

**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 LEARNING CENTER, 50 EAST WEND STREET, LEMONT, ILLINOIS**

December 13, 2022

I. Call to Order and Roll Call

President Kirvelaitis called the meeting to order at 7:03 p.m. The following Trustees answered present: Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Catherine Sanders and Michaeline Skibinski. Trustees Thomas Burton, Jr. and Renee Pravidik were absent. Library Director Heather Shlah and Assistant Director Mary Golden also attended the meeting.

II. Pledge of Allegiance

III. Public Participation

There were no members of the public in attendance.

IV. Approval of Minutes

A motion was made by Trustee Skibinski, seconded by Trustee Culcasi, to approve the minutes of the Truth-in-Taxation Hearing of November 8, 2022, amended to add the name of the acting recording secretary Amanda Hill. A voice vote was taken. All voted aye. Trustees Thomas Burton, Jr. and Renee Pravidik were absent. There were no nays. The motion passed. Trustee Skibinski made a motion, seconded by Trustee Culcasi, to approve the minutes of the regular meeting of November 8, 2022, amended to add the name of the acting recording secretary Amanda Hill. A voice vote was taken. All voted aye. Trustees Thomas Burton, Jr. and Renee Pravidik were absent. There were no nays. The motion passed.

V. Treasurer's Report

The Treasurer was pleased to report that on December 12th the Library finally received the first Cook County Spring 2021 property tax disbursement of \$89,000. The distribution would be applied toward repaying the TAW (Tax Anticipation Warrant), necessitated by the delayed disbursement. The loan of \$613,500 closed on November 21st. A bond payment of \$225,500 was made on December 1st. There was a motion made by Trustee Camalliere and seconded by Trustee Sanders, to approve the Treasurer's report as submitted:

November 30, 2022

Chase Bank	
Checking Account	\$12,095.37
Savings Account	106.77
Illinois Funds	
Money Market e-pay	4,425.60
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	318,545.43
PMA Operating Account	238,505.13

A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye. Trustees Thomas Burton, Jr. and Renee Pravidik were absent. There were no nays. The motion passed.

VI. **Approval of Bills**

The President mentioned that one outstanding payable was added to the list. Trustee Sanders made a motion, seconded by Trustee Skibinski, to approve payment of total accounts payable, ACH payments and payroll for the period of November 9, 2022 through December 13, 2022 in the amount of \$346,599.18. A roll call was taken. Trustees Camalliere, Culcasi, Sanders and Skibinski voted aye. Trustee Kirvelaitis said aye, except for bills related to the Lithuanian Archives Project (LAP), where he abstained. Trustees Burton and Pravidik were absent. There were no nays. The motion passed.

VII. **Reports**

A. **President**

The President was happy to see that Cook County tax payments were arriving. The President related very positive input he'd received about the Library from many patrons.

B. **Library Director**

Director Shlah referred to her written report and added a copy of the fundraising letter for the outdoor education area, developed by Outreach Services Manager Shannon Kazmierczak. The Library would obtain initial renderings and cost estimates.

C. **Attorney**

No report.

D. **Committees**

1. **Technology**

The committee would be meeting in January.

2. **Policy and Personnel**

The committee met on November 22nd to review managerial job descriptions, which would be drafted by the administration. Among the policies discussed in committee were those on 3D printing, social media, photo/filming, and volunteer. Chair Camalliere advised the trustees write to her if they wanted to examine the policies closely. The Director had provided a rough draft of committee responsibilities and authority. The Chair asked whether there had been complaints regarding Library access for members of the local homeless population. There had been no problems, and the staff were knowledgeable and prepared to address any issues. The committee would next meet in January to consider a new set of policies.

3. **Finance**

No report.

4. **Planning and Goals**

The committee would meet on January 10th.

5. **Building and Grounds**

No report.

VIII. **New Business**

A. **Board Meeting Dates**

A motion was made by Trustee Skibinski and seconded by Trustee Sanders to approve the Board meeting dates for 2023. The Library Board would continue to meet on the second Tuesday of each month at 7:00 p.m. Trustees Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye. Trustees Burton and Pravidik were absent. There were no nays. The motion passed.

B. **Library Close Days**

There was a motion made by Trustee Camalliere, seconded by Trustee Culcasi, to approve the

list of Library closure dates for 2023. A roll call was taken. Trustees Camalliere, Culcasi, Kirvelaitis, Sanders and Skibinski voted aye. Trustees Burton and Pravidik were absent. There were no nays. The motion passed.

IX. Old Business

A. Camera System Work

Assistant Director Golden had solicited updated quotes.

B. Staff Holiday Event

The holiday luncheon for staff was held on December 19th. In addition, the staff appreciated the Board's gift of a \$100 Jewel-Osco gift card for each staff member.

C. Spring Fundraising Events

Ms. Kazmierczak would share progress on fundraising initiatives in January.

D. Commissioned Art Project

Progress on a contest soliciting designs for a new Library logo was included in the *Director's Report*.

E. Outdoor Patio Project

The topic was discussed in *VII. Reports B. Library Director*.

X. Communications / Correspondence

- A thank you gift was received from a speaker at the Staff Institute Day, Dan Gingiss.
- The Library had received a gift choc tower from Stingray HVAC.
- DuPage County Historical Society announced that it would be selling its publication "DuPage Roots: Then and Now" for \$60.
- The Library received a thank you from Pathlights, for hosting health clinics.
- The employer contribution rate for IMRF pension plans had decreased from 12% to 10.07% for 2023. The rate would stay at 4.5% for employees.

XI. Executive Session

There was no need to move into executive session.

XII. Adjournment

A motion was made by Trustee Culcasi, which was seconded by Trustee Skibinski, to adjourn the meeting at 7:58 p.m. All voted aye. There were no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis
Recording Secretary