

**APPROVED**

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

BOARD OF TRUSTEES MEETING MINUTES

November 18, 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 7:00 pm in the Conference Room.
- II. Pledge of Allegiance
  - a. All present recited the Pledge of Allegiance.
- III. Secretary Kowalski-Schmidt 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.
- 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, Trustees Kristin Aasmundstad Walsh and Bijal Patel. Trustee Kelly Simms arrived at 7:12 pm.
  - b. Absent: None
  - 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. Resident Anderson made a public comment regarding selection of vendors with the upcoming closure of Baker & Taylor, and creation of a vendor policy if one does not exist.
- VI. ACTION ITEM: Adoption of the Agenda
  - a. Secretary Kowalski-Schmidt moved to adopt agenda. Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.
- VII. ACTION ITEM: Approval of consent agenda items

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- a. Approval of minutes
  - i. Regular Board meeting, October 21, 2025
  - ii. Closed Session Board meeting, October 21, 2025
- b. Approval of financial reports
  - i. Check Register dated October 31, 2025
  - ii. Cash and Investments Report dated October 31, 2025
    - 1. Treasurer Kearney inquired after the Robbins Family Fifth Third CD (line 4-0-132) with the July 2025 maturity. Executive Director Luzeniecki stated that she is following up with the bank and will update the Board with the maturity status and availability of funds when confirmed.
    - iii. Revenue and Expenditures vs. Budget Report dated October 31, 2025
    - iv. Balance Sheet Previous Year Comparison as of October 31, 2025
- c. Secretary Kowalski-Schmidt moved to approve consent agenda items, seconded by Treasurer Kearney. Roll call vote.
  - 1. Kristin Aasmundstad Walsh – Yes
  - 2. Ginger Kearney – Yes
  - 3. Julie Kowalski-Schmidt – Yes
  - 4. Bijal Patel – Yes
  - 5. Sue Wiggins – Yes
  - 6. Allison Pinkett-Floyd – Yes
  - 7. *Kelly Simms – Absent at the time of voting*

## VIII. Committee reports

- a. Audit Committee
  - i. Did not meet.
- b. Director Relations Committee
  - i. Did not meet.
- c. Policy and Bylaws Committee
  - i. Chair Kowalski-Schmidt stated that the committee met and reviewed policies B-2, P-32, U-2, and U-10. They are recommended for board approval, appearing later in the meeting under New Business.
- d. Helen Plum Library Foundation
  - i. Treasurer Kearney noted that the Foundation raised \$330 from the recent dining fundraiser at Rosemary & Jeans, bringing the total to about \$2,700 for the year in fundraising efforts.
  - ii. Ginger showcased the items the Foundation will have for sale on their website that feature the commissioned artwork by Rich Lo from the Waves of DuPage: Beautiful Cities Public Art Project. The items will soon be on display in the Library in the Foundation's area in the Hub.

## IX. Unfinished Business

- a. Elevate Sign Group, LTD payment on Check Register dated September 30, 2025

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- i. Executive Director Luzeniecki stated that this payment was for the vinyl applications on the first floor along the staff windows of the drive-through walkway.
- b. Library Furniture International, Inc payment on Check Register dated September 30, 2025
  - i. Executive Director Luzeniecki confirmed that this payment was the remaining balance for the recently purchased furniture (sofas, side tables, and chairs).

## X. New Business

- a. PRESENTATION: Representative from Lauterbach & Amen, LLP.
  - i. Jasleen Kaur presented the 2024–2025 Annual Audit. The Library received an unmodified audit opinion, which is a clean opinion that states that the financial condition, position, and operations are fairly presented in Library financial statements.
    - 1. Secretary Kowalski-Schmidt inquired after the noted upcoming standards of the GASB Statements No. 103 and 104, to which Jasleen confirmed that they are upcoming changes to reporting, not a change of the Library's financial practices.
- b. ACTION ITEM: Approval of 2024–2025 Annual Audit. Roll call vote.
  - i. Treasurer Kearney moved to approve the 2024–2025 Annual Audit, seconded by Secretary Kowalski-Schmidt.
    - a. Kristin Aasmundstad Walsh – Yes
    - b. Ginger Kearney – Yes
    - c. Julie Kowalski-Schmidt – Yes
    - d. Bijal Patel – Yes
    - e. Kelly Simms – Yes
    - f. Sue Wiggins – Yes
    - g. Allison Pinkett-Floyd – Yes
- c. ACTION ITEM: Establish a Lilac Parade Committee (Ad Hoc Committee)
  - i. Secretary Kowalski-Schmidt moved to establish the committee with a second from Trustee Aasmundstad Walsh. The committee was established with President Pinkett-Floyd noting that the committee will:
    - 1. Meet from January 2026 through May 2026, providing monthly updates at the regular board meetings.
    - 2. Plan and execute the Library's appearance in the 2026 Lilac Parade.
    - 3. Be comprised of Trustee Aasmundstad Walsh as chair, Trustee Simms as a member, and Community Coordinator Kimberly Sipek as the staff representative. Executive Director Luzeniecki confirmed that she will also attend the meetings.
      - a. Allison stated that, if interested in the partnership, a member of the Library Foundation will be invited to join the committee.
      - b. Having a community representative on the committee is also under consideration.
- d. ACTION ITEM: Vote to approve the 2025 Strategic Plan

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- i. Secretary Kowalski-Schmidt moved to approve the 2025 Strategic Plan. Trustee Aasmundstad Walsh seconded.
  - 1. Executive Director Luzeniecki noted the only change to the draft was the Board-requested change from “Community Building” to “Community Engagement.”
  - 2. Roll call vote.
    - a. Kristin Aasmundstad Walsh – Yes
    - b. Ginger Kearney – Yes
    - c. Julie Kowalski-Schmidt – Yes
    - d. Bijal Patel – Yes
    - e. Kelly Simms – Yes
    - f. Sue Wiggins – Yes
    - g. Allison Pinkett-Floyd – Yes
- e. ACTION ITEM: Approval of Updated Policies
  - i. B-2 Prohibited Gifts
    - 1. Executive Director Luzeniecki stated that there were no significant changes to the policy context, but changes in formatting and to current terms used. Updates to parameters were made based on the statute.
      - a. Trustee Aasmundstad Walsh noted the correction to include “Public” and “District” in the Library’s name in the first sentence of the policy.
    - 2. Anne explained the additional legal citation added to the amended copy presented. This resulted per the discussion with the Library’s attorney after receiving a question in the Policy & Bylaws Committee meeting regarding penalties for trustees.
  - ii. P-32 Blood and Organ Donation Leave
    - 1. Executive Director Luzeniecki stated that the policy was updated to reflect the recent law change extending organ donation leave to part-time employees, effective January 1, 2026.
      - a. Trustees had no questions regarding the policy update.
  - iii. U-2 Patron Behavior
    - 1. Executive Director Luzeniecki noted that the update changed the reason for asking a patron to leave from “not using the Library’s materials and services” to “violate Library rules and regulations.”
      - a. There were no questions or discussion on the policy update.
  - iv. U-10 Social Media
    - 1. Executive Director Luzeniecki noted that this policy was rewritten as legal precedents provide better insight as to what can and cannot be regulated, being respectful to First Amendment rights.
      - a. Trustee Aasmundstad Walsh asked if it is possible to block a repeating commenter. Anne stated that, as an open forum, you cannot block users, just remove any comments that fall within the limited list within the policy (ex: obscene comments or threats of violence).

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- b. Kristin asked after photos taken by the Library that get posted to social media that include patrons. Anne noted that, as a public space, anyone can take photos. Though the Library has yet to receive any requests for photo removal, these would be sent to the Marketing department for review.
- v. Secretary Kowalski-Schmidt moved to approve policies B-2 as amended, P-32, U-2, and U-10. Treasurer Kearney seconded the motion. Roll call vote.
  - 1. Kristin Aasmundstad Walsh – Yes
  - 2. Ginger Kearney – Yes
  - 3. Julie Kowalski-Schmidt – Yes
  - 4. Bijal Patel – Yes
  - 5. Kelly Simms – Yes
  - 6. Sue Wiggins – Yes
  - 7. Allison Pinkett-Floyd – Yes

## XI. Communications

- a. Secretary Kowalski-Schmidt reported nothing received.
- b. Executive Director Luzeniecki reported that the Library received a thank you letter from the Village for the October blood drive.

## XII. Executive Director's Report

- a. Annual Illinois Public Library Standards Review
  - i. Executive Director Luzeniecki explained that a component of eligibility for the Per Capita Grant requires annual review of how the Library meets or shows progress towards meeting the Illinois Public Library Standards. These standards were revised and relaunched in an online format, which include action plans outlining whether the standards are met at a Core, Intermediate, or Advanced level. Trustees were given these action plans to review. Anne noted that the Library is meeting core standards overall, with many items being at Intermediate or Advanced standards.
    - 1. Secretary Kowalski-Schmidt asked if there are suggested ways to meet standards levels (Access #8 on multilingual signage). Anne explained that some levels don't have specific definitions. Though the website has additional resources, the focus is on the Core standards; there isn't much guidance for Intermediate or Advanced standards.
    - 2. Trustee Aasmundstad Walsh asked if these action plans are submitted. Anne stated that they are not.
    - 3. President Pinkett-Floyd inquired after the periodic appraisal of furniture, fixtures, and equipment (Building & Grounds #3). Anne noted, with many items being so new, the stated time frame ("periodically") isn't applicable at this time. Allison requested confirmation that item depreciation is being tracked, and Anne noted that they are as part of the capital financial plan, but there is no itemized list of valuations as referred to on the action plan.

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4. Julie inquired if the Library is able to track the data from marketing efforts (Marketing & Promotion #9). Anne noted that the Library is working towards increasing the meaningful data collection relating to communications.
5. Julie asked if the replacement schedule (Technology #1) includes items in Studio 411. Technology and Metadata Services Manager Vancina noted that items have yet to require replacement, but the age of equipment is tracked. As the items in the Studio are consumer rather than commercial grade, a schedule has not been established at this time.
  - a. Treasurer Kearney commented that the Foundation has discussed supporting the Studio by replacing or purchasing needed equipment.
6. Kristin requested examples of showcasing the Library to community leaders, organizations, partners, and stakeholders (Advocacy & Engagement #2). Anne noted that we often have tours of the facility for library organizations and have invited community leaders to events and meetings throughout the year (ex: Portrait unveiling, Waves of DuPage: Beautiful Cities event, community event planning meetings).
7. Kristin asked why the Library doesn't participate in other community plans beyond the noted local school (Safety & Preparedness #9). Anne stated that the Library is available if it's the best choice, but we either have not been contacted or we are not the best choice for the requesting community location.

## XIII. Library Activity Report

- a. Secretary Kowalski-Schmidt thanked the procurement team at the Library for being proactive in diversifying vendors well before the announced closing of Baker & Taylor (B&T). Trustee Aasmundstad Walsh expressed appreciation in the quick pivot of the eRead Illinois cooperative, sponsored by RAILS, to the Palace Project eBook lending platform with the upcoming shut down of Boundless by B&T.
- b. Trustee Aasmundstad Walsh inquired where the announcement of the expanded drop-in hours for Studio 411 was shared. Executive Director Luzeniecki noted that it was in the print and email newsletters, as well as the website.

## 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. Trustee Simms moved to go into Closed Session. Secretary Kowalski-Schmidt seconded the motion.
  - i. Kristin Aasmundstad Walsh – Yes
  - ii. Ginger Kearney – Yes
  - iii. Julie Kowalski-Schmidt – Yes
  - iv. Bijal Patel – Yes
  - v. Kelly Simms – Yes

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- vi. Sue Wiggins – Yes
- vii. Allison Pinkett-Floyd – Yes

b. Trustees went into Closed Session at 7:50 pm in the Staff Conference Room, beginning, after a brief recess, at 8:04 pm.

XV. Reconvene in Open Session

- a. Trustees returned to the Open Session at 8:44 pm.

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

- a. President Pinkett-Floyd moved to approve the salary decision as discussed in the Closed Session. Trustee Patel seconded the motion.

  - i. Kristin Aasmundstad Walsh – Yes
  - ii. Ginger Kearney – Yes
  - iii. Julie Kowalski-Schmidt – Yes
  - iv. Bijal Patel – Yes
  - v. Kelly Simms – Yes
  - vi. Sue Wiggins – Yes
  - vii. Allison Pinkett-Floyd – Yes

XVII. Adjournment: 8:49 pm

- a. Treasurer Kearney moved to adjourn, seconded by VP Wiggins. All ayes, no nays. Meeting adjourned.

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

Julie Kowalski-Schmidt  
Board Secretary