

**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**

June 14, 2022

I. Call to Order and Roll Call

President Kirvelaitis called the meeting to order at 7:05 p.m. The following trustees answered present: Thomas Burton, Jr., Patricia Camalliere, Tom Culcasi, Vytenis Kirvelaitis, Renee Pravdik, Catherine Sanders and Michaeline Skibinski. Library Director Heather Shlah and new Assistant Director Mary Golden also attended the meeting.

II. Pledge of Allegiance

III. Approval of Minutes

A motion was made by Trustee Burton and seconded by Trustee Culcasi to approve the minutes, as corrected, of the regular meeting of May 10, 2022. A voice vote was taken. All voted aye. There were no nays. The motion passed.

IV. Treasurer's Report

Treasurer Skibinski reported that the Library received about \$11,000 from Cook and DuPage Counties' spring 2021 tax collection. There was a motion made by Trustee Camalliere made a motion, seconded by Trustee Sanders, to approve the treasurer's report as submitted:

Chase Bank	
Checking Account	\$359,630.67
Savings Account	106.77
Illinois Funds	
Money Market e-pay	74,488.86
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	260,847.23
CD – Matures 8/24/22	107,563.34
PMA Operating Account	274,346.54

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

V. Approval of Bills

Trustee Burton made a motion, seconded by Trustee Skibinski, to approve payment of bills for the period of May 11, 2022 through June 14, 2022 in the amount of \$68,763.70. Trustee Camalliere asked about the nearly \$5,000 in consultants fees payed to Zabinski Consulting Services, Inc. The Director explained that the Library had outsourced some accounting functions to Zabinski due to a chance IMRF audit. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Pravdik, Sanders and Skibinski voted aye. Trustee Kirvelaitis said aye, except for bills related to the Lithuanian Archives Project (LAP), where he abstained. There were no nays. The motion passed.

VI. Public Participation

There were no members of the public in attendance.

VII. Reports**A. President**

Ideas for the Library's 80th anniversary celebration were discussed, including ordering a bust of an American author or a celebratory Library flag or coin or erecting a commemorative clock tower at the entrance in its downtown. A kids' contest for flag or coin designs could be held. The staff committee envisioned preparing monthly displays and activities as well.

B. Library Director

Director Shlah referred to her written report as well as the department head reports. She was working on the IPLAR (Illinois Public Library Report), which was due September 1st. The Library was moving toward libraries' newest function: becoming a place to create and connect, instead of just consume. The Director introduced the Library's new Assistant Director, Mary Golden, who was filling an essential position. License plate renewal services were nearly set up.

C. Attorney

No report.

D. Committees**1. Technology**

Chair Culcasi reported that the committee met at 3:30 p.m. on June 13th, and a joint Technology and Finance Committee meeting was held right before the evening's monthly Board meeting.

2. Policy and Personnel

The committee would be meeting in July.

3. Finance

The committee convened on May 25th. Members discussed the best rates for investing the money from the CD, which matured in August. The State was running behind schedule in mailing real estate bills, which usually happened in August. The Library would not be receiving the tax monies as it usually does in September, so the committee recommended tabling some capital projects and remaining attentive to expenditures.

4. Planning and Goals

Chair Sanders said the committee met on June 2nd. She deferred its report until the following month.

5. Building and Grounds

Chair Burton reported met on June 14th at noon. It recommended delaying sealcoat application to the parking lot in fiscal year 2022-2023 fiscal year. The cost had risen to about \$3,100—up 40% because tar is a petroleum product. The current HVAC software was outdated and would not communicate with the hardware. The estimate for new software was a bit high--\$870/month with a 4-

year contract—but had been included in the budget. Delta Controls could install it on multiple new computers instead of a single old computer.

VIII. New Business

A. Fiscal Year Working 2023 Budget

The President confirmed that the working budget was not an ordinance, but simply provided guidance. Treasurer Skibinski observed that there were not significant changes from the previous year. The Director decreased the tax levy estimate and cut or curtailed some costs. The Corporate Fund received most of the levy funds. It covered standard expenditures. Some money would usually be transferred from of the Corporate Fund into the Building & Maintenance Fund, which always ran short. Director Shlah requested a three percent salary increase. She would have liked to boost it to five percent because of the CPI for 2023-2024, which was predicted to be eight percent. New employees would not be receiving a raise. The Library did not really need to spend \$67,000 on a new elevator. It was inoperable, but the public did not use it. The Director also finished setting up a good liability insurance package. Cyber insurance had tripled in price. Many agencies were no longer offering cyber insurance at all, as claims had escalated, and the insurance industry found itself underfunded. The Library's total insurance package had increased by roughly \$5,000 from the previous year. A motion was made by Trustee Culcasi and seconded by Trustee Skibinski to approve the working budget as submitted. A roll call was taken. Trustees Burton, Camalliere, Culcasi, Kirvelaitis, Pravdik, Sanders and Skibinski voted aye. There were no nays. The motion passed.

B. Committee Meeting Schedule

Assistant Director Golden was assembling a schedule for committee meetings. Some committees need to meet more often than others, but there were conflicts because some trustees belonged to more than one committee. It was recommended that Planning and Goals and Building and Grounds meet every six weeks. Finance and Policy and Personnel should convene every four weeks. For the time being, Technology would meet more often, every two weeks, until the new IT system was fully up and running. The Director would send the trustees the schedule on June 15th.

IX. Old Business

A. Keepataw Parade Float

The parade float order had been delayed, as the company would not accept a deposit (\$500 nonrefundable) until it received the design. The Board had discussed a birthday cake, integrating a book theme. Trustees suggested an open book at the front of the float with the wording "80 Years of Public Service". "Lemont Public Library District" could appear on the skirt, or perhaps a banner bearing the name should be ordered to carry in front of the float. The banner could be reused for multiple occasions.

X. Communications / Correspondence

The Library was granted \$24,190 from the Illinois State Library to enable Wi-Fi hotspots at tables in the community green space.

XI. Executive Session

There was no need to move into executive session.

XII. Adjournment

A motion was made by Trustee Burton, which was seconded by Trustee Culcasi, to adjourn the

meeting at 8:22 p.m. All voted aye. There were no nays. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Zemaitis
Recording Secretary