

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF THE LEMONT PUBLIC LIBRARY  
DISTRICT COOK AND DUPAGE COUNTIES, ILLINOIS  
HELD REMOTELY via ZOOM**

**February 9, 2021**

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

President Kirvelaitis called the meeting to order at 7:02 p.m. The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Christine Hogan, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Library Director Heather Shlah, Assistant Director Rachel Snyder, Adult Services Manager Justin Williams, and community member Renee Pravidik also attended the meeting.

**II. Pledge of Allegiance**

The Pledge was recited by President Kirvelaitis.

**III. Approval of Minutes**

There was a motion made by Trustee Hogan, seconded by Trustee Camalliere, to approve the minutes of the regular meeting of January 12, 2021. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed.

**IV. Treasurer's Report**

Treasurer Skibinski reported that property tax bills were coming due on March 3<sup>rd</sup>, so cash receipts would soon be increasing. Cook County had approved waiving penalties for 60 days on bills due. This applied only to individual payers, not on taxes already built into mortgage payments. The Library would also begin processing passports again in March. Passport fees had been a good source of income before the pandemic. The last CD (certificate of deposit) with PMA would be maturing on March 19<sup>th</sup>. Lemont Bank Trust currently offered a higher rate of interest (.077) than any other institutions were offering. The proceeds from the CD could be added to the Library's existing savings account. The Treasurer contacted the bank to check whether the sum would be FDIC-insured.

A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to approve the treasurer's report as submitted:

Chase Bank	
Checking Account	\$ 86,458.84
Savings Account	250,038.76
Illinois Funds	
Money Market e-pay	62,188.49
Illinois National Bank	
e-pay	1,000.00
Lemont Bank & Trust	
Money Market	260,390.11
PMA Operating Account	202,438.01
PMA Fixed Investment	
Certificate of Deposit (March 19, 2021)	101,000.00

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

**V. Approval of Bills**

Trustee Culcasi made a motion, seconded by Trustee Skibinski, to approve payment of bills in the amount of \$61,361.30. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Sanders and Skibinski said aye. Trustee Kirvelaitis said aye, except for bills related to the Lithuanian Archives Project, where he abstained. There were no nays. The motion passed.

## **VI. Public Participation**

Director Shlah had the pleasure of introducing Justin Williams , in his new role as Adult Services Manager. Mr. Williams was glad to be participate in his first Board meeting and looks forward to future interactions with the trustees.

## **VII. Reports**

### **A. President**

The President reminded the trustees and candidates for trustee positions to file statements of economic interest. He announced that attorney Marji Swanson, a partner at the Library's legal firm of Mahoney Silverman & Cross, LLC, was leaving the practice. He wished her well in her new position as Assistant General Counsel at the College of DuPage.

### **B. Library Director**

Director Shlah submitted her monthly written report.

### **C. Attorney**

No report.

### **D. Committees**

#### **1. Finance**

The Committee met on January 28<sup>th</sup> to discuss items that appear later in the agenda.

#### **2. Building and Grounds**

Chair Burton reported that a contract had been signed with Stingray Mechanical Services of Burr Ridge. Work would commence on installation of the twin A/C compressor. The bidding process had not yet been started for a new elevator. Progress was being made on the phone system replacement. Most recently, Burns Plumbing resolved a water leak behind men's toilet.

#### **3. Policy and Personnel**

The Committee met to finish revisions to the employee handbook. Committee Chair Camalliere thanked the Assistant Director for her work on the updates. The Committee's next project would be to organize policy development and review in such a way, that the individual committees assume responsibility for initiating updates on policies in their purview and examine them on a regular basis.

#### **4. Planning and Goals**

The Committee met January 9<sup>th</sup> and 19<sup>th</sup> and February 2<sup>nd</sup> about creating an interim goal plan. Chair Sanders thanked the Director for the new format, which she found more structured and easier to read. Having been sidetracked by the pandemic, the Committee would convene again on March 16<sup>th</sup> to work on long-term strategies.

#### **5. Technology**

Chair Hogan said that the Committee met in-person with On-Site Support on January 18<sup>th</sup> to examine the consultant's invoices. It had not been clear which services were included in the Library's contract and which entailed additional cost. On Site agreed

to remove over \$8,000 from the billing and to prioritize a server upgrade project, costing roughly the same amount. IT Resources Manager Chris Schoenherr would continue acting as intermediary between the staff and On-Site.

## **VIII. Old Business**

### **A. Review of Per Capita Grant Trustee Requirements**

Each trustee had reviewed the Illinois Public Library Core Standards in the updated edition of *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2020*. A discussion on how to implement standards in the district ensued:

\*Trustee Camalliere compiled notes and suggestions based on her reading to share with her colleagues. The Director appreciated her input, which would help her format the narrative in the grant application. Once the application was completed, she would share it with the Board.

\*Since the usual Library revenues, like late materials fines and meeting room fees, had declined, Treasurer Skibinski was keen on delving into alternative revenue streams. In a worst-case scenario, the Library was fortunate to have emergency reserves, as well as the ability to borrow money short-term via TANs (tax anticipation notes) if tax income were to fall short. The Library, however, was certainly not in dire straits. The Director had been able to implement certain stopgap approaches, which were sufficient. For example, since the Library had already used 68% of its personnel budget for staff wages, salaries and benefits, incremental staff raises were deferred until the next fiscal year.

\*The Treasurer liked the idea of trivia or casino nights, mini-golf and other special events which could generate income. She proposed organizing a virtual Library fundraiser.

\*Adult Services Manager Justin Williams chaired the Marketing Committee, which was maximizing the Library's exposure on social media; patron visits and newsletters no longer sufficed.

\*Shannon Kazmierczak's role as Partnership and Programming Librarian would play an important part in courting community support.

\*President Kirvelaitis suggested some targeted fundraising efforts. Patrons and organizations could choose projects to fund. Such restricted gifts could be highly effective. Trustee Skibinski indicated that materials pick-up boxes up might be a good launching point. Trustee Culcasi agreed that the lock box project was concrete, visible, and finite.

\*During lock-down, the Director began building a 20-year capital asset plan, which was not yet ready for approval.

\*In revising and writing policies, the Assistant Director started comparing Lemont's policies with those of benchmark libraries.

\*Prompted by the revised standards, all departments and committees were in the process of making cohesive changes.

## **IX. New Business**

### **A. Interim Strategic Plan Fiscal Year 2021**

There was a motion was made by Trustee Skibinski and seconded by Trustee Camalliere to approve the updated interim plan. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed.

### **B. Donation and Gifts Policy, First Reading**

A motion was made by Trustee Camalliere and seconded by Trustee Culcasi to waive a first reading of the policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion

passed. Trustee Camalliere then made a motion, seconded by Trustee Burton, to approve the Donation and Gifts Policy, as submitted. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed.

**C. Fund Balance Policy, First Reading**

There was a motion made by Trustee Hogan and seconded by Trustee Sanders to waive a first reading of the policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed. Trustee Camalliere asked whether the policy should include the definition of a General Fund, along with a sentence on how it was funded. The Director would check the language. A motion was made by Trustee Burton and seconded by Trustee Skibinski to approve the Fund Balance Policy, allowing the Library Director discretion to adjust or add the definition to the policy. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed.

**D. Library Closing Dates**

The Director asked the trustees to consider her proposal to include three 3-day weekend closures for the Memorial Day, July 4<sup>th</sup>, and Labor Day holidays or, otherwise, early closings on those Saturdays. The trustees felt that patrons had endured a long period of Library unavailability over the past year and determined that the Library should remain open the entire days on those Saturdays. With revenues down, reducing the number of paid holidays would result in necessary savings. The Director's proposal, which would build good will with employees, would be reconsidered in the future. A motion was made by Trustee Culcasi and seconded by Trustee Hogan to approve the 2021 closure dates. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed.

**E. Board Meeting Dates for Calendar Year 2021**

Trustee Hogan made a motion, seconded by Trustee Skibinski, to approve the Board meeting dates for calendar year 2021, on the second Tuesday of each month at 7:00 p.m. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed.

**X. Communications / Correspondence**

There was no correspondence to share this month.

**XI. Executive Session**

There was no need to move into executive session.

**XII. Adjournment**

Trustee Burton made a motion, seconded by Trustee Skibinski, to adjourn the meeting at 8:13 p.m. A roll call was taken: Trustees Burton, Camalliere, Culcasi, Hogan, Kirvelaitis, Sanders and Skibinski said aye. There were no nays. The motion passed, and the meeting adjourned.

Respectfully submitted,  
 Ramona Stephens-Zemaitis  
 Recording Secretary