

**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**

**September 10, 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: Laura Burt-Nicholas, Patricia Camalliere, Melanie Grzesik-Duffy, Vytenis Kirvelaitis, Renee Miller, Catherine Sanders, and Michaeline Skibinski. Library Director Mary Golden was also present.

**2. Approval of Minutes**

Trustee Skibinski made a motion, seconded by Trustee Camalliere, to approve the minutes of the regular meeting of August 13, 2024. A voice vote was taken. All said aye. The motion passed.

**3. Treasurer's Report**

Treasurer Skibinski reported that the Library received the majority of the Cook County and DuPage County tax distribution for tax year 2023. Trustee Burt-Nicholas made a motion, seconded by Trustee Miller, to approve the Treasurer's report as submitted:

|                        |              |
|------------------------|--------------|
| Chase Bank             |              |
| Checking Account       | \$16,048.42  |
| Savings Account        | 106.77       |
| Illinois Funds         |              |
| Money Market e-pay     | 67,859.31    |
| Illinois National Bank |              |
| e-Pay                  | 1,000.00     |
| Lemont Bank & Trust    |              |
| Money Market           | 12,238.41    |
| PMA                    |              |
| Operating Account      | 1,109,762.85 |
| LTD                    | 216,260.00   |

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

**4. 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 in the amount of \$171,679.73. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. There were no nays. The motion passed.

**5. Public Comments**

Lemont resident Julie Bittke attends most of the wellness programs at the Library (yoga, walking club, Ageless Grace). She was extremely disappointed to learn that these programs were being discontinued at the end of the fall program cycle to comply with insurance provisions. She said that 20+ attendees were all willing to sign waivers of liability. To her knowledge no one has been injured during these wellness programs. All outside program presenters or facilitators were insured. The President explained that the Library's carrier, Cook and Kocher Insurance Group, Inc., had broached the subject due to an issue with a client (non-disclosure). The Library had no choice because, if it

did not comply, the Library's entire insurance policy could be cancelled. The Director was waiting for the insurance agents to call back with clarification and responses to specific questions. Sandra Bianco, who has led yoga classes at the Library for the past five years, submitted a letter contesting the decision.

## 6. Reports

### a. Board President

The President met with bond rating agency Moody's twice in the previous month. Despite the need to issue a TAW (Tax Anticipation Warrant) because of Cook County tax distribution delays, the Library earned an excellent rating, Aa3 for Long-term Corporate Obligations.

### b. Library Director

Library Director Golden highlighted and added to her written report:

- ◆ She completed and submitted the Library's IPLAR (Illinois Public Library Annual Report). Charts with report highlights were included in her report. i.e., Over the past five years, annual visits to the Library, program attendance and total circulation had been increasing.
- ◆ The Library participated in the Lemont Keepataw Parade over the Labor Day weekend.
- ◆ The boy scouts finished the children's patio and garden area as an Eagle Scout project. There was mulch left over which the troop would spread out over Library grounds.
- ◆ The new Library app was downloaded over five hundred times.
- ◆ The Director met with auditors Lauterbach & Amen LLP on August 27<sup>th</sup> to perform a year-end bookkeeping review and continue preparing for the fiscal year 2024 audit.

## 7. Committee Reports

### a. Technology

The committee did not meet the previous month.

### b. Policy and Personnel

The committee convened on August 20<sup>th</sup> to review policies on gifts and donations, naming and sponsorship, and social media. There were only minor language changes. Circulation policy review was postponed until recommendations on standardization were made by PLC (the Pinnacle Library Cooperative).

The question of remaining open on Sundays, 1-5 p.m., was raised. Chair Camalliere observed that the Library would save about \$8,500 over the year if the staff were not paid time and a half for Sunday hours. The President explained that Sunday pay was increased because the Library initially had trouble staffing on Sundays. The Director said that Library usage on Sundays was steady, like weekdays and Saturdays. Chair Camalliere mentioned that there were patrons who could only come to the Library on Sundays. At a future meeting, several options would be up for discussion:

- i. Eliminating overtime pay
- ii. Closing on Sundays
- iii. Closing summer Sundays only
- iv. Adding Mother's Day and Father's Day to Library closure days
- v. Reducing the number of staff on Sundays.

Trustee Sanders asked that the committee send a list of options to the trustees.

### c. Finance

The committee was planning to meet later in the month.

### d. Planning and Goals

The committee met on September 4<sup>th</sup> to review strategic plan goals, some of which were outdated or no longer relevant. Potential surveys were discussed. The committee was considering the most effective types of surveys, questions that should be included, the resulting data, and usage of this data. Members also brainstormed on fundraising ideas.

**e. Building and Grounds**

The committee met directly before the evening's Budget and Appropriation Hearing. The current provider submitted a quote for HVAC software (which was currently unsupported), and the committee was waiting for a second quote. The committee was also considering entering into a three-year agreement for software to be "hosted" off-premises. Sprinkler leaks were fixed, and boiler repairs were completed.

**f. Local Government Efficiency Act Committee**

The committee met on September 3<sup>rd</sup> to finalize and approve the Report for Compliance with Decennial Committees on Local Government Efficiency Act before submitting it to Cook and DuPage Counties. A copy included in Board packet. Trustee Skibinski made a motion, seconded by Trustee Camalliere, to approve the Local Government Efficiency Committee report. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. There were no nays. The motion passed.

**8. New Business**

**a. Budget and Appropriation Ordinance 25/02**

The Budget and Appropriation Hearing took place directly before the regular Board meeting, at 6:30 p.m. There was a motion made by Trustee Skibinski and seconded by Trustee Burt-Nicholas to approve the Budget and Appropriation Ordinance for the fiscal year July 1, 2024, to June 30, 2025. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. There were no nays. The motion passed.

**b. Adopt Certified Estimate of Revenue by Source**

A motion was made by Trustee Miller and seconded by Trustee Skibinski to adopt the Certification of Revenue by Source beginning July 1, 2024, and ending June 30, 2025. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. There were no nays. The motion passed.

**c. Auditor Services Engagement—multiyear agreement**

Trustee Skibinski made a motion, seconded by Trustee Grzesik-Duffy, to enter into a three-year audit agreement with Lauterbach & Amen LLP. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. There were no nays. The motion passed.

**d. Local Government Committee Final Report**

The report was approved earlier under 7. *Committee Reports, f.*

**e. Resolution Fiscal Year 25-02 to pay Obligation Bonds 2015 Series**

There was a motion made by Trustee Burt-Nicholas and seconded by Trustee Sanders to approve payment of obligation bonds in the amount of \$237,700. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. There were no nays. The motion passed.

**9. Old Business**

**a. Policy—Collection Strategy Pertaining to Local Author Collection**

Rather than define specific criteria for inclusion in the local author collection, it will be determined on a case by case basis and thus reflected in the Collection Strategy policy as follows: "Inclusion in the local author collection will be determined by a collection librarian".

**10. Executive Session**

There was no reason to move into executive session.

**11. Correspondence**

- Deborah Athy sent an email in support of retaining the yoga program.
- The Library received a thank you note from Lemont Keepataw Day.
- Members of the Lemont Writers and Lemont Artists guilds were featured on the front page of *The Daily Southtown* on September 5, 2024, when they gathered at the Library to present elements of their publication marking the village's 150th anniversary last year.

**12. Adjournment**

A motion was made by Trustee Skibinski and seconded by Trustee Miller to adjourn the meeting at 8:04 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Žemaitis  
Recording Secretary