

APPROVED

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

BOARD MEETING MINUTES

December 18, 2019
7:00 p.m.
Auditorium

- 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 Aasmundstad Walsh; Trustees Marshall, Wiggins
 - b. Absent: Trustee Carlson; Treasurer Pinkett-Floyd arrived at 7:04 p.m.
 - c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Michelle Petersen, Anne Luzeniecki
 - d. Guests present: Mary Marshall, Joe Huberty, John Menze
- 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 Wiggins seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, November 12, 2019
 - ii. Closed Session meeting, November 12, 2019
 - iii. Special Board meeting, November 22, 2019
 - iv. Special Closed Session meeting, November 22, 2019
 - b. Approval of financial reports
 - i. Cash and Investments Report dated November 30, 2019
 - ii. Revenue and Expenditures vs. Budget Report dated November 30, 2019
 - iii. Check Register dated November 30, 2019
 - iv. Balance Sheet Previous Year Comparison as of November 30, 2019
 - c. Trustee Wiggins moved to approve of consent agenda items. Vice President Larkin seconded motion. All ayes, no nays. Motion passed.

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- VII. Committee reports
 - a. Audit Committee
 - i. Did not meet.
 - b. Director Relations Committee
 - i. Secretary Aasmundstad Walsh, Committee Chair, noted that the committee did meet on Tuesday, Dec. 10. The Committee will present a report in Closed Session.
 - c. Policy and Bylaws Committee
 - i. Director Kruser noted that the committee will meet on Thursday, Dec. 19.
- VIII. Unfinished Business
 - a. No unfinished business to report.
- IX. New Business
 - a. ACTION ITEM: Approval of holiday/closed schedule for 2020
 - i. Trustee Wiggins moved to approve of holiday/closed schedule for 2020. Vice President Larkin seconded motion. All ayes, no nays. Motion passed.
 - b. ACTION ITEM: Approval of P-11 Holidays
 - i. Trustee Wiggins moved to approve of policy P-11 Holidays. Vice President Larkin seconded motion. All ayes, no nays. Motion passed.
 - ii. Trustee Marshall suggested adjusting the date range to indicate “between January 1 and December 31 of each calendar year.” The Board agreed.
 - c. ACTION ITEM: Approval of Ordinance 2019-2020-005 establishing meeting dates and times for regular monthly meetings
 - i. Trustee Wiggins moved to approve of Ordinance 2019-2020-005 establishing meeting dates and times for regular monthly meetings. Vice President Larkin seconded motion. All ayes, no nays. Motion passed.
- X. Communications
 - a. No communications to report.
- XI. Library Director’s Report
 - a. Director Kruser noted that the attendance for Jingle Bell Jubilee more than tripled this year. This year the Library saw over 1,500 people attend, compared to an average of 500 patrons on a typical Saturday or Sunday.
 - b. Director Kruser reminded the Board that the Library will open at 1:00 p.m. to accommodate the annual Staff Recognition Brunch on December 19.
 - c. Director Kruser informed the Board that she responded to a FOIA request for Trustee term dates and email addresses. She noted that multiple libraries in the area received this FOIA request.
- XII. Departmental Reports
 - a. Trustee Marshall commended the Marketing department for upcoming changes to the Gazette.
 - b. Director Kruser noted that the Foundation’s upcoming January fundraiser was canceled. The Foundation hopes to reschedule it for the spring.

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- XIII. The Board went into Closed Session at 7:24 p.m. to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Roll Call.
 - a. Vice President Larkin moved to enter into Closed Session for both above closed sessions and it was seconded by Treasurer Pinkett-Floyd. All ayes, no nays.

- XIV. The Board did not go into Closed Session 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. This closed session will be rescheduled.

- XV. Adjournment: 9:15 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary