

**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**

November 14, 2023

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. Acting Library Director Mary Golden, Outreach Manager Shannon Kazmierczak, and Adult Services Manager Justin Williams were also present.

2. Public Comments

There were no comments from the public.

3. Approval of Minutes

a. Regular Meeting and Executive Session from October 10, 2023

A motion was then made by Trustee Skibinski and seconded by Trustee Sanders, to approve the minutes of the regular meeting of October 10, 2023. A voice vote was taken. All said aye. There were no nays. The motion passed. A motion was made by Trustee Camalliere and seconded by Trustee Miller to approve the minutes of the executive session of October 10, 2023. A voice vote was taken. All said aye. There were no nays. The motion passed.

b. Special Meeting and Executive Session form October 24, 2023

Trustee Skibinski made a motion, seconded by Trustee Burt-Nicholas, to approve the minutes of the special meeting of October 24, 2023. A voice vote was taken. All said aye. There were no nays. The motion passed. Trustee Miller made a motion, seconded by Trustee Sanders, to approve the minutes of the executive session of October 24, 2023. A voice vote was taken. All said aye. There were no nays. The motion passed.

4. Treasurer's Report

Treasurer Skibinski reported that the Library was still waiting for its Cook County tax distribution. Since the next tax bills would only be mailed in December, the Library should not expect the next distribution from Cook County until the end of January or beginning of February 2024. The Library would have sufficient funds to pay the TAW (tax anticipation warrant). Due to the precarious tax payment situation, the Treasurer asked for suggestions on decreasing Library spending. The Interim Director would seek advice from other PLC (Pinnacle Library Cooperative) libraries, including whether a group rate for a Chicago Tribune subscription was available via PLC, as well as consolidating other contract expenditures (i.e., cleaning, landscaping, IT). Trustee Sanders made a motion, seconded by Trustee Grzesik-Duffy, to approve the Treasurer's report as submitted:

Chase Bank	
Checking Account	\$89,351.45
Savings Account	106.77
Illinois Funds	
Money Market e-pay	35,341.69
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	577,628.81

PMA	
Operating Account	12,893.63
LTD	20,180.00

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

5. Payment of Bills

A motion was made by Trustee Burt-Nicholas and seconded by Trustee Skibinski to approve payment of total accounts payable, ACH payments, and payroll for the period of October 11, 2023 to November 14, 2023 in the amount of \$147,367.61. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed. A bond payment of \$231,700, which was approved at the September 2023 regular meeting, would also be made in November.

6. Reports

a. Board President

The President was pleased to announce that an offer to permanently assume the Library Director's position had been made to Ms. Golden, and she had accepted it. The promotion was effective November 1st. A motion was made by Trustee Sanders and seconded by Trustee Camalliere to promote the Interim Library Director to Library Director. A roll call was taken. Trustees Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. Trustee Burt-Nicholas abstained. There were no nays. The motion passed.

The Board wished to express its appreciation for previous Library Director Heather Shlah's accomplishments and dedicated years of service. Her tenure had been especially demanding since the pandemic began shortly after she started at the Library. She not only met the challenges Covid presented head-on but succeeded at every turn. Since Ms. Shlah had graciously declined a retirement party in her honor, a motion was made by Trustee Camalliere and seconded by Trustee Skibinski to send flowers and a card in gratitude. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

b. Library Director

Library Director Golden referred to the reports filed by the Library departments. She also added to and highlighted portions of her written report:

- ◆ The October program culminated with the Children's Department's fun and successful Halloween party .
- ◆ She thanked Patron Services for helping to clean out the basement.
- ◆ Items in the work list the Building and Grounds Committee had recommended after its walk-through had already been checked off.
- ◆ The Staff In-Service Day on November 10th included a safety scavenger hunt, a mental health awareness course, review of new tools and resources, lunch, and department meetings.
- ◆ Friday, November 17th the Village of Lemont was hosting a reception at the Library for authors Kevin Barron, Jason Berry, and Trustee Camalliere for the release of their book *Images of America: Lemont*. The event would conclude Lemont's 150th Anniversary Celebration. Registration had closed, as the event was already full. Mr. Berry graciously donated some books to the Library, with sales to benefit the Friends of the Library.
- ◆ Lauterback & Amen were making progress with the Library's annual audit. It should be completed within a couple of weeks.

Adult Services Manager Williams mentioned that the furniture in the adult section had been rearranged to liven up the space.

Outreach Manager Kazmierczak thanked Friends of the Library Pat Foltz and Ann Stout for

the most successful book sale to-date.

7. Committee Reports

a. Technology

No report.

b. Policy and Personnel

Chair Camalliere was delighted that she and President Kirvelaitis had hired a new director(!) The committee spent some time discussing which policies and job descriptions needed to be updated but prioritized reviewing the Library Director's job description. Director Golden would be instrumental in making revisions.

c. Finance

No report.

d. Planning and Goals

Trustee Sanders reported that the committee met on November 6th. A patron request for a "mother's room" or private place for nursing parents had been added to the goal list, as well as improvements to the Children's Patio and garden. The Committee would meet again on December 11th.

e. Building and Grounds

The committee conducted a facility walkthrough on November 5th. Most items on their "punch list" aimed to revitalize spaces, like patron-facing areas and a second outdoor space once the weather improves in the spring. There were continuing issues with the elevator. It was working but did not pass Phase 2 inspection: the fire department could not move the elevator between floors with the use of a key. The Director would consult the Library's attorney whether that presented any legal implications, until the cause of the malfunction could be determined and remedied. It had been difficult to schedule repairs with Colley Elevator Company. The committee also met with the family of late Library benefactor Loretta Hennebry. She had been honored with the placement of a plaque in the children's area, but the plaque had disappeared during the last renovation and had to be replaced.

f. Local Government Efficiency Act Committee

Community members of the committee met on November 2nd to review the list of documents in need of evaluation. Each committee member was assigned a section of the documents for closer scrutiny. The volunteers were enthusiastic and made some very good suggestions.

8. New Business

a. Resolution Fiscal Year 2024-05 to Make Mary Golden Primary Authority for Illinois Funds

Trustee Camalliere made a motion, seconded by Trustee Miller, to adopt Resolution 2024-05 making Mary Golden the Library's primary authority for Illinois Funds. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

b. Days Closed 2024

The closing list included eleven dates due to holidays or holidays observed and two staff institute days. Trustee Grzesik-Duffy asked why Juneteenth was not included in the list, since the day had just been added to the list of federal holidays. The other trustees mentioned that the Library did not necessarily close on all federal holidays. For example, it was open on Martin Luther King, Jr. Day, Presidents Day, and Veterans Day, particularly to provide children whose schools were closed those days somewhere to go. Trustee Grzesik-Duffy that school was already out for the summer in mid-June. Trustee Grzesik-Duffy made a motion, seconded by Trustee Burt-Nicholas to close the Library add Juneteenth to the Library closed dates. A

roll call was taken. Trustee Grzesik-Duffy voted aye; Trustees Burt-Nicholas, Camalliere, Miller and Skibinski voted nay; Trustees Kirvelaitis and Sanders abstained. The motion did not pass.

There was a motion made by Trustee Camalliere and seconded by Trustee Miller to approve the schedule of days the library would be closed in 2024, as submitted. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

c. Board Meeting Dates 2024

Board meetings were regularly held on the second Tuesday of every month. Director Golden suggested an exception, that the July 9, 2024, meeting be moved to July 23, 2024. The finance assistant would be on vacation the first week of July, and it would not be possible for her to prepare the financial statements on time. A motion was made by Trustee Camalliere and seconded by Trustee Skibinski to approve the Board meeting dates for 2024, as submitted. A roll call was taken. Trustees Burt-Nicholas, Camalliere, Grzesik-Duffy, Kirvelaitis, Miller, Sanders, and Skibinski said aye. There were no nays. The motion passed.

d. New Truth-in-Taxation Hearing Date

There had been an internal miscommunication at the newspaper and the hearing notice was not published in time. It will be published on November 17th. The Truth-in-Taxation Hearing was now set for 7:00 p.m., November 27, 2023. A short regular Board meeting would be held directly after the hearing to approve the levy.

9. Old Business

a. Resolution Fiscal Year 2024-04 to Adopt the ALA Bill of Rights in accordance with P.A. 103-0100 to maintain eligibility for State Grants

The President reminded the trustees that adoption of the ALA (American Library Association) Bill of Rights was not mandatory, as similar wording already existed amongst Library policies. The Board will revisit the resolution in December.

10. Executive Session

There was no need to move into executive session.

11. Correspondence

Pat Foltz emailed the Director on behalf of the Friends of the Library to report the unprecedented success of the November book sale. She complimented and thanked Outreach Manager Kazmierczak and stated how indispensable she is to the Friends.

12. Adjournment

There was a motion made by Trustee Skibinski and seconded by Trustee Miller to adjourn the meeting at 8:02 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Žemaitis
Recording Secretary