

# APPROVED

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

The meeting will be held at 7:00 p.m. at the Lombard Village Hall at the address indicated above. The public is encouraged to observe the meeting online. This meeting will be streamed live online. To watch this meeting, visit our website: <https://www.helenplum.org/board/live-stream>.

Public comments for this Board Meeting will be accepted by email only. Public comments received by 5:00 p.m. on Wednesday, November 11, 2020 will be read at the beginning of the meeting under section IV designated for public presentation to, or discussion with, the Board of Trustees. Any comments received during the meeting will be held until the end of the meeting.

Public comments should be emailed to: [swilsey@helenplum.org](mailto:swilsey@helenplum.org) by 5:00 p.m. on Wednesday, November 11, 2020. Public comments must contain the following information: Name, Organization represented (if any), Telephone number, and Topic or Agenda Item Number followed by "Public Comment." Public comment is limited to three minutes per person.

## SPECIAL BOARD MEETING MINUTES

November 11, 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, Secretary Aamundstad Walsh; Trustees Carlson, Marshall
  - b. Absent: Trustee Wiggins; Treasurer Pinkett-Floyd arrived at 7:05 p.m.
  - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina, Michelle Baumann
  - d. Guests present: 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 Carlson seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, October 14, 2020

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- b. Approval of financial reports
    - i. Cash and Investments Report dated October 31, 2020
    - ii. Revenue and Expenditures vs. Budget Report dated October 31, 2020
    - iii. Check Register dated October 31, 2020
    - iv. Balance Sheet Previous Year Comparison as of October 31, 2020
  - c. Vice President Larkin moved to approve consent agenda items. Treasurer Carlson 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.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. ACTION ITEM: Approval of Ordinance 2020-2021-003 Tax Levy Ordinance. Roll Call.
    - i. Vice President Larkin moved to approve Ordinance 2020-2021-003 Tax Levy Ordinance. Trustee Marshall seconded the motion. Roll Call. Five ayes, no nays, two absent. Motion passed.
  - b. DISCUSSION: New Building Update
    - i. Communications Director Wilsey informed the Board that staff continue to meet with the architects and interior designers to determine the materials for the interior of the new building, including materials for upholstery, carpeting, flooring, etc. She also noted that the architects are preparing to present a petition to the village next week. If everything goes according to schedule, then the Village trustees will vote on approval in January.
      - 1. Communications Director Wilsey also noted that architects from Engberg Anderson will have a more detailed presentation for the Board at the December Board meeting.
    - ii. Communications Director Wilsey informed the Board that the marketing department sent postcards to members of the community encouraging them to participate in a community survey that will help inform the Library's strategic plan in the new building. The survey is available both online and in print form. Copies are available for pickup in the library building.
- X. Communications
- a. No communications to report.
- XI. Library Director's Report
- a. Assistant Director Krauspe shared this year's Per Capita Grant requirements with the Board. She noted that the deadline was extended to March 15 (rather than January 15).

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- i. The Trustees will review the book, *Serving Our Public 4.0: Standards for Illinois Public Libraries*. After their review, Assistant Director Krauspe hopes to work with the board to prioritize a few points and apply them within the strategic plan.
  - b. Communications Director Wilsey reminded Trustees to complete their strategic planning survey. She also reminded them that a Board retreat has been planned at the Library for December 5, 2020. This may become virtual if necessary.
  
- XII. Departmental Reports
  - a. Trustee Marshall observed that the science fiction and fantasy sections were to be separated. He commended the Adult Services librarians for this decision and thanked the Technical Services department for assisting in the transition of these materials.
    - i. Alex Vancina also noted that staff will use this transition to begin and test the RFID tagging process. Eventually, all items in the library will receive an RFID tag.
  - b. President Brandt asked if any changes had been made in light of recent pandemic mitigations. Assistant Director Krauspe noted that the building capacity was reduced back to 50 people. They are also limiting the number of people allowed in the computer and lounge areas. The Library continues to remain operational and open to the public.
  
- XIII. The Board went into Closed Session at 7:43 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Roll Call.
  - a. Vice President Larkin moved to enter into Closed Session and it was seconded by Trustee Marshall. All ayes, no nays.
  
- XIV. The Board returned to Open Session at 8:14 p.m. to affirm decisions made in Closed Session.
  
- XV. Adjournment: 8:15 p.m.

Approved: \_\_\_\_\_

Kristin Aasmundstad Walsh  
Board Secretary