

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

BOARD OF TRUSTEES MEETING MINUTES

December 19, 2023
7:00pm
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, Secretary Julie Kowalski-Schmidt; Trustees Jennifer Erickson, Ginger Kearney, and Kelly Simms
 - b. Absent: None
 - c. Staff members present: Interim Executive Director Anne Luzeniecki, Youth Services Manager Tabatha Anderson, Executive Assistant Sara Plasman
 - d. Guests present: no guests present
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Secretary Kowalski-Schmidt moved to adopt the agenda. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, November 21, 2023
 - b. Approval of financial reports
 - i. Check Register dated November 30, 2023
 - ii. Cash and Investments Report dated November 30, 2023
 - iii. Revenue and Expenditures vs. Budget Report dated November 30, 2023
 - iv. Balance Sheet Previous Year Comparison as of November 30, 2023
 - c. VP Wiggins moved to approve consent agenda items. Trustee Simms seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
 - a. Audit Committee
 - i. Trustee Simms reported that the committee did not meet.
 - b. Director Relations Committee

APPROVED

- i. Trustee Erickson reported that the committee met last week on Tuesday, December 12. They discussed the evaluation process for the Interim Executive Director during this interim period. A shorter version of the evaluation will be used. They will meet next on January 9.
 - c. Policy and Bylaws Committee
 - i. Secretary Kowalski-Schmidt reported that the next meeting is scheduled for January 4 at 2:30pm.
- VIII. Unfinished Business
 - a. No unfinished business to report.
- IX. New Business
 - a. No new business to report
- X. Communications
 - a. Secretary Kowalski-Schmidt received many positive communications from local libraries about the notes of communication that were sent out from Helen Plum Library in support of other libraries including the Aurora Public Library and the Lisle Public Library
 - b. Trustee Kearney reported that staff from the Elmhurst, Downers Grove and Wheaton libraries personally told Board members at the Library Legislative Event that the notes received were uplifting for the boards and staffs.
- XI. Library Director's Report
 - a. Update on 110 W. Maple –
 - i. Building demolition continues to progress.
 - b. Update on 411 S. Main –
 - i. Interim Director Luzeniecki reported that on Wednesday last week the Library closed early due to flooding from first-floor public restrooms. Our Facilities team and cleaning crew were able to clean and sanitize the affected area that evening. The Library was able to open the next morning.
 - c. Per-Capita Grant
 - i. Interim Director Luzeniecki noted that this year there is a new requirement to provide certification that our library meets state law regarding book bans by January 1. We need to certify that we accept the ALA Bill of Rights or have it stated in our Library policies.
 - ii. Interim Director Luzeniecki went through the checklist of items to review for the Per-Capita Grant.
- XII. Departmental Reports
 - a. Treasurer Aasmundstad Walsh asked about our passport facility recertification – Interim Director Luzeniecki noted that we have been doing passport appointments for the last year. The recertification process takes place every year. It is a thorough vetting process.
 - b. Secretary Kowalski-Schmidt asked about the reference under Patron Services about the Library researching services for automobile renewal stickers. Interim Director Luzeniecki noted that this is something we are considering.

APPROVED

XIII. Adjournment: Trustee Simms moved to adjourn. Trustee Kearney seconded. Adjournment 7:32 p.m.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary