

**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 10, 2023

1. Call to Order, Pledge of Allegiance and Roll Call

The Board President called the meeting to order at 7:01 p.m. The following trustees answered present: Laura Burt-Nicholas, Patricia Camalliere, Melanie Grzesik-Duffy, Vytenis Kirvelaitis, Renee Miller, Catherine Sanders, and Michaeline Skibinski. Interim Library Director Mary Golden, Outreach Manager Shannon Kazmierczak, Adult Services Manager Justin Williams, and Finance Assistant Carrie Drez.

2. Public Comments

There were no comments from the public.

3. Approval of Minutes

There was a motion made by Trustee Sanders and seconded by Trustee Miller to approve the minutes of the Budget & Appropriation meeting of September 12, 2023. A voice vote was taken. All said aye. There were no nays. The motion passed. A motion was then made by Trustee Camalliere and seconded by Trustee Miller, to approve the minutes of the regular meeting of September 12, 2023. A voice vote was taken. All said aye. There were no nays. The motion passed. Finally, a motion was made by Trustee Camalliere and seconded by Trustee Sanders to approve the minutes of the executive session of September 12, 2023. A voice vote was taken. All said aye. There were no nays. The motion passed.

4. Treasurer's Report

Treasurer Skibinski reported that the proceeds from the TAW (tax anticipation warrant) were deposited into Lemont Bank and Trust because it had the best interest rate. A sum of \$42,603.10 in tax collections was received from DuPage County. Trustee Miller made a motion, seconded by Trustee Grzesik-Duffy, to approve the Treasurer's report as submitted:

September 30, 2023

Chase Bank	
Checking Account	\$107,402.46
Savings Account	106.77
Illinois Funds	
Money Market e-pay	32,629.89
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	664,618.41
PMA	
Operating Account	37,313.89
LTD	205,340.00

A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

5. Payment of Bills

There was a motion made by Trustee Skibinski and seconded by Trustee Sanders to approve payment of total accounts payable, ACH payments, and payroll for the period of September 13, 2023 to October 10, 2023 in the amount of \$145,460.29. Trustee Skibinski was unpleasantly surprised by the amounts the Library was being charged for annual newspaper subscriptions, particularly the \$914.70 the Library was paying for its Chicago Tribune print and digital. Of course, the Library paid the institutional rate, not the residential rate, which was lower. Since many patrons enjoy reading the paper in hard copy, the Interim Director would check if there was a group rate available through PLC (Pinnacle Library Cooperative). A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

6. Reports

a. Board President

The President reported that Interim Director Golden met with the Lemont Police Department to review security and emergency policy and procedures. Lemont had not received any bomb threats, but many Illinois institutions, including two PLC libraries, had been threatened, so she felt that a preemptive measure was advisable. The police officers were very complimentary of the Library's existing plans.

b. Interim Library Director

Interim Library Director Golden referred to the reports filed by the Library departments. She also added to and highlighted portions of her written report:

- ◆ The Library would be conducting informational passport services sessions with patrons.
- ◆ She attended the Lemont Fire Department open house.
- ◆ The Library was collaborating with the Lemont Walking Club as a health/wellness partner.
- ◆ The Library received a Cook County Digital Inclusion grant, which would be used for an event at the Franciscan Village.
- ◆ Lauterback & Amen were making progress with the Library's annual audit.

7. Committee Reports

a. Technology

No report.

b. Policy and Personnel (P&P)

Chair Camalliere convened two meetings, on October 3rd and September 26th. Members discussed social media policy and the role the committee would play in the search for a new director. The last time a new director was needed, a search committee was created. P&P attempted to assemble members for a search committee but was unsuccessful. The issue would be deliberated in executive session.

c. Finance

The Treasurer mentioned that the Library would not have to wait for the TAW to come due. Once Cook County distributed the funds, the Library could pay the loan off immediately, thereby saving on interest payments.

d. Planning and Goals

The next committee meeting would be held at 5 p.m. on October 30th.

e. Building and Grounds

The committee would conduct its facility walkthrough at noon on November 5th.

f. Local Government Efficiency Act Committee

The Interim Director prepared a 78-page document to assist Chair Skibinski in completing the State's requirements. Trustee Skibinski would first convene the volunteer committee members.

The task at hand might require more than the required three meetings.

8. New Business

a. Adopt Certified Estimate of Revenue by Source

The estimated revenue numbers are provided by the Budget and Appropriation Ordinance, which was adopted the previous month. Trustee Camalliere made a motion, seconded by Trustee Skibinski, to adopt the Certified Estimate of Revenue by Source. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

b. Resolution Fiscal Year 2024-03 to Determine Estimate of Funds Needed

The Library estimated that the total property tax amount it needed to levy for fiscal year 2023/24, In this case, the amount would represent a thirteen percent increase over the previous year. This resolution had to be approved prior to the Truth-in-Taxation hearing in November. The Library estimate was always high to ensure that it could recoup all new growth. Once Cook County received the actual numbers for inflation and new growth, the Library would be limited to the lesser of five percent or the percentage increase in the Consumer Price Index (CPI). There was a motion made by Trustee Skibinski and seconded by Trustee Miller to adopt Resolution Fiscal Year 2024-03. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

c. Truth-in-Taxation Hearing Date

The Truth-in-Taxation Hearing date was set for 6:30 p.m., November 14, 2023, directly prior to the next regular meeting of the Board.

d. Social Media Policy

The Policy and Personnel Committee reviewed the draft of the Social Media Policy and added a section titled "Employee Personal Use of Social Media." Trustee Burt-Nicholas said that the phrasing sounded like the Library was limiting its employees' free speech on their personal accounts. Chair Camalliere assured her that was not the intent of the policy. It was an attempt to curtail any intentional harm to the Library's image. Trustee Burt-Nicholas asked whether a social media policy was already included in the employee handbook. She recommended reconsidering the policy in conjunction with other Library documents. She had also researched how benchmark libraries had dealt with this issue. Trustee Grzesik-Duffy felt that the policy was simply not coming across as intended. The trustees agreed that the policy should be sent back to the committee for a rewrite. Trustee Burt-Nicholas offered to send examples she had found amongst other similar libraries.

e. Local Government Efficiency Act Committee

Discussed earlier under 7. *Committee Reports, f. Local Government Efficiency Act Committee.*

9. Old Business

a. Resolution Fiscal Year 2024-04 to Adopt the ALA Bill of Rights in accordance with P.A. 103-0100 to maintain eligibility for State Grants

The President reminded the trustees that adoption of the ALA (American Library Association) Bill of Rights was not mandatory, but if it were not adopted, the Library would be ineligible to apply for State grants (particularly the Public Library Per Capita and Equalization Grant). The Interim Director suggested postponing the vote, as the draft would be open for public comments until the end of October, so there could be unanticipated changes. The Board would revisit the resolution in November or December.

10. Correspondence

Outreach Manager Shannon Kazmierczak advised that the November issue would be the last printed newsletter, as it was expensive to print and mail—approximately \$40,000 annually. Besides, the digital version, which was posted on the website, was more amenable to changes and updates. Some printouts, as well as print-per-demand, would be available at the Library. The Lemont Park District had already been successful in implementing this change. Manager Kazmierczak was excited to report that Library emails had an impressive “open” rate—74%—which was rare.

A patron from another PLC member library, Fountaindale Public Library in Bolingbrook, called Lemont Library and left a message complimenting the staff. She said that, when she came to Lemont to pick up materials, she was made to feel welcome and right at home.

11. Executive Session

A motion was made by Trustee Sanders and seconded by Trustee Miller to move into executive session to discuss personnel matters. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed at 8:15 p.m.

12. Open Session

The trustees returned to regular session at 8:56 p.m.

13. Adjournment

There was a motion made by Trustee Sanders and seconded by Trustee Miller to adjourn the meeting at 8:57 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Žemaitis
Recording Secretary