

APPROVED

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

The meeting will be live at 7:00 p.m. via Zoom. To watch this meeting, visit:
<https://us02web.zoom.us/j/86982575436>

Public comments for this Board Meeting will be accepted by email only. Public comments received by 5:00 p.m. on Wednesday, December 9, 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.

Public comments should be emailed to: swilsey@helenplum.org by 5:00 p.m. on Wednesday, December 9, 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

December 9, 2020

7:00 p.m.

Virtual Meeting

- I. Call to order
 - a. President Brandt called the meeting of the Board of Trustees to order at 7:00 p.m. in the Zoom virtual meeting room.
- 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, Treasurer Pinkett-Floyd, Secretary Aamundstad Walsh; Trustees Carlson, Marshall, Wiggins
 - b. Absent: none
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Michelle Baumann, Anne Luzeniecki, Michelle Kilty, Alex Vancina, Julie Kowalksi-Schmidt, Michelle Petersen
 - d. Guests present: Russell Zeidler, Ann Scales, Ann Van Vooren, Mike Fugiel, Shaun Kelly
- 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. Roll Call.
 - a. Vice President Larkin moved to approve consent agenda items. Trustee Wiggins seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items. Roll Call.
 - a. Approval of minutes

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- i. Regular Board meeting, November 10, 2020
 - ii. Closed Session meeting, November 10, 2020
 - iii. Special Board meeting, November 10, 2020
 - iv. Special Closed Session meeting, November 10, 2020
 - b. Approval of financial reports
 - i. Cash and Investments Report dated November 30, 2020
 - ii. Revenue and Expenditures vs. Budget Report dated November 30, 2020
 - iii. Check Register dated November 30, 2020
 - iv. Balance Sheet Previous Year Comparison as of November 30, 2020
 - c. Vice President Larkin moved to approve consent agenda items. Trustee Wiggins seconded motion. Roll call vote. All ayes, no nays. Motion passed.
 - i. Trustee Marshall asked for clarification on budget notes pertaining to OCLC. Assistant Director Krauspe noted that the OCLC fee is an annual expense for the library catalog. It occurs once per year.
- 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 2019-2020 Annual Audit. Roll Call.
 - i. Vice President Larkin moved to approve 2019-2020 Annual Audit. Trustee Carlson seconded the motion. Roll call vote. All ayes, no nays. Motion passed.
 - 1. Ann Van Vooren of Lauterbach and Amen presented the annual audit.
 - 2. Trustee Marshall asked why the Library is 24% ahead of the overall budget compared to last year. Ann noted that, as a result of the pandemic, the Library was closed for a period of time and did not incur the same expenses as last year.
 - b. PRESENTATION: Update from Engberg Anderson on New Building Project.
 - i. Shaun Kelly of Engberg Anderson presented updates on the New Building Project. He reported that documents were submitted to Village of Lombard for review. They will present the plans to the Planning and Zoning Commission on December 21, 2020.
 - ii. Shaun Kelly provided an update on the exterior design of the new building, including a review of outdoor spaces, signage, parking, window placement, and the drive thru.
 - iii. Shaun Kelly informed the Board that Frederick Quinn will run through another pricing exercise. He hopes to present the results at the January Board meeting.
 - c. ACTION ITEM: Approval of holiday/closed schedule for 2021. Roll Call.

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- i. Trustee Marshall moved to approve holiday/closed schedule for 2021. Treasurer Pinkett-Floyd seconded the motion. Roll call vote. All ayes, no nays. Motion passed.
 - d. ACTION ITEM: Approval of Ordinance 2020-2021-004 establishing meeting dates and times for regular monthly meetings. Roll Call.
 - i. Trustee Wiggins moved to approve Ordinance 2020-2021-004 establishing meeting dates and times for regular monthly meetings. Vice President Larkin seconded the motion. Roll call vote. All ayes, no nays. Motion passed.
 - e. ACTION ITEM: Approval of Resolution 2020-2021-005 designating an authorized Illinois Municipal Retirement Fund agent. Roll Call.
 - i. Trustee Wiggins moved to approve Resolution 2020-2021-005 designating an authorized Illinois Municipal Retirement Fund agent. Treasurer Pinkett-Floyd seconded the motion. Roll call vote. All ayes, no nays. Motion passed.
 - f. ACTION ITEM: Approval of a 2% pay rate increase for staff effective 12/13/2020. Roll Call.
 - i. Trustee Carlson moved to approve a 2% pay rate increase for staff effective December 13, 2020. Treasurer Pinkett-Floyd seconded the motion. Roll Call. All ayes, no nays. Motion passed.
- X. Communications
 - a. Communications Director Wilsey reported that the Library has received some feedback from patrons who are disappointed that the Library has closed again. However, staff have mostly received positive and appreciative feedback from the overall community.
 - b. Trustee Marshall commended the marketing department for their work on the digital Gazette. He also commended them for their outstanding efforts on communicating updates to the community in the midst of a pandemic.
 - c. Trustee Wiggins asked for a status update on the new website. Communications Director Wilsey informed the Board that everything is on schedule. President Brandt requested that the Board be allowed a preview of the website before the official launch.
- XI. Library Director's Report
 - a. Assistant Director Krauspe reviewed the requirements for the Per Capita grant. She noted that the Board will review additional chapters in preparation for the January Board meeting.
- XII. Departmental Reports
 - a. Trustee Marshall noted a high turnout for virtual programs, especially for children and teens. He commended staff for providing virtual programs and digital resources.
 - b. The Board asked for more information on the Plum Pickup program. Michelle Petersen noted that using a system of scheduled appointments has helped staff better organize and assemble holds and pickups in a safe manner. The appointments allow for better crowd control to accommodate social distancing guidelines. The staff average hundreds of holds on a daily basis.
- XIII. The Board went into Closed Session at 8:33 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

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employee of the public body or against legal counsel for the public body to determine its validity. Roll Call.

- a. Trustee Wiggins 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 9:18 p.m. to affirm decisions made in Closed Session.

XV. Adjournment: 9:18 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary