

**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**

**August 9, 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: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Renee Pravdik, Catherine Sanders and Michaeline Skibinski. Library Director Heather Shlah and new Assistant Director Mary Golden also attended the meeting.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

Trustee Burton made a motion, seconded by Trustee Culcasi, to approve the minutes of the regular meeting of June 14, 2022. A voice vote was taken. All voted aye. There were no nays. The motion passed. Trustee Skibinski made a motion, seconded by Trustee Pravdik, to approve the minutes of the regular meeting of April 12, 2022. A voice vote was taken. All voted aye. There were no nays. The motion passed.

**IV. Treasurer's Report**

Treasurer Skibinski reported that Cook County's second installment property tax bills were seriously delayed passed the traditional August 1<sup>st</sup> property tax remittance deadline making it difficult for the Library and other taxing bodies to timely meet their financial obligations. Barring larger, unexpected expenses, the Treasurer and Director did not foresee the need for a tax-anticipation loan. As a precaution, the Director would not hurry to reinvest investments which mature. There was a motion made by Trustee Culcasi and seconded by Trustee Camalliere, to approve the treasurer's reports as submitted:

June 30, 2022

Chase Bank	
Checking Account	\$208,097.78
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	261,087.23
CD – Matures 8/24/22	107,604.45
PMA Operating Account	303,158.91

July 31, 2022

Chase Bank	
Checking Account	\$183,660.31
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	261,415.05
CD – Matures 8/24/22	107,644.25
PMA Operating Account	205,827.31

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

#### **V. Approval of Bills**

Trustee Skibinski made a motion, seconded by Trustee Burton, to approve payment of bills for the period of June 15, 2022 through July 12, 2022, pages 1 to 4, as listed. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Pravidik, Sanders and Skibinski voted aye. Trustee Kirvelaitis said aye, except for bills related to the Lithuanian Archives Project (LAP), where he abstained. There were no nays. The motion passed. A motion was made by Trustee Camalliere and seconded by Trustee Culcasi, to approve payment of bills for the period of July 13, 2022 through August 9, 2022, pages 1 to 5, as presented. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

#### **VI. Public Participation**

There were no members of the public in attendance.

#### **VII. Reports**

**A. President**  
No report.

**B. Library Director**  
Director Shlah referred to her monthly written report

**C. Attorney**  
No report.

#### **D. Committees**

##### **1. Technology**

Chair Culcasi confirmed with Impact IT and the Library department heads that the updated computer system was running smoothly. Previous technology consultant On-Site Technology Solutions had billed the Library for \$50,000 in equipment purchases. Impact agreed that the Library had needed the new equipment, and the total cost was reasonable. In any case, all major purchases were complete. The Library had signed a 3-year service contract with Impact. It included a monthly fee, minimal materials purchases, and a 3-month advance notice termination clause, no automatic renewal at expiration. The President stated that the Board would have to approve more significant purchases.

##### **2. Policy and Personnel**

The committee met on June 28, 2022. The personnel manual and most other documents had been recovered, and the committee was working on updates to the manual in a systematic way. The job descriptions for four key management positions had been rewritten. The Director had submitted lists of core competencies for each position to be used in performance evaluations and determining wage increases. The committee also approved an Awards Network, a program of employee recognition. Chair Camalliere observed that most remaining policies were not high-level and might be unnecessarily burdensome for Board. Certain policy discussions could be kept at committee-level, yet others could be delegated to the committee by the Board. The President replied that the principal issues to be discussed at Board-level were matters impacting the community, bearing ramifications on employees, or dealing with sponsorships and gifts to the Library. The committee's current recommendations to the Board can be found under *New Business*. Its next meeting, reviewing conduct-related policies, would be on August 30<sup>th</sup>.

**3. Finance**

The committee would convene on August 17<sup>th</sup>. Due to delayed property tax receipts, the committee would research possible short-term loan coverage and whether an interest-free loan was available, if necessary. A low interest-earning CD with Lemont Bank and Trust would be maturing shortly. The committee recommended not reinvesting the amount immediately, just in case the Library needed the funds to cover expenses through the end of the calendar year.

**4. Planning and Goals**

Chair Sanders said the committee would meet later in August.

**5. Building and Grounds**

Chair Burton said that, at the committee's next meeting, it would discuss the rapidly-filling donor sign as well as application of sealcoat on the parking lot.

**VIII. New Business**

**A. Staff Institute Day**

A motion was made by Trustee Skibinski and seconded by Trustee Pravdik to change the Staff Institute Day from October 22 to November 11 and to close the Library for staff training on November 11, 2022. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

**B. Resolution 675**

The Policy and Personnel Committee would review the current policy for accumulation of unused employee sick time and how much of this unused sick time can be added to an employee pension upon retirement.

**C. Payment Incentive**

The possibility of offering a payment incentive for employees who waived employer-provided health insurance (the difference between spousal insurance premium and Library insurance premium) would be reviewed by the Policy and Personnel Committee.

**D. Credit Card Policy**

There was a motion made by Trustee Culcasi and seconded by Trustee Skibinski to

adopt the Library's credit card policy, as submitted. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

**E. Capital Assets Policy**

Trustee Skibinski made a motion, seconded by Trustee Burton, to adopt the Library's capital assets policy, as submitted. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

**F. Adoption of Ordinance FY2023-01 Building and Maintenance Levy**

The Building and Maintenance Levy Ordinance was read into the record. Trustee Skibinski made a motion, seconded by Trustee Sanders, to adopt Building and Maintenance Levy Ordinance FY2023-01. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

**IX. Old Business**

**A. Keepataw Parade Float**

Trustee Pravidik confirmed that a birthday cake float, integrating an open book, was being built. A reusable banner had also been ordered. She had received no response from vendor yet on the details, i.e., color/s and lettering. T-shirts had been designed for all float riders, including trustees and summer program participants. The float can accommodate up to ten people.

**B. Library's 80<sup>th</sup> Anniversary Celebration Budget**

A preliminary \$5,000 budget included estimated expenses for the float and parade-associated items, kids program supplies, archival work, and evening soiree decorations, refreshments, and music. The banner cost would be covered from the regular marketing budget since it will be used on multiple occasions. Two birthday-related events were planned: one for kids and one for adults.

**C. Committee Meeting Schedule (revised)**

A revised version of the schedule for committee meetings had been distributed. The Director requested that the trustees advise her of any corrections or changes.

**X. Communications / Correspondence**

There were no notes, letters, or invitations 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 Burton, which was seconded by Trustee Culcasi, to adjourn the meeting at 8:11 p.m. All voted aye. There were no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis  
Recording Secretary