

**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**

December 10, 2024

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

The Board President called the meeting to order at 7:02 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

There was a motion made by Trustee Skibinski and seconded by Trustee Sanders to approve the minutes of the Truth-in-Taxation meeting of November 12, 2024. A voice vote was taken. All said aye. The motion passed. Trustee Camalliere made a motion, seconded by Trustee Grzesik-Duffy, to approve the minutes of the regular meeting of November 12, 2024. A voice vote was taken. All said aye. The motion passed.

3. Treasurer's Report

Trustee Burt-Nicholas made a motion, seconded by Trustee Miller, to approve the Treasurer's report as submitted:

Chase Bank	
Checking Account	\$31,910.65
Savings Account	106.77
Illinois Funds	
Money Market e-pay	78,236.03
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	12,401.60
PMA	
Operating Account	602,405.23
LTD	218,640.00

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 \$120,835.28. 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

The Board watched three HVAC presentations for a Building Automation System upgrade from:

- a. Steven McCloskey of Delta Building Technologies
- b. Mike Heslop of Integrated Control Technologies, LLC.
- c. Patrick McKinney of Premier Mechanical, Inc.

The Board thanked the presenters. Quotes will be discussed at the next Building and Grounds Committee meeting. The President asked the trustees to submit additional questions to the committee. The project would have to go through the bidding process, since the cost exceeded the \$25,000 threshold, and the lowest qualified bid would be accepted. The Director would advise the vendors that soliciting bids would delay the Library's decision.

6. Reports

a. Board President

No report. The President suggested that the Library refresh its travel section, in response to the substantial increase in passport applications.

b. Library Director

Library Director Golden highlighted and added to her written report:

- ◆ December 28th would be the last day with Impact Networking LLC. The new managed services provider (MSP) WEBIT Services was on-site the past week to begin the onboarding process and would be returning the following week.
- ◆ Comcast replaced the damaged line on November 23rd at no cost.
- ◆ After a recent inspection, it was determined that half of the Library's fire extinguishers had to be replaced.
- ◆ The Director started working on the next Per Capita Grant application.
- ◆ Mental Health First Aid training was conducted during the Staff In-Service Day on November 15th. Employees were certified for three years.
- ◆ Among other events and programs, the Winter 2024/2025 Newsletter featured: Trivia Nights at Pollyanna Brewing Company, the Great Puzzle Race, Managing Stress Through the Holidays, Cocoa and Coloring, Wits Workout, a meditation session, and the ongoing Winter Reading Challenge.
- ◆ On November 13th, Adult Services Librarian Maureen Fako was honored at the Best of Lemont Awards.
- ◆ On November 18th, the Patch published an article about Owen Zogby's (Lemont Scouting America Troop 49) Eagle Scout project, building garden beds and planting bushes by the Library's youth patio area.

7. Committee Reports

a. Technology

Policy and Personnel

Neither committee met the previous month.

b. Finance

The committee met on December 10th, prior to the regular meeting, to discuss wage increases. The committee recommended considering salary increases at the end of the calendar year instead of the end of the fiscal year. Since the Library was in a good financial position, Trustee Skibinski made a motion, seconded by Trustee Miller, for a three percent across-the-board pay increase, as well as the adjustment of all salaries to \$15 per hour, the minimum wage in the State of Illinois, effective January 1, 2025. A roll call was taken. Trustees Burt-Nicholas, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Camalliere voted nay. The motion passed.

c. Planning and Goals

The committee was meeting on December 17th.

d. Building and Grounds

See *Agenda Item 5. Public Comments* about vendor presentations and Board discussion about a Building Automation System upgrade.

8. New Business

a. Audit

Hannah Cullerton, Audit Manager at Lauterbach and Amen, LLP presented the fiscal year 2024 audit at 6:30 p.m., prior to the regular meeting. There was a motion made by Trustee Skibinski and seconded by Trustee Burt-Nicholas to approve the audit for the fiscal year ended June 30, 2024. 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. HVAC Proposals

See *Agenda Item 5. Public Comments* about vendor presentations and Board discussion about a Building Automation System upgrade.

c. Resolution FY 25-04 Honoring 130th Anniversary of the Franciscan Sisters of Chicago

Trustee Camalliere made a motion, seconded by Trustee Miller, to approve Resolution FY 25-04 honoring the Franciscan Sisters of Chicago on their 130th anniversary. 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. Sunday Hours and Compensation

There was a motion made by Trustee Skibinski and seconded by Trustee Camalliere to pay staff working on Sundays straight time instead of time-and-a-half. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski answered aye. Trustee Burt-Nicholas voted nay. The motion passed.

10. Executive Session

There was no reason to move into executive session.

11. Correspondence

The Director passed around thank you cards received from the Franciscan Village.

12. Adjournment

A motion was made by Trustee Sanders and seconded by Trustee Skibinski to adjourn the meeting at 8:28 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Žemaitis
Recording Secretary