

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

BOARD OF TRUSTEES MEETING MINUTES

November 21, 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 of the 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 Allison Pinkett-Floyd, Vice President Sue Wiggins, Treasurer Kristin Aasmundstad Walsh, Trustees Jennifer Erickson, Ginger Kearney, and Kelly Simms
 - b. Absent: Secretary Julie Kowalski-Schmidt
 - c. Staff members present: Interim Executive Director Anne Luzeniecki, Director of Strategic Communication and Marketing Sue Wilsey, Manager of Technology and Metadata Services Alex Vancina, Youth Services Manager Tabatha Anderson, Executive Assistant Sara Plasman
 - d. Guests present: Jamie Wilkey with Lauterbach and Amen
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Sue Wiggins moved to adopt agenda. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- VI. Land Acknowledgement Statement – read by Ginger Kearney
- VII. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, October 17, 2023
 - ii. Special Board meeting, November 3, 2023
 - b. Approval of financial reports
 - i. Check Register dated September 30, 2023
 - ii. Cash and Investments Report dated September 30, 2023
 - iii. Revenue and Expenditures vs. Budget Report dated September 30, 2023
 - iv. Balance Sheet Previous Year Comparison as of September 30, 2023
 - v. Check Register dated October 31, 2023
 - vi. Cash and Investments Report dated October 31, 2023
 - vii. Revenue and Expenditures vs. Budget Report dated October 31, 2023
 - viii. Balance Sheet Previous Year Comparison as of October 31, 2023

- c. VP Wiggins moved to approve consent agenda items. Trustee Simms seconded motion. All ayes, no nays. Motion passed.

VIII. Committee reports

- a. Audit Committee
 - i. Did not meet.
- b. Director Relations Committee
 - i. Chair Erickson reported that the committee met at 6pm today, before the board meeting.
- c. Policy and Bylaws Committee
 - i. VP Wiggins reported that the committee met on Tuesday, November 7 to review several updated policies.

IX. Unfinished Business

- a. No unfinished business to report.

X. New Business

- a. PRESENTATION: Jamie Wilkey from Lauterbach & Amen LLP
- b. ACTION ITEM: Approval of 2022-2023 Annual Audit.
 - i. VP Wiggins moved to approve the 2022-2023 Annual Audit. Trustee Kearney seconded motion.
 - ii. Roll Call Vote
 - 1. Allison Pinkett-Floyd - yes
 - 2. Sue Wiggins - yes
 - 3. Kristin Aasmundstad Walsh - yes
 - 4. Julie Kowalski-Schmidt - absent
 - 5. Jennifer Erickson - yes
 - 6. Ginger Kearney - yes
 - 7. Kelly Simms - yes
 - iii. All ayes, no nays. Motion passed.
- c. ACTION ITEM: Approval of FQC proposal for construction management services for the 110 W. Maple St building demolition.
 - i. VP Wiggins moved to approve FQC proposal for construction management services for the 110 W. Maple St. building demolition. Trustee Simms seconded motion.
 - ii. Roll Call Vote
 - 1. Allison Pinkett-Floyd - yes
 - 2. Sue Wiggins - yes
 - 3. Kristin Aasmundstad Walsh - yes
 - 4. Julie Kowalski-Schmidt - absent
 - 5. Jennifer Erickson - yes
 - 6. Ginger Kearney - yes
 - 7. Kelly Simms - yes
- d. ACTION ITEM: Approval of First Addendum to Memorandum of Understanding from the Village of Lombard for Use of Portion of Parking Lot for Commuter Parking Spaces.
 - i. VP Wiggins moved to approve First Addendum to Memorandum of Understanding from the Village of Lombard for Use of Portion of Parking Lot for

Commuter Parking Spaces. Trustee Kearney seconded motion. All ayes, no nays.
Motion passed.

- e. ACTION ITEM: Approval of updated policies.
 - i. VP Wiggins moved to approve the above updated policies. Trustee Kearney seconded motion.
 - ii. P-2 Classification of Employees
 - iii. P-3 Salaries and Wages
 - iv. P-8 Holidays
 - v. P-11 Serious Illness or Death in Family
 - vi. P-29 Discipline
 - vii. P-29.1 Consecutive Employee Warning Report – form to be archived
 - viii. P-30 Grievance
 - ix. P-32 Blood and Organ Donation Leave
 - x. All ayes, no nays. Motion passed.

XI. Communications

- a. Sue Wilsey noted the Lombard Historical Society is hosting a Holiday Party that trustees are welcome to attend.

XII. Library Director’s Report

- a. Patron Resources –
 - i. Anne shared a bookmark created by our Marketing team with the Land Acknowledgement statement on it.
 - ii. Anne also shared a new resource for Spanish language speakers.
- b. 110 W. Maple Street – water demo was scheduled to be completed this week. Demo will begin on or after Nov 27.
- c. 411 S Main
 - i. The fireplace is up and running.
 - ii. Stumble rail is expected to be installed in December.
 - iii. Hub slat wall was not installed properly and will be correctly installed.

XIII. Departmental Reports

- a. Treasurer Aasmundstad Walsh asked about the Community Board mentioned in the report.
 - i. Anne noted that this Community Board is for people in the community to post events and other things going on in the community.
- b. VP Wiggins asked if we are recording programming events like the Cello performance. Anne noted that we do not have an archive of previous recordings.

XIV. Adjournment: 7:36p.m.

- a. VP Wiggins moved to adjourn. Trustee Simms seconded motion. All ayes, no nays.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary