

**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**

**October 11, 2022**

**I. Call to Order and Roll Call**

President Kirvelaitis called the meeting to order at 7:03 p.m. The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Renee Pravdik, and Michaeline Skibinski. Trustee Catherine Sanders was absent. Library Director Heather Shlah, Assistant Director Mary Golden, and Outreach Services Manager Shannon Kazmierczak also attended the meeting.

**II. Pledge of Allegiance**

**III. Public Participation**

Lemont residents Melanie Grzesik-Duffy and Laura Burt-Nicholas were present but had no comments for the Board. Shannon Kazmierczak, Outreach Services Manager, spoke about the three separate fundraisers in 2023 that she was organizing to celebrate the Library's 80<sup>th</sup> anniversary:

- A. A large-scale appeal would be sent out in December for donations to update the Outdoor Education Patio for Youth Services.
- B. Family Mini Golf would kick off Summer Reading in 2023. The event would be free to patrons. The Library would look for sponsors for holes.
- C. On May 5<sup>th</sup> or 6<sup>th</sup>, Community Trivia Night would be held at the Lemont Township Center, which could hold up to 150 people. Food would be provided. Ms. Kazmierczak thought the Lemont Junior Women's Club might be interested in helping.

In addition to the fundraisers, a wine and cheese reception would be held on February 25<sup>th</sup> to honor donors and unveil the new donor wall.

**IV. Approval of Minutes**

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

**V. Treasurer's Report**

Treasurer Skibinski reported that the license plate sticker fee program was generating some income from its very first month of implementation. Still, cash receipts were down considerably. While waiting for Cook County's Spring 2021 property tax collection, the Library was curtailing as many costs as possible, other than the cost of salaries. Trustee Camalliere made a motion, seconded by Trustee Burton, to approve the Treasurer's report as submitted:

September 30, 2022

Chase Bank	
Checking Account	\$189,193.32
Savings Account	106.77
Illinois Funds	
Money Market e-pay	89,002.61
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	4,758.23
CD (matured 8/24/22)	--
PMA Operating Account	197,969.65

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

#### VI. Approval of Bills

There was a motion made by Trustee Skibinski and seconded by Trustee Culcasi to approve payment of total accounts payable, ACH payments and payroll for the period of September 14, 2022 through October 11, 2022 in the amount of \$170,634.30. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Pravidik and Skibinski voted aye. Trustee Kirvelaitis said aye, except for bills related to the Lithuanian Archives Project (LAP), where he abstained. Trustee Sanders was absent. There were no nays. The motion passed.

#### VII. Reports

##### A. President

No report.

##### B. Library Director

Director Shlah referred to her monthly written report. She highlighted a training opportunity for trustees, encouraging them to participate in webinar programs. *The Illinois Standards for Public Libraries* require trustees to complete training at least once annually.

##### C. Attorney

No report.

##### D. Committees

###### 1. Technology

Quotes for a new security camera system were being reviewed.

###### 2. Policy and Personnel

The committee met on September 27<sup>th</sup>. The Room Use policy would be presented to the Board for approval later in the agenda. The committee would be continuing its review of policies. Chair Camalliere expected a finished draft on sponsorship and room naming policy soon. New policy was being written, defining the authority and responsibilities of Board committees. New job

descriptions were also being undertaken.

**3. Finance**

The committee met October 11<sup>th</sup>, directly before the regular meeting. The Treasurer does not foresee receiving any tax revenue until the end of the year. She recommended getting a short-term loan, a Tax Anticipation Warrant. Inessential purchases were being delayed, and she and the Director discussed additional short-term cuts that would not affect Library programming. Long-time vendors agreed to allow later payment of bills. Trustee Culcasi made a motion, seconded by Trustee Burton, authorizing the Director to pursue a TAW (Tax Anticipation Warrant) not to exceed \$500,000 with Lemont Bank and Trust. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik and Skibinski voted aye. Trustee Sanders was absent. There were no nays. The motion passed.

**4. Planning and Goals**

No report.

**5. Building and Grounds**

No report.

**VIII. New Business**

**A. Open Meetings Act (OMA) Training**

Trustees would complete this training if they had not already.

**B. Tax Anticipation Warrant (TAW) with Lemont Bank and Trust**

See VII. Reports D. Committees 3. Finance.

**C. Date for Spring Fundraiser**

The Board postponed approving a date until the next meeting.

**D. Board Meeting Dates**

There was a motion made by Trustee Skibinski and seconded by Trustee Camalliere to approve the 2023 schedule of Board meetings. Meetings would continue to be held the second Tuesday of every month. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik and Skibinski voted aye. Trustee Sanders was absent. There were no nays. The motion passed.

**E. Library Closed Dates**

Closed days typically followed or preceded a holiday, except for Staff Institute Days. All exempt, full-time employees would be paid for holidays and closed days. Part-time staff would be paid for holidays only if they are regularly scheduled to work on that day of the week. Non-exempt full-time or part-time staff are not paid for closed days. The trustees decided to remove Monday, April 10<sup>th</sup> from the closed date list. Fifteen holidays and closed days remained. A motion was made by Trustee Skibinski and seconded by Trustee Pravidik to adopt as modified the 2023-2024 Library closing dates. A voice vote was taken. All voted aye. Trustee Sanders was absent. There were no nays. The motion passed.

**IX. Old Business**

**A. Payment Incentive for waiving Employer Health Insurance**

There was no action on this item at this time.

**B. Policy Review—Room Use Policy**

A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to waive a second reading of the updated Room Use Policy, including rules, priority, fees, and application. A voice vote was taken. All voted aye. There were no nays. The motion passed. There was a motion made by Trustee Skibinski and seconded by Trustee Culcasi to adopt the Room Use policy, as amended during the Policy and Personnel Committee review. . A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravidik and Skibinski voted aye. Trustee Sanders was absent. There were no nays. The motion passed.

**C. Status of Alarm System**

Assistant Director Golden reported that the software was updated and confirmed that all personnel were issued access codes.

**D. Status of Camera System**

See VII. Reports D. Committees 1. Technology

**X. Communications / Correspondence**

- The Guide to the Secretary of State Literacy Effort was available for the trustees to review.
- The State of Illinois proclaimed October as Cyber-Security Awareness Month.
- The Village of Lemont announced that the addresses of residents in new subdivisions would be on the tax rolls.

**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 7:58 p.m. A voice vote was taken. All voted aye. There were no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis,  
Recording Secretary