

**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**

September 13, 2022

I. Call to Order and Roll Call

President Kirvelaitis called the meeting to order at 7:00 p.m. The following Trustees answered present: Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Renee Pravdik, Catherine Sanders and Michaeline Skibinski. Trustee Thomas Burton, Jr. was absent. Library Director Heather Shlah and Assistant Director Mary Golden also attended the meeting.

II. Pledge of Allegiance

III. Approval of Minutes

Trustee Skibinski made a motion, seconded by Trustee Sanders, to approve the minutes of the regular meeting of August 9, 2022. A voice vote was taken. All voted aye. Trustee Burton was absent. There were no nays. The motion passed.

IV. Treasurer's Report

As expected, due to serious delays, only \$5,248.59 of Cook County's Spring 2021 property taxes were received. A Public Library Per Capita and Equalization Grant of \$34,193.45 came in this month, as well as \$23,907.12 in "Bridging the Digital Divide" grant money. The CD from Lemont Bank and Trust in the amount of \$107,685.39 matured on August 24th. It was transferred to the operating account. There was a motion made by Trustee Culcasi and seconded by Trustee Sanders, to approve the Treasurer's reports as submitted:

August 31, 2022

Chase Bank	
Checking Account	\$193,194.11
Savings Account	106.77
Illinois Funds	
Money Market e-pay	76,841.70
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	169,494.35
PMA Operating Account	211,130.36

A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Thomas Burton, Jr. was absent. There were no nays. The motion passed.

V. Approval of Bills

Trustee Skibinski made a motion, seconded by Trustee Camalliere, to approve payment of bills for the period of August 9, 2022 through September 13, 2022 in the amount of \$38,806.47 and payroll in the amount of \$76,136.58. A roll call was taken. Trustees Camalliere, Culcasi,

Pravdik, Sanders and Skibinski voted aye. Trustee Kirvelaitis said aye, except for bills related to the Lithuanian Archives Project (LAP), where he abstained. Trustee Burton was absent. There were no nays. The motion passed. The trustees liked seeing payroll numbers added to the Accounts Payable report. There was a question about the continuing consultant fees from the Lithuanian Archives Project. President Kirvelaitis explained that no Lithuanian archives were being worked on. "Lithuanian Archives Project" was simply the name of the nonprofit group organizing the Library's files, historical documents, and microfilm. Cost to the Library was minimal, as the services of several interns working on the archives were free. Trustee Culcasi asked if LAP could advise a Committee of the Whole - what had been accomplished, what remained to be done, and when the project would be completed.

VI. Public Participation

There were no members of the public in attendance.

VII. Reports

A. President

The Keepataw Parade went very well. The float was great. The President thanked the volunteers and staff who coordinated the event before and during the weekend holiday.

B. Library Director

Director Shlah referred to her monthly written report, which included IPLAR (Illinois Public Library Annual Report) statistics, training and professional development, preliminary audit preparation, various meetings, bridge loan and TAW applications and contract reviews in an attempt to cut costs.

C. Attorney

No report.

D. Committees

1. Technology

The committee met on August 24th. The contract with Impact IT was discussed. Chair Culcasi said the Tech Committee would be working with Building and Grounds on acquiring a new security camera system. The Assistant Director had requested quotations from five vendors and was scheduling site visits.

2. Policy and Personnel

The committee met on August 31st to continue to review policies and update where needed. Since the Library Board By-laws only mention the Board committees by name, the committee was adding their responsibilities and authority to make decisions. Regarding the proposal for employees to receive a pay incentive if they choose spousal insurance over Library-provided health benefits, the committee would be consulting with the insurance agent on language and reimbursement. Some public-facing policies were reviewed. These included the Patron Code of Conduct, Room Use, Tutoring, and Unsupervised Children. Policies that need to be discussed further included (among others) the Teen Lounge, Maintaining Patron Confidentiality, Kindle and Laptop Lending, as well as Printer, Copier, Scanning policies.

3. Finance

Due to the delayed property tax receipts, Director Shlah researched short-term

Tax Anticipation Warrants. She also applied to the Cook County Bridge Loan Initiative, which was offering an interest-free loan with a credit of \$1,000 for bond counsel (if the Library retained Chapman and Cutler.) The county would prioritize municipal entities with less than 4 months in reserves and would consider socioeconomic factors of the Districts that apply. The Library could approach financial institutions it already used. Lemont Bank and Trust or JP Morgan Chase could be considered for the anticipation warrant, and Andrew Win at PMA could serve as Financial Advisor. The next bond payment of \$263,000 is due on December 1, 2022. The next Committee meeting was scheduled for October.

4. Planning and Goals

The committee met on August 30th with managers from all the departments to brainstorm on strategic planning and discuss the Library's 80th birthday and fundraising events. The next meeting was scheduled for September 15th.

5. Building and Grounds

No report.

VIII. New Business

A. Budget and Appropriation Ordinance FY23-02

A motion was made by Trustee Skibinski and seconded by Trustee Culcasi to adopt the Budget and Appropriation Ordinance FY23-02. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

B. Impact Networking, Inc. Equipment Purchase

There was a motion made by Trustee Culcasi, seconded by Trustee Pravdik to approve the purchase of 20 new computers by Impact Networking, subject to the terms discussed. The Library would pay \$20,000 upon ordering and \$20,000 upon delivery. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

C. Secretary Audit of Minutes

Trustee Skibinski made a motion, seconded by Trustee Pravdik, to sign the Secretary's audit of minutes, attesting to their accuracy and completeness. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

D. Resolution FY23-01 Obligation Bonds 2015 Series

There was a motion made by Trustee Camalliere and seconded by Trustee Skibinski to approve payment of bonds in the amount of \$263,000. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

E. Adoption of Resolution FY23-03 Non-Resident Fee

The fee had not increased from the previous year. Trustee Pravdik made a motion, seconded by Trustee Sanders, to adopt Resolution FY23-03, setting the non-resident patron fee at \$231, based on the general mathematical formula algorithm and excluding 2022 population growth. A roll call was taken. Trustees Camalliere, Culcasi,

Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

F. Approve Hire of Bond Counsel Chapman and Cutler, if required for TAW, and Government Portfolio (PMA) for FA, if required

Trustee Skibinski made a motion, seconded by Trustee Culcasi, to approve the appointment of Chapman and Cutler as bond counsel, if required for a Tax Anticipation Warrant, and PMA Government Portfolio as financial adviser, if required. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

IX. Old Business

A. Resolution 23-04 Unused Sick Time

A motion was made by Trustee Culcasi and seconded by Trustee Camalliere to retain the current policy, allowing employees to accumulate 675 days of unused sick time and add them to employee pension upon retirement. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

B. Payment Incentive

The Policy and Personnel Committee requested tabling consideration of the Employee Cash Incentive for waiving Library Insurance until further information was attained.

C. Policy Review

A second reading of policy updates was waived. There was a motion made by Trustee Pravdik, seconded by Trustee Culcasi, to approve the Patron Code of Conduct, Room Use, Tutoring, Naming and Sponsorship, Unsupervised Children, and Alcohol Policies, as amended. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. Trustee Burton was absent. There were no nays. The motion passed.

D. Status of Alarm System

The system was in good working order.

E. Status of Camera System

See Technology Committee report.

X. Communications / Correspondence

There was nothing of note to be shared this month.

XI. Executive Session

There was no need to move into executive session.

XII. Adjournment

A motion was made by Trustee Skibinski, which was seconded by Trustee Culcasi, to adjourn the meeting at 8:02 p.m. All voted aye. There were no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis, Recording Secretary