

APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
110 West Maple St. • Lombard, IL 60148

Those attending the meeting must observe the recommendations of the CDC and IDPH including wearing face masks and maintaining social distancing of at least 6 feet apart.

SPECIAL BOARD MEETING MINUTES

October 14, 2020

7:00 p.m.

Village Hall Trustees Board Room
255 E. Wilson Avenue, Lombard

- I. Call to order
 - a. President Brandt called the meeting of the Board of Trustees to order at 7:00 p.m. in the Auditorium of the Plum Library.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll call, recording both present and absent members
 - a. Present: President Brandt, Vice President Larkin, Treasurer Pinkett-Floyd, Secretary Aamundstad Walsh; Trustees Carlson, Marshall, Wiggins
 - b. Absent: none
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina, Anne Luzeniecki, Michelle Baumann
 - d. Guests present: Jamie Rachlin, Mike Fugiel
- IV. Public presentation to, or discussion with, the Board of Trustees
 - a. Public presentations were made by the following citizens of Lombard: No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Vice President Larkin moved to adopt agenda. Trustee Wiggins seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, September 16, 2020
 - ii. Closed Session meeting, September 16, 2020
 - b. Approval of financial reports
 - i. Cash and Investments Report dated September 30, 2020
 - ii. Revenue and Expenditures vs. Budget Report dated September 30, 2020
 - iii. Check Register dated September 30, 2020
 - iv. Balance Sheet Previous Year Comparison as of September 30, 2020
 - c. Vice President Larkin moved to approve consent agenda items. Treasurer Pinkett-Floyd seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
 - a. Audit Committee
 - i. Did not meet.

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- b. Director Relations Committee
 - i. Did not meet.
 - c. Policy and Bylaws Committee
 - i. Did not meet.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. PRESENTATION by Jamie Rachlin: Preparing for Your Financial Strategy
 - i. Assistant Director Krauspe noted that numbers will change as the new building project progresses. This presentation is based on estimates so the Board can start preparing for future decisions.
 - ii. Jamie Rachlin presented estimates related to potential operating costs of the new building. He noted that future analysis will be more specific as the cost estimates become more specific. This is simply to give the Board an idea of what is coming as far as spending and potential financial decisions.
 - iii. Jamie Rachlin reminded the Board that they reduced the levy for this current year. He noted that reducing again could potentially be detrimental, especially considering the new building project. He also presented potential outcomes if the Board decided to increase the levy for the next year.
 - iv. Assistant Director Krauspe reminded the Board that the levy ordinance will be up for approval at the November Board meeting.
 - b. ACTION ITEM: Approval of Resolution to Determine Estimate of Funds Needed for 2020-2021 Fiscal Year. Roll call vote.
 - i. Trustee Carlson approved the Resolution to Determine Estimate of Funds Needed for 2020-2021 Fiscal Year. Vice President Larkin seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- X. Communications
- a. Communications Director Wilsey informed the Board that about 170 viewers attended the virtual Community Conversation sessions. She will assemble a list of frequently asked questions that arose from the sessions and share them with the Board.
 - i. Communications Director Wilsey also noted that the marketing team completed a virtual session for residents adjacent to the the new building site. Overall, the response was very positive and optimistic. She will continue to monitor any questions or concerns and share them with the Board.
 - b. President Brandt noted that a recording of the Community Conversations was available on YouTube and had already reached over 100 views.
 - c. Secretary Aasmundstad Waslsh commended the marketing team, architects, and library staff for successfully organizing and moderating the Community Conversation sessions.
- XI. Library Director's Report
- XII. Departmental Reports
- a. Trustee Marshall inquired about the lack of ventilation on the first floor. Assistant Director Krauspe noted that the building's HVAC system is extremely worn and not cost effective to repair; hence, the need for a new building.

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- b. The Trustees asked when the building hours might be restored or extended. Assistant Director Krauspe noted that the administration is taking everything into consideration and will expand hours and resources when it is deemed safe and reasonable to do so.
- XIII. Adjournment: 8:10 p.m.
- a. Vice President Larkin moved to adjourn, and it was seconded by President Brandt.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary