

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

BOARD OF TRUSTEES MEETING MINUTES

October 21, 2025
7:00 pm
Conference Room

- I. Call to order
 - a. President Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:01 pm in the Conference Room.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Treasurer Kearney read the Land Acknowledgement Statement: The Helen Plum Library Board of Trustees unanimously acknowledges that many indigenous groups once lived on the land where the Library now resides. The Library invites all to learn their histories, cultures, and peoples. The Library Board encourages our neighbors to explore learning opportunities through local, Indigenous-based organizations such as Midwest SOARRING Foundation.
 - a. Treasurer Kearney recommended the fictional novel *Buffalo Hunter Hunter* by Stephen Graham Jones.
- IV. Roll call, recording both present and absent members, with approved virtual attendance noted with an *
 - a. Present: President Allison Pinkett-Floyd, Vice President Sue Wiggins, Treasurer Ginger Kearney, Secretary Julie Kowalski-Schmidt, and Trustee Bijal Patel
 - b. Absent: Trustees Kristin Aasmunstad Walsh and Kelly Simms
 - c. Staff members present: Executive Director Anne Luzeniecki, Assistant Director Tyler Works, Technology and Metadata Services Manager Alex Vancina, and Executive Assistant Jenn Ferguson
- V. Public Comment
 - a. One member of the public was present, but no comments were made.
- VI. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt the agenda. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed.
- VII. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes

- i. Regular Board meeting, September 16, 2025
 - ii. Closed Session Board meeting, September 16, 2025
- b. Approval of financial reports
 - i. Check Register dated September 30, 2025
 - 1. Secretary Kowalski-Schmidt inquired about the Elevate Sign Group LTD and Library Furniture International, Inc. payments. Executive Director Luzeniecki stated she believes they are for window vinyl and the remaining payment for furniture/sound dampening panels, respectively, but will confirm.
 - 2. VP Wiggins asked if the September cost of Hoopla aligns with the average, and Anne noted that it does, as it charges per virtual check-out rather than a flat monthly fee. The service is very popular with patrons and sees high usage rates.
 - ii. Cash and Investments Report dated September 30, 2025
 - iii. Revenue and Expenditures vs. Budget Report dated September 30, 2025
 - 1. Secretary Kowalski-Schmidt asked if it is typical to be at 67% of budget by this point in the fiscal year for line item 744 – Collection Management, and what it covers. Executive Director Luzeniecki stated that this is the line used for platform fees, not collection materials. The platform fees are yearly, so it is based on invoice timing and not unexpected.
 - iv. Balance Sheet Previous Year Comparison as of September 30, 2025
- c. VP Wiggins moved to approve consent agenda items. Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.

VIII. Committee reports

- a. Audit Committee
 - i. The committee did not meet.
- b. Director Relations Committee
 - i. Chair Kearney noted the presentation on Trustee Self-Evaluations is later in the meeting.
- c. Policy and Bylaws Committee
 - i. Chair Kowalski-Schmidt stated the committee did not meet, with the next meeting scheduled for Thursday, November 6 at 3:15 pm.
- d. Helen Plum Library Foundation
 - i. Treasurer Kearney noted that the Foundation has a meeting at the beginning of November. In the last five months of fundraising, the Foundation raised over \$2,000. The 2026 calendar, including fundraisers and book sales, is in the works.

IX. Unfinished Business

- a. Lilac Parade Committee creation slated for November
 - i. President Pinkett-Floyd stated that she has asked Trustee Aasmundstad Walsh to chair the committee. Allison asked for any interested trustees to

reach out and noted that Kristin requested a Library staff member be on the committee.

X. New Business

- a. ACTION ITEM: Adopt Ordinance 2025-2026-009 Tax Levy. Roll call vote.
 - i. VP Wiggins moved to approve Ordinance 2025-2026-009. Treasurer Kearney seconded the motion. Roll call vote.
 1. Executive Director Luzeniecki noted that the proposed levy is a 2.75% increase from last year to account for rising costs and demand, along with the expected need for additional staffing.
 - a. Sue Wiggins – Yes
 - b. Julie Kowalski-Schmidt – Yes
 - c. Ginger Kearney – Yes
 - d. Bijal Patel – Yes
 - e. Allison Pinkett-Floyd – Yes
 - f. *Kristin Aasmundstad Walsh – Absent*
 - g. *Kelly Simms – Absent*
 - ii. All ayes, no nays. Motion passed.
 - b. ACTION ITEM: Approval of filing with the County Clerk a Certificate of Eligibility to preserve the Library District's right to recapture levy amounts in accordance with statute ILCS 200/18-190.7. Roll call vote.
 - i. VP Wiggins moved to approve filing with the County Clerk a Certificate of Eligibility to preserve the Library District's right to recapture levy amounts. Treasurer Kearney seconded the motion. Roll call vote.
 1. Executive Director Luzeniecki reminded trustees that this is the same as filed in previous years, which allows recapture of levy amounts between the approved levy percent and the allowed 5%.
 - a. Sue Wiggins – Yes
 - b. Julie Kowalski-Schmidt – Yes
 - c. Ginger Kearney – Yes
 - d. Bijal Patel – Yes
 - e. Allison Pinkett-Floyd – Yes
 - f. *Kristin Aasmundstad Walsh – Absent*
 - g. *Kelly Simms – Absent*
 - ii. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Adopt Ordinance 2025-2026-010 Abating Bond Debt. Roll call vote.
 - i. VP Wiggins moved to approve Ordinance 2025-2026-010. Treasurer Kearney seconded the motion. Roll call vote.
 - a. Sue Wiggins – Yes
 - b. Julie Kowalski-Schmidt – Yes
 - c. Ginger Kearney – Yes
 - d. Bijal Patel – Yes
 - e. Allison Pinkett-Floyd – Yes
 - f. *Kristin Aasmundstad Walsh – Absent*

g. *Kelly Simms – Absent*

- ii. All ayes, no nays. Motion passed.
- d. ACTION ITEM: Adopt Ordinance 2025-2026-011 Establishing Regular Board Meetings of the Library Board of Trustees.
 - i. VP Wiggins moved to approve Ordinance 2025-2026-011. Treasurer Kearney seconded the motion.
 - 1. Executive Director Luzeniecki noted that the third Tuesday in March 2026 falls on an election day, so the Regular Board Meeting in March will occur on Wednesday, March 18.
 - ii. All ayes, no nays. Motion passed.
- e. ACTION ITEM: Approval of holiday/closure dates for 2026
 - i. Treasurer Kearney moved to approve the 2026 holiday/closure schedule. VP Wiggins seconded the motion.
 - 1. Executive Director Luzeniecki informed the Board that the Library closure schedule is generally consistent with those of other regional libraries.
 - 2. Executive Director Luzeniecki also noted that staff who are regularly scheduled to work on Sundays and evenings will be paid for holidays that were previously unpaid going forward.
 - 3. Trustees agreed with VP Wiggins in her appreciation that Helen Plum is open seven days a week.
 - ii. All ayes, no nays. Motion passed.
- f. DISCUSSION: Illinois Library Association Annual Conference 2025
 - i. Trustees shared their feedback and experiences at the recent ILA Annual Conference. They agreed that the programs offered to trustees were beneficial in content and ideas. They expressed leaving the conference grateful for their fellow board members, staff, the new building, and the support they receive in their positions on the Library Board.
 - ii. President Pinkett-Floyd stated that she enjoyed seeing pictures showcasing our building at the Engberg Anderson (the architects of the HPL building) table.
 - iii. Trustee Patel noted that, as a first-time attendee, she was unsure what to expect but left the event impressed by the conference. She commented on the pervasive positive energy from attendees and vendors, stating that, “library people are some of the friendliest people!”
- g. PRESENTATION: Trustee Self-Evaluations
 - i. Trustees expressed high overall levels of satisfaction in their roles and the support received from staff. Highlights included: appreciating the open atmosphere for expression of opinions, satisfaction with committee assignments, helpful and informative monthly summaries/reports, policies/bylaws are well known by the board, and trustees are knowledgeable as frequent users of the Library services.
 - 1. President Pinkett-Floyd thanked the Director Relations Committee for coordinating the evaluations.
- h. PRESENTATION: Adaptive Strategic Plan Framework

- i. Executive Director Luzeniecki presented on the Adaptive Strategic Plan Framework, which is the planning structure utilized for the 2025–2030 Strategic Plan. The framework consists of long-term Strategic Goals achieved via cyclical Priorities and Initiatives. These cycles allow for responsiveness to change, continual assessment, staff engagement, fiscal alignment, and transparency for stakeholders (i.e. the community, staff, and Board).
 - 1. VP Wiggins asked for more information on the intended transparency and fiscal alignment. Executive Director Luzeniecki explained that transparency would include items like live data reporting, which would be added to the Library’s website rather than as statistics in board reporting. Goal-related priority pages would include reports on overall progress, what steps have been taken, and what results have already been seen. For fiscal alignment, the annual cycle of priority setting would occur before the approval of the Working Budget, so proposals would be included within the budget subsequently presented to the Board.
- ii. Executive Director Luzeniecki outlined the next steps, which include reviewing the draft goals today, potentially approving the goals at the November 18 Board Meeting, communicating the approved plans to stakeholders, and developing the associated priorities
 - 1. VP Wiggins inquired how items would be communicated to stakeholders. Anne stated they would be included in the print and electronic newsletters, on the website, and via internal signage at the Library.
- i. DISCUSSION: 2025 Strategic Plan Draft
 - i. There was discussion on the Strategic Goals: Access, Lifelong Learning & Literacy, Community Building, and Organizational Excellence.
 - 1. President Pinkett-Floyd appreciated the detail and expected timetable for tracking and reporting progress of the Strategic Plan.
 - 2. Trustee Patel questioned the use of a picture of the building, which trustees agreed would be nice to move away from as the previous bulk of communications sent to stakeholders revolved around the building process. Executive Director Luzeniecki stated that the graphics are not finalized, but agreed, and said it will potentially showcase a staff photo or patrons in the Library for a more human-centered focus. With that in mind, Bijal also suggested, and trustees agreed, to reconsider the “Community Building” Strategic Goal language, with Allison suggesting “Engaging the Community.”

XI. Communications

- a. Secretary Kowalski-Schmidt reported no communications received.
- b. Executive Director Luzeniecki informed the Board that she wrote a letter of support on behalf of the Lombard Park District as they seek a grant for the expansion of Lilacia Park.

XII. Executive Director's Report

XIII. Library Activity Report

- a. VP Wiggins noted that she attended the recent Lombard Senior Fair and that it would be nice if residents could sign up for Library cards at outreach events.
- b. Trustees were all excited that the elevator sensor issue was resolved.
- c. In response to the recent increase in interlibrary loans, there were questions on associated fees. Executive Director Luzeniecki stated that there aren't fees, but we do pay postage when sending materials back to the library lending the item(s) for OCLC loans.

XIV. Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (5 ILCS 120/2(c)1). Roll call vote.

- a. Treasurer Kearney moved to go into Closed Session. VP Wiggins seconded the motion. Roll call vote.
 - i. Sue Wiggins – Yes
 - ii. Julie Kowalski-Schmidt – Yes
 - iii. Ginger Kearney – Yes
 - iv. Bijal Patel – Yes
 - v. Allison Pinkett-Floyd – Yes
 - vi. *Kristin Aasmundstad Walsh – Absent*
 - vii. *Kelly Simms – Absent*
- b. Trustees voted to go into Closed Session at 7:58 pm in the Staff Conference Room, which began at 8:10 pm after a brief recess.
- c. Trustees returned to the Open Session at 8:19 pm.

XV. Reconvene in Open Session

XVI. Vote to affirm decisions in Closed Session. Roll call vote.

- a. No decisions were made in Closed Session requiring a vote.

XVII. Adjournment: 8:22 pm

- a. Treasurer Kearney moved to adjourn. Trustee Patel seconded the motion. All ayes, no nays. Meeting adjourned.

Approved:_____

Julie Kowalski-Schmidt
Board Secretary