

APPROVED

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
411 S. Main St. • Lombard, IL 60148

BOARD OF TRUSTEES MEETING MINUTES

October 17, 2023
7:00 p.m.
Conference Room

- I. Call to order
 - a. Allison Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:00 p.m. in the Conference Room.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll call, recording both present and absent members
 - a. Present: President Allison Pinkett-Floyd, Vice President Sue Wiggins, Treasurer Kristin Aasmundstad Walsh, Secretary Julie Kowalski-Schmidt; Trustees Jennifer Erickson, Ginger Kearney, and Kelly Simms
 - b. Absent: None
 - c. Staff members present: Interim Executive Director Anne Luzeniecki, Director of Strategic Communications and Marketing Sue Wilsey, Manager of Technology and Metadata, Alex Vancina, Youth Services Manager, Tabatha Anderson
 - d. No guests present.
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt agenda. Treasurer Aasmundstad Walsh 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 19, 2023
 - b. VP Wiggins moved to approve consent agenda items. Trustee Erickson seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
 - a. Audit Committee
 - i. Did not meet.
 - b. Director Relations Committee
 - i. Did not meet.
 - c. Policy and Bylaws Committee
 - i. Did not meet. Planning on meeting in early November
 - d. Decennial Committee

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- i. Interim Director Luzeniecki reported that the committee met on Tuesday, October 10. A review was done of all the current Library partnerships. There were also a few new ideas discussed. This committee will not meet again until February 2024.

VIII. Unfinished Business

- a. No unfinished business to report.

IX. New Business

- a. ACTION ITEM: Approval of holiday/closed schedule for 2024.
 - i. VP Wiggins moved to approve the holiday/closed schedule for 2024. Treasurer Aasmundstad Walsh seconded.
 - ii. Interim Director Luzeniecki noted that we added a staff emergency training day because of the size of our new building. For the Jingle Bell Jubilee and Lilac Parade dates we will be shifting hours.
 - iii. All ayes, no nays. Motion passed.
- b. ACTION ITEM: Adoption of Ordinance 2023-2024-007 Establishing Regular Board Meeting Dates.
 - i. Secretary Kowalski-Schmidt moved to adopt Ordinance 2023-2024-007 Establishing Regular Board Meeting Dates. Treasurer Aasmundstad Walsh seconded. All ayes, no nays. Motion passed.
- c. DISCUSSION ITEM: Review Board Land Acknowledgement Statement.
 - i. The Board discussed sharing a statement at the November board meeting to support Indigenous Peoples Day and Columbus Day.
 - 1. Anne shared a draft of a statement for consideration. The Board liked the “call to action” piece of the statement.
 - 2. They also discussed where to put this statement on our website for patron visibility.

X. Communications

- a. Secretary Kowalski-Schmidt reported that two communications were received by the Library.
 - i. A letter was received from the Lombard Village President, thanking the Library for the positive partnership in regard to the 110 W. Maple property.
 - ii. A letter was also received from former Executive Director Claudia Krauspe thanking the board for the gifts she received.

XI. Library Director’s Report

- a. Asbestos Abatement Updated – Interim Director Luzeniecki reported asbestos abatement is mostly complete at the 110 W. Maple building. There is a small portion of the basement left that cannot be accessed until further demolition.
- b. Demolition Update - Interim Director Luzeniecki reported on the October 16 meeting at the 110 W Maple building with the construction team, Village and Park to discuss the demolition and the fence that will need to be up around the property. Opening day for demolition bids is scheduled for October 24.
- c. Interim Director Luzeniecki noted that the Lombard Fire and Police Departments may do some training at the 110 W. Maple building before demolition.

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- d. Interim Director Luzeniecki reported on the arrest of a suspect for the bomb threats in the Skokie area.
- e. Interim Director Luzeniecki reported on the Per Capita Grant application and what those funds have been used for in the past.
- f. Treasurer Aasmundstad Walsh asked about the interior work at 411 S. Main building, specifically the fireplace sitting area. She wondered if additional furniture would be going in that area. Anne noted that we are looking at additional comfort seating in that area.
- g. Treasurer Aasmundstad Walsh asked about the Meeting Room Reservation policy and when we will review and update the policy. Anne reported that we have been gathering information and patron experiences and will be presenting some of our recommendations soon.

XII. Departmental Reports

- a. Secretary Kowalski-Schmidt commented on the Cyber Security Training that our staff has been taking. She asked if there are classes that can be provided for patrons on the same topic. Technology and Metadata Services Manager Vancina noted that the licensing is a per user fee for staff members, but that we could look into it.
- b. Treasurer Aasmundstad Walsh asked about the Acquisitions Specialist position that is currently posted and if this is a new position or vacant position. Anne noted that the current person in the position is retiring, and November 10 is her last day.
- c. Secretary Kowalski-Schmidt commented on how much she is enjoying the Library social media content on Instagram.
- d. Treasurer Aasmundstad Walsh asked how the Teen Space is currently being utilized. Youth Services Manager Anderson noted that we are learning a lot. Video games are not available yet. We are working on a solution so they can be available by the end of the year. The space is being used for board games, homework, and study rooms. A lot of our programs for teens take place in the Hive. We don't see older teens as much, but they are here for our volunteering programs.
- e. President Pinkett-Floyd consulted the board on two topics.
 - i. Demo Bid – the opening day for demolition bids is October 24. FQC will have the recommendations ready by October 31. Friday, November 3 is being considered for a Special Board meeting to authorize the bid. Please check availability and get back to Allison or Anne. We need a quorum to meet. The consensus for the meeting date and time was November 3 at 5:30pm.
 - ii. Decennial Committee – President Pinkett-Floyd reached out to a solar energy company to get an estimate for this building for future consideration. She shared a document with the board regarding preliminary costs for something like this.

XIII. Adjournment: 7:26 p.m.

- a. VP Wiggins moved to adjourn. Secretary Kowalski-Schmidt seconded motion. All ayes, no nays.

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Approved: _____

Julie Kowalski-Schmidt
Board Secretary