

**MINUTES OF THE
TRUTH-IN-TAXATION HEARING
OF THE LEMONT PUBLIC LIBRARY DISTRICT
COOK AND DUPAGE COUNTIES, ILLINOIS
HELD AT THE LIBRARY DISTRICT LEARNING CENTER, 50 EAST WEND STREET, LEMONT, ILLINOIS
November 9, 2021**

I. Call to Order

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

II. Roll Call

The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Renee Pravdik and Catherine Sanders. Trustee Michaeline Skibinski was absent. Library Director Heather Shlah and Assistant Director Rachel Snyder also attended the meeting.

III. Reasons for Proposed Increase

Adoption of the annual tax levy ordinance allows the Library to capture all available property tax monies, including first year growth. The Property Tax Extension Limitation Law (PTELL) limits taxing districts to an increase in property tax extensions on existing property of the lesser of 5.0% or the increase in the national Consumer Price Index. The actual taxes extended and collected have traditionally fallen considerably below the estimate, so 2021-2022 taxes are projected to increase little.

The proposed amount of Corporate and Special Purpose Property Taxes to be levied for the 2021-2022 fiscal year were \$2,000,000, a 32 percent increase over the previous year. The estimated property taxes to be levied for debt service and public commission leases for the 2021-2022 fiscal year were \$2,263,400, or a 1.23% decrease over 2020-2021.

Overall, the estimated total property taxes to be levied for 2021-2022 are \$2,263,400. This represents a 27% increase over the previous year. The Board would vote on the ordinance at its regular meeting, directly after the hearing.

IV. Public Testimony

There were no comments or questions from the floor.

V. Adjournment

A motion was made by Trustee Culcasi and seconded by Trustee Camalliere to adjourn the meeting at 6:59 p.m. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. There were no nays. Trustee Skibinski was absent. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis
Recording Secretary

**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**

November 9, 2021

I. Call to Order and Roll Call

President Kirvelaitis called the meeting to order at 7:01 p.m. The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Renee Pravidik and Catherine Sanders. Trustee Michaeline Skibinski was absent. Library Director Heather Shlah and Assistant Director Rachel Snyder also attended the meeting.

II. Pledge of Allegiance

III. Approval of Minutes

A motion was made by Trustee Burton, seconded by Trustee Culcasi, to approve the minutes of the regular meeting of October 12, 2021. A voice vote was taken. All voted aye. There were no nays. Trustee Skibinski was absent. The motion passed. Trustee Camalliere made a motion, seconded by Trustee Pravidik, to approve the minutes of the executive session of October 12, 2021. A voice vote was taken. All voted aye. There were no nays. Trustee Skibinski was absent. The motion passed.

IV. Treasurer's Report

There was a motion made by Trustee Burton and seconded by Trustee Culcasi to approve the treasurer's report as submitted:

Chase Bank	
Checking Account	\$ 215,101.63
Savings Account	106.77
Illinois Funds	
Money Market e-pay	67,152.80
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	260,444.61
CD – Matures 8/24/21	107,282.62
PMA Operating Account	822,684.01

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

V. Approval of Bills

Trustee Burton made a motion, seconded by Trustee Sanders, to approve payment of bills for the period of October 13, 2021 to the November 9, 2021 in the amount of \$24,951.11. Trustee Pravidik inquired whether the Library was satisfied with the cleaning services. The Director responded that Astoria cleaned and disinfested thoroughly. Trustee Camaliere asked about the progress On-Site Support, Inc. was making on IT work. Trustee Culcasi said On-Site would provide a line-item analysis. He estimated that the entire project should be completed by the

end of December. Once the computer network rebuild was done, On-Site would be called on an as-needed basis. Most of the IT work would be handled by the Library's own IT resource manager, Chris Schoenherr. The Director commented that a \$4,000 monthly fee was unsustainable. A roll call to approve bill payment was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik and Sanders voted aye. There were no nays. Trustee Skibinski was absent. The motion passed.

VI. Public Participation

There were no comments from the public.

VII. Reports

A. President

The President and Trustee Camalliere, chair of the Policy and Personnel Committee, reviewed the Director's performance evaluation with Director Shlah on October 27th. The President also met with Trustee Culcasi, Technology Committee chair, to discuss the timeline for remaining projects.

B. Library Director

1. The Director attended an EDI (equity, diversity, and inclusion) training program and would incorporate EDI principles in strategic planning.
2. The Director has still noticed staff morale issues. Since she did not know what underlying issues were troubling the Library staff, she was unable to quickly address any problems or misperceptions. Trustee Camalliere expressed concern, as the trustees had approved each of the Director's recommendations in order to help demonstrate how highly-valued the Library staff was. The hope was that employees were feeling appreciated for their dedication and hard work. It also seemed to the trustees that trust and communication were much improved. The staff was always welcome to attend Board meetings and bring matters directly to them. Trustee Burton suggested that affected staff first meet with Policy and Personnel Committee Chair Camalliere, then if needed with the remaining committee members, Trustees Sanders and Skibinski. Trustee Camalliere suggested that the Director share with the managers that she had spoken to the Board and that the trustees were open to any questions, requests, and concerns.

C. Attorney

No report.

D. Committees

1. Finance

The Committee met November 8th to discuss new financial policies and make revisions suggested by the Policy and Personnel Committee. The Treasurer recommended voting to approve a streamlined Authority to Spend policy.

2. Building and Grounds

The Library was forced to close for two days when the HVAC system failed. Sid's Unlimited Landscaping had almost finished enhancing the berm behind the adult quiet area, on the southeast side of the building. The committee would check whether the Friends of the Library or the Lemont Junior Woman's Club about contributions toward the outdoor beautification project. Trustee Culcasi acknowledged that the pandemic had interrupted sponsorship fundraising,

which would be resumed.

3. Policy and Personnel

The committee met on October 20th to review the new financial policies. None required considerable amendments, just the elimination of redundancy and overlap. Some documents lacked definitions of terms. The committee also ascertained that the employee handbook appropriately covered remote work. No action was taken on tutor policy.

4. Planning and Goals

The committee would convene a meeting within the month.

5. Technology

During the October 28th meeting, the committee received a timeline and to-do list for the completion of the IT redevelopment projects. OnSite consultant Greg Bustamante said the rebuild would be completed by year's end, including a five-year rotating schedule for the replacement of equipment and reassessment of printer agreements. By the end of November, he would conduct staff security training to ensure that the system would be safeguarded against online attacks that had occurred numerous times over the past two months. Mr. Bustamante and IT Resource Manager Chris Schoenherr hoped to have the Library's new website vetted and ready to present to the Board at the next regular meeting.

VIII. Old Business

A. Credit Card Policy, Second Reading

Trustee Burton made a motion, seconded by Trustee Culcasi, to waive the second reading of the new Credit Card Policy. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed. There was a subsequent motion by Trustee Burton, which was seconded by Trustee Sanders, to approve the Credit Card Policy. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed.

B. Approval to Spend Policy, Second Reading

Trustee Culcasi made a motion, seconded by Trustee Burton, to waive the second reading of the new Approval to Spend Policy. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed. A motion was made by Trustee Camalliere and seconded by Trustee Pravdik to approve the Approval to Spend Policy. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed.

IX. New Business

A. Certificate of Estimate of Revenue by Source

There was a motion made by Trustee Culcasi and seconded by Trustee Burton to approve certification of the Estimate of Revenue by Source. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed.

B. Truth-in-Taxation Certification

A motion was made by Trustee Burton and seconded by Trustee Sanders to approve Truth-in-Taxation Certification as submitted. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed.

C. Annual Tax Levy Ordinance No. 22-03 for FY 2021-2022

Trustee Culcasi made a motion, seconded by Trustee Pravdik, to adopt Annual Tax Levy Ordinance No. 22-03 for Fiscal Year 2021-2022. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed.

D. Resolution No. 22-02 Establishment of Funds Needed

There was a motion by Trustee Burton, seconded by Trustee Camalliere, to adopt Resolution No. 22-02, the Establishment of Funds Needed. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik and Sanders voted aye. Trustee Skibinski was absent. The motion passed.

X. Communications / Correspondence

There was no correspondence to share.

XI. Executive Session

There was no need to move into executive session.

XII. Adjournment

A motion was made by Trustee Burton, which was seconded by Trustee Culcasi, to adjourn the meeting at 8:07 p.m. All voted aye. There were no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

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