

**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**

**March 14, 2023**

**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 Assistant Director Mary Golden also attended the meeting.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

Trustee Burton made a motion, seconded by Trustee Skibinski, to approve the minutes of the regular meeting of January 10, 2023. A voice vote was taken. All voted aye. The motion passed.

**IV. Treasurer's Report**

The Library received over \$356,000 of the spring 2022 tax distribution from DuPage County in January and \$11,000 in February. There was a motion made by Trustee Culcasi and seconded by Trustee Sanders, to approve the Treasurer's report as submitted:

January 31, 2023

Chase Bank	
Checking Account	\$113,878.26
Savings Account	106.77
Illinois Funds	
Money Market e-pay	11,107.33
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	18,748.53
PMA Operating Account	996,185.25

February 2023

Chase Bank	
Checking Account	\$78,752.57
Savings Account	106.77
Illinois Funds	
Money Market e-pay	14,480.45
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	632,389.80
PMA Operating Account	296,186.54

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

**V. Approval of Bills**

A motion was made by Trustee Camalliere and seconded by Trustee Burton, to approve payment of total accounts payable, ACH payments and payroll for the period of January 11, 2023 to February 14, 2023 in the amount of \$147,751.81. A roll call was taken. Trustees Burton, 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. There were no nays. The motion passed.

Trustee Culcasi made a motion, seconded by Trustee Skibinski, to approve payment of total accounts payable, ACH payments and payroll for the period February 15, 2023 to March 14, 2023 in the amount of \$144,016.48. Trustee Skibinski asked how much of the passport fees the Library received each month. Director Shlah replied that the State of Illinois received most of the fees. Issuing passports was a service to Library patrons, not a money-making venture. A roll call was taken. Trustees Burton, 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. There were no nays. The motion passed.

**VI. Public Participation**

There were no comments.

**VII. Reports**

**A. President**

The President advised the trustees to check their Library emails for a Statement of Economic Interest, which was due in May.

**B. Library Director**

The Director submitted her written report. She also investigated the possibility of ordering a post clock to commemorate the Library's anniversary. The cost was prohibitive, at least \$20,000. A second option was installing a mounted clock suited to the architecture of the building with the inscription "Established 1944".

**C. Attorney**

No report.

**D. Committees**

**1. Technology**

Trustee Culcasi thanked the Library staff, especially Assistant Director Mary Golden. Nearly all of the hardware for staff and patron computer stations had been upgraded and was being switched to GA4 analytics services to obtain more accurate data. The Library was also building a mobile app. The committee was searching for a sustainable IT services pricing model.

**2. Policy and Personnel**

On January 26<sup>th</sup>, the Committee reviewed the Sponsorship and Naming and the "A Library for Everyone" policies. A form for patrons who wanted items reconsidered or removed from the collection was fine-tuned. The Collection Development and Strategy policies would be incorporated into a single policy and still required some work. Since some patrons had been filming staff without

their permission, the staff asked that the Board strengthen the language in the Photography and Filming policy. Another committee meeting was held directly before the regular meeting, where revisions were made to salary ranges. The committee discussed whether high school-aged student employees should all be paid the State's minimum wage. The State had also established a lower wage for students under 18 years, yet both age groups essentially performed the same job. The committee would examine new legislation regarding paid time off that had just been passed on March 13<sup>th</sup>. Descriptions of each committee's responsibilities would be sent to the committee chairs for recommendations.

**3. Finance**

The Library paid off its TAW (Tax Anticipation Warrant) on February 28, 2023: a balance in the amount of \$613,500, interest of \$7,765 and \$4,000 for bond counsel. The first tax increment financing reimbursement was due on April 1st. Work on a working budget would start soon.

**4. Planning and Goals**

The committee did would meet on March 21<sup>st</sup>.

**5. Building and Grounds**

The committee met on March 13<sup>th</sup>. Trustee Burton reported that they were waiting for a quote on the donor wall. Spring cleaning had commenced. A leak was found in the server room, which US Waterproofing would be fixing with an epoxy injection at a cost of \$790. The committee also followed up on patron Diane Field's suggestion to install soft, indirect lighting in the Library's atrium. Unfortunately, Linear Electric determined that nothing could be done to improve the lighting, other than replacing it, which would be expensive and considerably increase electrical costs. Trustee Culcasi remembered that minimum light levels for public spaces had been researched during the Library's remodeling. New HVAC software would run \$90,000-\$100,000. The estimated cost of elevator repairs was \$76,400, and the committee recommended completing it by the end of the fiscal year. On March 16<sup>th</sup>, the Director would meet with an architect for a rendering of the potential expansion of the children's patio.

**VIII. New Business**

**A. Adopt "A Library for Everyone" Policy**

The President deferred action until the next meeting, so language addressing staff and volunteer liability could be added.

**B. Adopt Naming and Sponsorship Policy**

Trustee Culcasi wondered if the policy should include language on refusing sponsorship if the Library deemed the donation inappropriate. The policy was sent back to the committee for editorial changes.

**C. Book Challenge**

A request had previously been received from patron Marcia Taylor to relocate the book, "Kind Like Marsha: Learning from LGBTQ+ Leaders" by Sarah Prager from the Library's children's department to the YA (young adult) section. The trustees had examined the volume and found that the book's main theme was leadership. It was elementary and not meant for young adults, so her request was denied. Ms. Taylor had submitted a second complaint, requesting that the book be removed from collection.

After careful consideration, the Board determined that removing the book from the collection was tantamount to censorship, and the District did not believe in censorship. Trustee Culcasi made a motion, seconded by Trustee Pravdik, to deny the request. A roll call was taken: Trustees Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders, Sanders and Skibinski voted aye. Trustee Burton voted nay. The motion passed.

**D. Audit for Fiscal Year ended June 30,2022**

Lauterback & Amen, LLP had just completed the audit, as the firm was short-staffed and had only been able to start field work in August. The Director would invite Managing Auditor Michael Del Valle of Lauterback & Amen, LLP to present the audit to the Board at the next meeting.

**IX. Old Business**

**A. Spring Fundraising Events–Dates Reminder**

1. The trivia night fundraiser, Trivia and Tacos, was set for May 5<sup>th</sup>. Tickets were \$30 per person, which included tacos and two drink tickets. The event had a drinks sponsor, and the Library was looking for donation baskets for the silent auction. Outreach Services Manager Shannon Kazmierczak was considering creating a PayPal campaign for general donations, for people unable to participate. In addition to formal invitations being sent and emailed, the event was featured on the Library's Facebook account and the website's events page.
2. A mini golf fundraiser was scheduled for June 3, 2023. Sponsorships and volunteer recruiting efforts were going well. An event announcement would appear in the April/May newsletter.
3. The new Donor Wall would be unveiled at a donor appreciation event on August 5, 2023. People, having made donations over the past fiscal year, would be invited. Sponsorship pledges had already been made by the Friends of the Library and the Lemont-Homer Glen Rotary Club.

**X. Correspondence**

There was no significant correspondence to share.

**XI. Executive Session**

There was a motion made by Trustee Burton and seconded by Trustee Sanders to move into executive session to discuss matters pertaining to litigation. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

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Upon returning from executive session, Trustee Sanders made a motion, seconded by Trustee Burton, to have the Library attorney write a demand letter to former IT consultant Greg Bustamente. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

**XII. Adjournment**

Trustee Burton made a motion, seconded by Trustee Culcasi, to adjourn the meeting at 8:24 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,  
 Ramona Stephens-Zemaitis  
 Recording Secretary