

**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**

January 14, 2025

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

The Board President called the meeting to order at 7:03 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. Public Comment

There were no members of the public present.

3. Approval of Minutes

A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to approve the minutes of the special meeting to review the Library's annual financial audit report on December 10, 2024. A voice vote was taken. All said aye. The motion passed. Trustee Grzesik-Duffy made a motion, seconded by Trustee Burt-Nicholas, to approve the minutes of the regular meeting of December 10, 2024, as corrected. A voice vote was taken. All said aye. The motion passed.

4. Treasurer's Report

Treasurer Skibinski advised that Cook County property taxes were due March 4th. There was a motion made by Trustee Burt-Nicholas, seconded by Trustee Grzesik-Duffy, to approve the Treasurer's report as submitted:

| | |
|------------------------|-------------|
| Chase Bank | |
| Checking Account | \$65,308.44 |
| Savings Account | 106.77 |
| Illinois Funds | |
| Money Market e-pay | 82,655.61 |
| Illinois National Bank | |
| e-Pay | 1,000.00 |
| Lemont Bank & Trust | |
| Money Market | 12,452.55 |
| PMA | |
| Operating Account | 461,553.51 |
| LTD | 219,440.00 |

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.

5. Payment of Bills

A motion made by Trustee Camalliere was seconded by Trustee Sanders to approve payment of total accounts payable, ACH payments, and payroll in the amount of \$120,336.09. 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.

6. Reports

a. Board President

The President said that the Cook County Board of Ethics would be sending out statement of economic interest. The trustees had until the end of April to complete it and file electronically.

b. Library Director

Library Director Golden highlighted and added to her written report:

- ◆ The Library was onboarding with the new managed services provider (MSP) WEBIT Services. The firm was on site January 14th and would be in-house a couple more times this week for web portal and other staff training. The new monthly payment for the MSP is significantly lower than for the previous vendor. The Director and WEBIT were still waiting for a response from Impact IT regarding passwords.
- ◆ The Music Performance Trust Fund awarded the Library \$565.30 to sponsor a jazz trio performance on March 9th at the Lemont Township Community Center.
- ◆ The Lemont High School National Honor Society was working with Feed6 to pack 125,000 meals for the community at the end of the school year. The students were seeking donations for the event. A motion was made by Trustee Skibinski and seconded by Trustee Miller to donate \$250 to the Lemont High School National Honor Society for this program. 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.
- ◆ The Library's mobile app has been downloaded 734 times since its release through November 30th.

7. Committee Reports

a. Technology

The committee did not meet this month.

b. Policy and Personnel

Chair Camalliere emailed a copy of the director's evaluation report to all trustees to complete and submit by February 1st. The committee will meet February 4th at 1:30 p.m.

c. Finance

The committee did not meet last month.

d. Planning and Goals

The committee met on December 17th to discuss streamlining the strategic plan. It has been two years since the Library held a large fundraising event. One was foreseen for fall 2025.

e. Building and Grounds

The committee did not meet, but it received quotes for HVAC repairs that were over the \$25,000 threshold, so the project will have to go to a formal bid process. Trustee Grzesik-Duffy spoke to an expert-union engineer in her family. He noted that the proposed Building Automation System upgrades were proprietary. He had worked without issues with all three firms which had presented during the December meeting. The Library's main concern was to prevent major freeze-ups over the winter. It was not possible to monitor and assess the current system without an on-site visit.

Regarding parking lot sealcoating and repair, the Library would check if there had been any changes to accessible parking requirements. The work could only take place in late spring or summer, when the weather improved.

8. New Business

a. Per Capita Grant Application

The Director completed the Illinois Public Library Per Capita and Equalization Grant application and expense report for the previous year. She estimated that the Library could receive about \$34,500.

b. FY 2024 Annual Treasurer's Report

The Treasurer certified the Annual Report of Receipts and Disbursements for the fiscal year beginning July 1, 2023, and ending June 30, 2024, to attach to the Per Capita Grant application, as required.

9. Old Business

There were no issues from the previous month to discuss.

10. Executive Session

There was no reason to move into executive session.

11. Correspondence

The Library received a thank you note from the Midwest Shelter for Homeless Veterans for supplies donated during the Veterans Day Drive.

12. Adjournment

Trustee Skibinski made a motion, seconded by Trustee Miller, to adjourn the meeting at 7:42 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis
Recording Secretary