

**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 EVENT SPACE,
50 EAST WEND STREET, LEMONT ILLINOIS
November 8, 2022**

I. Call to Order and Roll Call

President Kirvelaitis called the meeting to order at 7:10 PM. The following Trustees answered present: Vytenis Kirvelaitis, Patricia Camalliere, Michaeline Skibinski, Catherine Sanders, Tom Culcasi and Renee Pravdik. Trustee Thomas Burton, Jr. was absent. Library Director Heather Shlah, Assistant Director Mary Golden, and acting secretary Amanda Hill also attended the meeting.

II. Pledge of Allegiance

III. Public Participation

Lemont resident, Melanie Grzesik-Duffy was present, but had no comments for the Board.

IV. Approval of Minutes

A motion was made by Trustee Culcasi and seconded by Trustee Skibinski to approve the minutes of the regular meeting of September 13, 2022. A voice vote was taken. All voted aye. Trustee Burton was absent. There were no nays. The motion passed.

A voice vote was taken to approve the minutes from the regular meeting of October 11, 2022. All voted aye. There were no nays. Trustee Burton was absent. The motion passed.

V. Treasurer's Report

Treasurer Skibinski reported that the cash receipts were down substantially from last month. The District is still waiting for the tax disbursement from Cook County. There is no information on when the September 2022 tax disbursement will be forthcoming, but Lemont residents are yet to receive their property tax bills. We have received approximately \$2000.00 in property tax money this year to date from Cook County, and \$39,000 from DuPage County. She mentioned that the TAW will be discussed later in the meeting, in the Finance Committee report. The library is not buying much or spending money improvidently. The Payables are down from what they have been, and we are only paying the bills what we need to. There were no questions. President

Kirvelaitis called a roll call vote. All trustees in attendance said aye. There were no nays. Trustee Burton was absent. The motion passed.

VI. Approval of Bills

There was a motion made by Treasurer Skibinski and seconded by Trustee Pravdik to approve payment of total accounts payable, ACH payments, and payroll for October 12, 2022, through November 8, 2022, for \$120,286.35. A roll call vote was taken. Trustees Camalliere, Culcasi, Pravdik, Skibinski and Sanders 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.

VII. Reports

A. Board President

The only thing that President Kirvelaitis wanted to comment on is that the birthday celebration went very well, and we received positive feedback from our patrons on both the 1940's themed Gala even and the Children's party. There will be more events coming up. President Kirvelaitis also wanted to remind everyone that November 11th is Veterans Day, and it is important to remember and honor those who have served our country.

B. Library Director

Director Shlah did not include a monthly written report in the Board packet for this meeting, but all the Department Head reports are included. Director Shlah reminded the Board that the Library will be closed on Friday, November 11, Veteran's Day, for staff training. The theme for staff training day is wellness in the workplace. There will be safety drill training, Trauma Informed Library Service and Bystander Intervention Training. There will be a continental breakfast buffet for attendees and lunch will be provided by Big Ed's Shed BBQ. Heather will be doing a presentation on recycling, sustainable living and healthy eating. Amanda will be speaking about the use of therapeutic essential oils and the health benefits of proper use.

Trustee Pravdik asked Director Shlah to speak about the plan for the holiday celebration for the staff. Director Shlah responded that the staff Christmas celebration for staff was discussed in the Planning and Goals meeting. The consensus among staff was to have a catered luncheon during work time at the Library with gift cards as presents. Director Shlah added this item to the agenda and created a budget for the event. This will be discussed later in the meeting.

C. Attorney

Not present, no report.

Committees

1. Technology

Trustee Culcasi reported that there was not a meeting last month, but he asked Assistant Director Mary Golden for some bullet points on where the Library stands with technology issues and equipment. The last of major the network related equipment has been implemented, and new PCs are on order which are partially paid for, but as of present time, the ETA is unknown. The issue with printing resolved, guest pass printing is in progress, the inventory is being updated as equipment is added, and the purchasing of security cameras is on hold due to financial restraints. The Library is not going to sign any contracts at this point.

2. Policy and Personnel

The Policy and Personnel Committee met October 25th and reviewed and approved in Committee the following policies: Confidentiality of Library Records, Teen Lounge Use, Vulnerable Adults, Security Cameras, FOIA and the FOIA Request form and Print/Copy/Fax/Scan Policy. It was the Committee's opinion that the policies should be approved as rewritten and amended. The policies slated to be reviewed at the next committee meeting on Nov 22, 2022, are the Naming and Sponsorship, 3D printer, Community Bulletin Board, Photography and Filming, Social Media and Community Service. The job descriptions for Librarian and Assistant and Clerk positions are also on the agenda for the next meeting. The last thing was a reminder to the Trustees that they need to complete OMA training every fiscal year. Director Shlah showed Treasurer Skibinski's certificate of completion as an example. President Kirvelaitis asked that all the Trustees complete the training as soon as possible.

3. Finance

Treasurer Skibinski reported that the Finance Committee held a brief meeting tonight, Tuesday, November 8th, prior to the General Board meeting. The Committee discussed the levy numbers and the Truth in Taxation hearing. The 2022/2023 Levy will be an action item in New Business. Also under New Business are the Tax Anticipation Warrants that were approved for funding by Lemont Bank and Trust. Once approved by the Board, the final paperwork will be completed, the Library should see funds in the Lemont Bank and Trust account within days. The Bond payment of \$225,500 will then be paid to Amalgamated Bank of Chicago on December 1st, 2022. Director Shlah clarified that the interest rate that the Library will be paying is 4.65% based on a 12X30-day a month cycle. The plan is to pay off the loan in March 2023.

4. Planning & Goals

The Planning and Goals Committee met on November 1st. They discussed:

- Christmas party for the staff.
- Fundraising Events for the spring.
- Trivia Night for Adults
- A mini-Golf event in the Library.
- A donor event at the end of August as a thank you for the donations.

5. Building & Grounds

The Building and Grounds had a brief 20-minute meeting via Zoom. Trustee Burton was absent so there will be a report for this Committee at next month's Board meeting.

VIII. New Business

Ordinance FY23-03 Annual Tax Levy

Treasurer Skibinski motioned to adopt the Ordinance and Trustee Culcasi seconded the motion. There was a roll call vote. All voted aye. No one was opposed. Trustee Burton was absent. The Ordinance was passed.

Tax Anticipation Warrant-Ordinance FY 23-04

Motion was made by Treasurer Skibinski and seconded by Vice-President Camalliere. There was a roll call vote. All voted aye, there were no opposing votes. Trustee Burton was absent.

Commission for Art Project to commemorate the 80th Anniversary of the Library.

Director Shlah is seeking approval from the Board to promote and advertise a \$5000 award for the winning concept. There will possibly be more costs involved. This has been tabled for the next meeting on December 13th when there are more details.

Staff Holiday Party

This will be an in-person event at the Library for the staff with a catered lunch. Trustee Culcasi motioned, and Treasurer Skibinski seconded the motion. There were questions about the amount of \$3,500.00 for lunch and \$100.00 gift cards. Treasurer Skibinski suggested a \$50.00 gift card. Trustee Culcasi said the catering should be from a catering business in Lemont. The budget of \$3,500.00 (\$3,100.00 for 31 gift cards and \$400.000 for lunch) was motioned and seconded. There was a roll call vote. All Trustees voted Aye. No one was opposed. Trustee Burton was absent. The staff holiday party budget was approved.

Resolution FY 23-04 to appoint alternatives to receive election petitions

Administration, Adult Services, Patron Services and Management staff are approved to receive candidate petitions during the Library's operating hours. Motion was made by Trustee Camalliere and seconded by Trustee Skibinski. All Trustees voted aye. None were opposed. Trustee Burton was absent.

IX. Old Business

Spring fundraising event dates

Trustee Culcasi motioned to approve spring fundraising dates. Vice-President Camalliere seconded the motion. All trustees voted aye. No one was opposed. Trustee Burton was absent. Dates for the Trivia Night Fundraiser on May 5th, 2023, the Mini Golf Sponsorship Fundraiser on June 3rd, 2023, and the Donor Appreciation event coinciding with the Summer Learning Finale on August 5th, 2023, were approved.

Outdoor patio project-permission to start bidding process for contractors.

If this project involves a build out 4 season room patios, an Architect will probably need to be involved. A contractor will need to be selected to provide a solution to the drainage problem. Director Shlah asked for permission to pursue more information and to prepare for a bidding process. The consensus from the Board of Trustees present was to move forward in this direction.

Revised Committee Meeting Schedule

Director Shlah will send revised committee meeting schedules to all trustees, along with the link to the Open Meetings Act (OMA) Training.

X. Communications/Correspondence

Director Shlah received correspondence from One Hope United. Director Shlah will respond to them that the Library is organizing its own charitable donations and fundraisers in the areas that they have requested assistance with.

XI. Adjournment

President Kirvelaitis motioned to adjourn at 8:21 pm. All trustees voted aye. Trustee Burton was absent. The meeting was adjourned at 8:21 pm.