

**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**

July 23, 2024

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

The Board President called the meeting to order at 7:00 p.m. The following trustees answered present: Patricia Camalliere, Melanie Grzesik-Duffy, Vytenis Kirvelaitis, Renee Miller, Catherine Sanders, and Michaeline Skibinski. Trustee Laura Burt-Nicholas was absent. Library Director Mary Golden was also present.

2. Public Comments

There were no comments from the public.

3. Approval of Minutes

There was a motion made by Trustee Skibinski and seconded by Trustee Miller to approve the minutes of the regular meeting of June 11, 2024. A voice vote was taken. All said aye. The motion passed.

4. Treasurer's Report

Treasurer Skibinski reported that \$38,000 in tax revenues were received from Cook County. Although Cook County taxes are due on August 1st, the Library was being cautious about discretionary spending as a precaution. The Library had some substantial annual payments due in June and July and was waiting to receive additional funds from DuPage County. Trustee Sanders made a motion, seconded by Trustee Camalliere, to approve the Treasurer's report as submitted:

Chase Bank	
Checking Account	\$29,811.20
Savings Account	106.77
Illinois Funds	
Money Market e-pay	60,553.93
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	2,210.00
PMA	
Operating Account	537,836.67
LTD	213,380.00

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

5. Payment of Bills

A motion was made by Trustee Skibinski and seconded by Trustee Miller to approve payment of total accounts payable, ACH payments, and payroll in the amount of \$208,982.92. Commenting on the \$80,000 annual payment to Pinnacle Library Cooperative, Trustee Camalliere wondered if there were less expensive options available. The Director explained the three separate invoices for PLC. Databases were purchased collectively by the member libraries, and Lemont Public Library would need to purchase them regardless. The next bill was for access to digital book collections through

Overdrive. Audio and e-book access had to be purchased with or without PLC membership. Polaris Integrated Library System, the third expense, was operations software used by Library staff and by patrons for the catalogue, check-ins and -outs, among other functions. The Library could join a different consortium, save some money initially, but it would sacrifice control of choices and lose its local voice. Going it alone would be expensive. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

6. Reports

a. Board President

No report.

b. Library Director

Library Director Golden highlighted and added to her written report:

- ◆ The Summer Learning Wrap-Up and Donor Celebration took place on August 3rd.
- ◆ The Library received its Public Library Per Capita Grant, over \$34,000.
- ◆ The new Library app was downloaded almost four hundred times.
- ◆ The Adult Services department applied for a CITGO STEM grant for laptops, a 3D printer, software, and other supplies.
- ◆ The Eagle Scout planting project was being finalized.
- ◆ The honorary Hennebry plaque was installed.
- ◆ The Director was already working with Lauterbach & Amen LLP on audit preparation for the next fiscal year.
- ◆ The Director would send the trustees the link for annual sexual harassment training.

The President and Director continued monitoring year-to-year circulation trends. As expected, demand for printed materials was decreasing, and digital demand—increasing commensurately. The Board should consider adjusting allocations. The Planning and Goals Committee would include the trend in its discussions.

7. Committee Reports

a. Technology

The committee met on June 27th to review the updated RFP (request for proposal) for managed information technology services (MIT).

b. Policy and Personnel

The committee met on June 26th to review policies. Its priority was to bring the revised anti-harassment, non-discrimination policy to the Board. The circulation policy was tabled until PLC shared its recommendations on areas for standardization. The committee would reconvene on August 13th to formalize staff wage increases, as approved during the June meeting.

c. Finance

d. Planning and Goals

e. Building and Grounds

The committees did not meet last month.

f. Local Government Efficiency Act Committee

The committee did not meet this month but planned to meet in September to finalize the report it would present to the Board.

8. New Business

a. Resolution Fiscal Year 2025-01 to Update Primary Authority for Illinois Funds

There was a motion made by Trustee Camalliere and seconded by Trustee Sanders to appoint Director Mary Golden as the Library's principal authority for Illinois Funds accounts. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski

answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

b. Ordinance Fiscal Year 2025-01 Building and Maintenance Levy

Trustee Skibinski made a motion, seconded by Trustee Miller, to approve the special tax for the Building and Maintenance Fund Levy. According to the Illinois Statute, the ordinance authorized the Library to levy an additional tax of .02% on all taxable property in the District for maintenance, repairs and alterations of the Library building and equipment. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

c. Set Date for Budget and Appropriation Hearing

The B&A Hearing would take place on September 10, 2024, at 6:30 p.m.

d. Secretary Certification of Minutes

Board Secretary Sanders certified the minutes for the last fiscal year, ending June 30, 2024.

e. Building Liability Insurance

The President and Director discussed Cook & Kocher Insurance Group offer to add an earthquake and flood damage rider to the Library's current plan. The Library would be covered for \$1 million in damages with a \$25,000 deductible, for \$643 annually. The President mentioned that tornado damages were included in the Library's existing policy. Trustee Grzesik-Duffy made a motion, seconded by Trustee Camalliere, to add earthquake and flood coverage to the Library's property insurance. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

f. Policy–Non-Discrimination and Anti-Harassment

Trustee Camalliere made a motion, seconded by Trustee Miller, to adopt the Library's Non-Discrimination and Anti-Harassment policy. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

g. Sponsorship Opportunities

Trustee Miller made a motion to donate \$100 for a signage logo to St. Alphonsus St. Patrick School's Back 2 School Bash on September 14th. Trustee Sanders seconded the motion. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

h. Board Meeting Dates for Fiscal Year 2025

The Board of Trustees would continue to meet on the second Tuesday of the month, at 7 p.m. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

9. Old Business

a. Keepataw Days

The Library planned to participate in the Keepataw Day Parade on September 1st. Library promotional bags would be distributed at the beginning of the parade, so children could collect candy in them. In past years, Library staff and families engaged in planning and made a good showing.

b. Policy–Collection Strategy Pertaining to Local History

Discussion was deferred.

10. Executive Session

There was a motion made by Trustee Sanders and seconded by Trustee Miller to move into executive session to discuss litigation. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas was absent. There were no nays. The motion passed.

11. Correspondence

The Director received a note complimenting Adult Services Manager Justin Williams and Adult Services Librarian Gil Nicoll, as well as a voice message thanking Mr. Williams for his assistance. The Hennebry family sent photographs of Mrs. Hennebry's nephew when the plaque in her honor was originally dedicated and his photo at this latest dedication.

12. Adjournment

A motion was made by Trustee Skibinski and seconded by Trustee Camalliere, to adjourn the meeting at 8:32 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Žemaitis
Recording Secretary