

**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 9, 2025

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. Library Director Mary Golden was also present.

2. Presentation by Lauterbach & Amen of Fiscal Year 2025 Audit Report

Matt Olson of Lauterbach & Amen, LLP presented the Library audit for fiscal year 2025. Its management letter rendered an unqualified opinion: the Library's finances achieved the highest level of assurance. Director Golden will file the report with the state before the end of December.

3. Public Comment

There were no members of the public present.

4. Approval of Minutes

Trustee Miller made a motion, seconded by Trustee Sanders, to approve the minutes of the regular meeting of November 11, 2025. A voice vote was taken. All said aye. The motion passed. A motion was then made by Trustee Skibinski and seconded by Trustee Miller to approve the minutes of the Truth-in-Taxation Hearing on November 11, 2025. A voice vote was taken. All said aye. The motion passed.

5. Treasurer's Report

The Treasurer reported that Cook County had started to collect the second installment of 2024 taxes. Since some tax revenue will be arriving sooner than foreseen, the Library was waiting to finalize the amount it would have to borrow via a TAW (Tax Anticipation Warrant) loan. A motion was made by Trustee Camalliere and seconded by Trustee Sanders to approve the Treasurer's report as submitted:

Chase Bank	
Checking Account	\$15,510.95
Savings Account	106.77
Illinois Funds	
Money Market e-pay	128,927.36
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	12,959.90
PMA	
Operating Account	173,062.69
LTD	---

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. Payment of Bills

There was a motion made by Trustee Sanders and seconded by Trustee Skibinski, to approve payment of total accounts payable, ACH payments, and payroll in the amount of \$128,933.58. 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.

7. Reports

a. Board President

No report.

b. Library Director

Library Director Golden highlighted her written report and made some additions:

- ◆ She thanked the Friends of the Library for funding the family/youth science and Julia Child programs coming up in the spring.
- ◆ The Winter Learning program was soon starting.
- ◆ The Library had renewed its movie license with a streaming option. On December 20th, there will be a pop-up showing of “Gremlins”.
- ◆ The Library’s mobile app had been downloaded 1,100 times. The number of digital checkouts was increasing, almost equivalent to physical materials checkouts.
- ◆ Some IMLS funds have been officially reinstated.
- ◆ The Library will be reviewing its current application with the Local Records Commission to determine document retention priorities.
- ◆ The Library’s sold-out November 14th fundraiser raised \$3,000-4,000 to support programs and services.
- ◆ RAILS continues its e-book platform transition. The Library would have an opportunity to extend its e-book collection for a reasonable price.

8. Committee Reports

a. Technology

The committee did not meet last month.

b. Policy and Personnel

The committee met this evening, right before the regular meeting. Room use policy was still under review. Chair Camalliere distributed the draft of the Paid Parental Leave Policy with attorney suggestions. The Board discussed how many weeks of leave to offer; how many days’ advance notice should be required; and how long an employee should work at the Library to qualify for leave. The Library cannot request an employee to enter into an agreement to remain with the Library for a certain amount of time once the leave is over. A motion was made by Trustee Burt-Nicholas and seconded by Trustee Grzesik-Duffy to approve the Paid Parental Leave Policy for a leave entitlement of six weeks, contingent on a minimum of twelve *consecutive* months of employment, with 30 days written advance notice, effective January 1, 2026. A roll call was taken. Trustees Burt-Nicholas, Grzesik-Duffy, Kirvelaitis, and Skibinski answered aye. Trustees Camalliere and Sanders answered nay. Trustee Sanders commented that she was only voting no to the effective date, not to the leave. Trustee Miller abstained. The motion passed.

c. Finance

d. Planning and Goals

e. Building and Grounds

The committees did not meet last month.

9. New Business

a. Auditor Fiscal Year 2025—Presentation by Lauterbach & Amen

The presentation was moved up to item 2 on the agenda.

b. Audit Fiscal Year 2025

The trustees would take some time over the holidays to examine the audit and will vote to

approve it at the January meeting.

c. Annual Treasurer's Report for Fiscal Year 2025

Trustee Burt-Nicholas made a motion seconded by Trustee Miller to approve the Annual Treasurer's Report of Receipts and Disbursements for fiscal year 2025, as submitted. 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. Technology Contract Renewal

Trustee Sanders made a motion, seconded by Trustee Miller, to renew the Library's contract with managed IT provider Webit for a three-year period at a locked-in monthly rate of \$5,695.25. 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.

e. Board Vacancy effective January 1, 2026—Appointment Process

Subsequent to the resignation of Trustee Sanders, the Director will post a notice of Board vacancy. Qualified individuals interested in being appointed to serve the remainder of her term should submit letters of interest and resumes by February 1, 2026. Selected applicants will be invited to a Board interview.

f. Board Vacancy Ordinance Fiscal Year 2026-05

Trustee Skibinski made a motion, seconded by Trustee Camalliere, to approve the Ordinance Declaring a Vacancy FY2026-05 due to the resignation of Trustee Catherine D. Sanders. 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.

g. Resolution of Appreciation for Trustee

The President read aloud a resolution of appreciation and commendation for Catherine D. Sanders for her twelve years of dedicated service to the Lemont Public Library. There was a motion made by Trustee Camalliere and seconded by Trustee Miller to adopt the resolution of appreciation for the departing trustee. 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.

10. Old Business

a. Parental Leave Policy

The policy was voted on and approved under 8. *Committee Reports, b. Policy and Personnel.*

b. HVAC Upgrades

The Building and Grounds Committee was still waiting for updates.

11. Executive Session

There was no need to move into executive session.

12. Correspondence

The Lemont Fire District was planning to construct a new headquarters building on the property adjacent to the Library. Its civil engineers will be sending the Library a proposal for stormwater discharge. The Building and Grounds Committee will review the plans once they are submitted.

13. Adjournment

Trustee Sanders made a motion, seconded by Trustee Skibinski, to adjourn the meeting at 8:13 p.m. A voice vote was taken. All said aye. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Žemaitis
Recording Secretary