit of \$5884.91. She thanked Shannon Kazmierczak, Erin Richmond, their team, and volunteers for making the evening a success.
- The PLC (Pinnacle Library Consortium) budget had been approved.

- The Library would be reviewing all database offerings to find the best balance of cost and coverage.
- Youth Services Librarian Jazmin Wilson conducted a presentation on her mission trip to Burundi for the Lemont-Homer Glen Rotary Club. After returning from her trip, she set up donation boxes at local businesses for shoes (ages 5-14) and basic school supplies for remote and impoverished parts of Burundi. Trustee Camalliere also spoke to the Lemont-Homer Glen Rotary about her latest book *The Miracle at Assisi Hill*, and its roots in local history.
- Assistant Director Golden was conducting Library managers meetings on the first and third Wednesdays of the month.
- The Library was considering acquiring the DebtBook software program, which would help streamline administrative tasks.
- The Illinois State Library offers Live and Learn Construction Grants to assist public libraries with construction costs in their facilities. The state grants match local money. The Library has \$200,000 in funds saved for the Children's Patio build out, so a matching grant would enable the launch of the project in April 2024.

C. Attorney
No report.

D. Committees

- 1. Technology**
- 2. Policy and Personnel**
- 3. Planning and Goals**
- 4. Building and Grounds**
The Committees did not meet last month.
- 5. Finance**
The Committee continued working on the working budget.

XII. New Business

A. Resolution FY 23-05 to Add the Assistant Library Director as Signatory

A motion was made by Trustee Skibinski and seconded by Trustee Sanders to authorize the addition of Assistant Library Director Mary Golden as a signatory on the Library's account with Chase Bank. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Pravdik, Sanders and Skibinski said aye. There were no nays. The motion passed.

B. Tentative Fiscal Year 2024 Budget

The President asked the trustees to review the budget to facilitate discussion at the next monthly meeting.

C. Wages and Salaries Fiscal Year 2024

The Director would be recommending a four percent salary increase for the staff, except for the shelvers, who benefited from an increase in the State's minimum wage on January 1st and would do so again on July 1st. The PLC libraries were acting in tandem to increase their managers' salaries by five percent.

XIII. Old Business

A. Adopt Material Challenge Policy

The Director would ask the Library's attorney to review the policy. Further changes may have to be made to comply with a new state law, prohibiting book banning, effective January 1, 2024.

B. Adopt "A Library for Everyone" Policy

Trustee Camalliere made a motion, seconded by Trustee Pravdik, to adopt the "A Library for Everyone" policy, expressing the Library's commitment to serving everyone in the community and supporting positive experiences. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Pravdik, Sanders and Skibinski said aye. There were no nays. The motion passed. Trustee Burt-Nicholas suggested amending the policy to explicitly mention individuals with mental challenges. The President requested that the amendment be included in the following month's meeting agenda.

C. Elevator Repair

The Director observed that, since she was hired, the quote for elevator repairs had gradually increased from \$61,000K to \$76,000. Should installation of a new elevator, at an estimated cost of \$100,000-200,000, also be considered? The trustees determined that the elevator was not a top priority. It was not used by the public and not dangerous. An electrical update would probably be required to pass inspection. The Director would seek new bids. Trustee Camalliere was concerned about another large expenditure and requested more specifics than listed in the last bid.

D. Architect Presentations

The Director asked the Board whether it was ready to hear ideas for the Children's Patio renovation. She had already begun fundraising and wanted to seek input from patrons. The architect she had consulted envisioned a four-season covered space for all departments to use or even to rent. The space would be integrated with the patio and include a vestibule-style door. A new sidewalk would resolve current issues with accessibility from the parking lot. The architect ultimately chosen by the Board would have a large role to play in obtaining a Live and Learn Construction grant. They would have to accompany her to Springfield to present the plan.

The Treasurer was not keen on funding a project costing \$500,000. After the delayed receipt of tax revenues and necessity of issuing a TAW (tax anticipation warrant), she preferred maintaining a stable financial position. The Director assured her that they would not be putting an architect on retainer, just seeing presentations. Construction could not commence until the grant was awarded. Trustee Pravdik suggested delegating the matter to the Building and Grounds Committee after the June meeting. The Planning and Goals Committee might also be included in the presentations.

E. Library Archivist's Project

The Board watched a PowerPoint presentation and video clip from Audra Adomenas of the Lithuanian Archives Project (LAP). Ms. Adomenas presented the results of her content digitization projects, including a Library anniversary exhibit. She also provided quotes for a further four projects, should the Board decide to proceed with them. Possible projects involved digitization of Board minutes and other Library collections, as well as the collection of yearbooks which Lemont High School had recently sent to the Library. She could also continue conducting interviews for an exhibit on the Library and local history.

- The Director had recommended some of the potential projects and had included \$12,000 in the working budget for archival work. The President added that the money spent on archival work to-date was the equivalent of 14 per hour. Starting July 1st, employing a shelver would cost more.
- The Treasurer said she was under the impression that the entire project would cost no more than the \$30,000, which was already spent on it.
- Trustee Pravdik felt that the funds were better spent elsewhere. After all, Lemont had a Historical Society to maintain archives.
- Trustee Camalliere, a member of the Lemont Historical Society, explained that the Society had limited funds. It was not financially supported by the Village of Lemont and was dependent on donations. The Society could work on certain projects with the Library, but on a limited basis. It was mostly staffed by volunteers. The one employee the Society was

able to pay worked only twelve hours per week.

The trustees reached a consensus. Ms. Adomenas would publish the archives she had already digitized online, except for the oral history interviews, which would require the participants' written consent. Before committing additional resources, Trustees Sanders and Skibinski thought it sensible to review the metrics, determine public interest level and monitor responses. Outreach Manager Kazmierczak would highlight the database via the website banner and promote it in the fall newsletter. However, she mentioned that it was currently not feasible to obtain usage metrics for any of the databases on the Library website.

XIV. Executive Session

A motion was made by Trustee Sanders and seconded by Trustee Skibinski to move into executive session to discuss personnel and potential litigation. A voice vote was taken. All voted aye. The motion passed. The Board moved into executive session.

Upon returning from executive session, a motion was made by Trustee Sanders and seconded by Trustee Pravdik to retain attorney Kenneth Florey with Robbins Schwartz as legal counsel. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Pravdik, Sanders and Skibinski said aye. There were no nays. The motion passed.

Trustee Skibinski made a motion, seconded by Trustee Camalliere, to approve the Director's short-term leave of absence and to adopt the following compensation package for Assistant Director Mary Golden, who would be assuming the Director's responsibilities April 21, 2023, to July 21, 2023: that Ms. Golden temporarily receive an additional \$1,500 per month during the Director's leave. The compensation would be paid as a lump sum and prorated to April 21st. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Pravdik, Sanders and Skibinski said aye. There were no nays. The motion passed.

XV. Adjournment

Trustee Skibinski made a motion, seconded by Trustee Pravdik, to adjourn the meeting at 9:28 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis
Recording Secretary