

**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**

**June 11, 2024**

**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, Vytenis Kirvelaitis, Renee Miller, and Michaeline Skibinski. Trustees Patricia Camalliere, Melanie Grzesik-Duffy and Catherine Sanders were absent. Library Director Mary Golden and Adult Services Manager Justin Williams were also present.

**2. Public Comments**

There were no formal public comments.

**3. Approval of Minutes**

Trustee Burt-Nicholas made a motion, which was seconded by Trustee Miller, to approve the minutes of the regular meeting of May 14, 2024. A voice vote was taken. All said aye. The motion passed.

**4. Treasurer's Report**

Trustee Miller made a motion, seconded by Trustee Burt-Nicholas, to approve the Treasurer's report as submitted:

Chase Bank	
Checking Account	\$26,688.41
Savings Account	106.77
Illinois Funds	
Money Market e-pay	56,681.54
Illinois National Bank	
e-Pay	1,000.00
Lemont Bank & Trust	
Money Market	2,210.80
PMA	
Operating Account	642,222.21
LTD	212,480.00

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

**5. Payment of Bills**

A motion was made by Trustee Skibinski and seconded by Trustee Miller to approve payment of total accounts payable, ACH payments, and payroll in the amount of \$153,537.89. The Director mentioned that the payables included the annual payment to Utica National Insurance Group for building insurance. A roll call was taken. Trustees Burt-Nicholas, Kirvelaitis, Miller, and Skibinski answered aye. Trustees Grzesik-Duffy, Camalliere and Sanders were absent. There were no nays. The motion passed.

**6. Reports**

**a. Board President**

No report.

**b. Library Director**

Library Director Golden highlighted portions of her written report:

- ◆ EBSCO was awarded the contract for the library databases for the State of Illinois.
- ◆ The Library's mobile app was recently launched. The app had already been downloaded 80 times.
- ◆ Upon the passing of Library patron Robert Wheeler his family requested that, in lieu of flowers, donations be made to the Library. A sum of \$1,300 had been received to date.

Adult Services Manager Williams added that the Summer Reading Challenge was off to a good start.

**7. Committee Reports**

**a. Technology**

No report.

**b. Policy and Personnel**

The committee scheduled a meeting for June 26<sup>th</sup>.

**c. Finance**

The committee met on May 29<sup>th</sup> to review the proposed budget for the fiscal year 2025.

**d. Planning and Goals**

The committee met on June 5<sup>th</sup>. Members talked about fundraising ideas and options for providing privacy to nursing mothers. Study rooms had been ruled out, as they were in high demand. Adult Services Manager Williams met with an Eagle Scout candidate about a timeline for the garden bed and shrub planting project.

**e. Building and Grounds**

The committee did not meet this month. Progress had been made on the honorary Hennebry plaque, which would be mounted by the end of the month. More tasks were finished on the punch list, including the planting of a burr oak, generously donated by Trustee Grzesik-Duffy.

**f. Local Government Efficiency Act Committee**

The committee did not meet this month. The Director was finishing the first draft of the report for committee review.

**8. New Business**

**a. Operating Budget**

Finance Committee Chair Skibinski was taking a cautious approach to formulating the working budget due to the previous year's experience with Cook County. Due to the delay in property tax bills, the Library was forced to issue a Tax Anticipation Warrant. Since property taxes constituted 99 percent of the Library's revenue, the Chair worried that a recurrence of this situation would cause the Library to resort to cuts or charge for some programs. Closing on Sundays or closing earlier during the week were also being considered.

The Library staff had not received any raises since 2022, so the projected budget would include three percent raises. The staff should know how much they are appreciated. Trustee Burt-Nicholas asked whether three percent was sufficient. The Director replied that a larger increase, although desirable, depended on a well-timed property tax distribution. The Library did offer family health insurance, which was a significant benefit.

There was a motion made by Trustee Skibinski and seconded by Trustee Burt-Nicholas to approve the operating budget as submitted. A roll call was taken. Trustees Burt-Nicholas, Kirvelaitis, Miller, and Skibinski answered aye. Trustees Camalliere, Grzesik-Duffy, and Sanders were absent. There were no nays. The motion passed.

**b. Resolution Fiscal Year 2024-07 Non-Resident Fee for Fiscal Year 2025**

People who lived outside of the Library district and/or did not pay taxes for use of the Library were charged a non-resident fee. Trustee Skibinski made a motion, seconded by Trustee Miller, to adopt Resolution FY24-07, setting the annual non-resident patron fee at \$238, based on the general mathematical formula algorithm. A roll call was taken. Trustees Burt-Nicholas, Kirvelaitis, Miller, and Skibinski answered aye. Trustees Camalliere, Grzesik-Duffy, and Sanders were absent. There were no nays. The motion passed.

**9. Old Business**

**a. Keepataw Days**

The Library planned to participate in the Keepataw Day Parade on September 1<sup>st</sup>. Adult Services Manager Williams would fill out the sponsor application and submit a check in the amount of \$500. The sum had been approved during the regular May meeting.

**b. Fund Balance Transfer**

The auditors noted in the fiscal year 2023 management letter that the Library's general fund had a negative balance. It was suggested that \$15,000 be transferred from the capital projects fund into the general fund to reduce the negative balance. Although the Library itself placed restrictions on its capital projects fund, reserving the monies for capital projects and improvements, there were none planned in the short term. A motion was made by Trustee Skibinski and seconded by Trustee Burt-Nicholas to transfer the amount of \$15,000 from the Capital Projects Fund to the General Fund. A roll call was taken. Trustees Burt-Nicholas, Kirvelaitis, Miller, and Skibinski answered aye. Trustees Camalliere, Grzesik-Duffy, and Sanders were absent. There were no nays. The motion passed.

**c. Policy–Collection Strategy Pertaining to Local History**

The committee would be meeting on June 26<sup>th</sup>.

**10. Executive Session**

There was no reason to move into executive session.

**11. Correspondence**

The Director was notified that its Public Library Per Capita Grant was approved. The Library would receive \$34,425.27 from the State Librarian.

**12. Adjournment**

A motion was made by Trustee Skibinski and seconded by Trustee Miller, to adjourn the meeting at 7:44 p.m. A voice vote was taken. All voted aye. The motion passed. The meeting was adjourned.

Respectfully submitted,

Ramona Stephens-Žemaitis  
Recording Secretary