

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

BOARD OF TRUSTEES MEETING MINUTES

January 16, 2024  
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, Director of Strategic Communications and Marketing, Sue Wilsey, Technology and Metadata Manager, Alex Vancina, 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. VP Wiggins moved to adopt the agenda. Secretary Kowalski-Schmidt 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, December 19, 2023
  - b. VP Wiggins moved to approve consent agenda items. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
  - c. Interim Director Luzeniecki noted that the financials are unavailable due to an emergency with our accountant.
  
- VII. Committee reports
  - a. Audit Committee
    - i. Trustee Simms reported that they did not meet.
  - b. Director Relations Committee
    - i. Trustee Erickson reported that the committee met on December 9.
  - c. Policy and Bylaws Committee

- i. Secretary Kowalski-Schmidt reported that the committee met on January 4, and we will review the updated policies during New Business.

VIII. Unfinished Business

- a. No unfinished business to report.

IX. New Business

- a. ACTION ITEM: Approval of updated policies.
  - i. VP Wiggins moved to approve the updated and archived policies. Trustee Kearney seconded motion.
  - ii. C-3 Meeting Room Use
    - 1. Interim Director Luzeniecki gave an overview of the changes to the policy.
    - 2. The effective date for this policy will be February 13.
    - 3. Treasurer Aasmundstad Walsh – on page 1 under reservation details, change “nosier” to “noisier”.
    - 4. Treasurer Aasmundstad Walsh – recommended changing the word “quantity” to “maximum reservation frequency” on the chart on page 2. The board agreed.
    - 5. Trustee Erickson asked about the outdoor patio spaces connected to the meetings rooms and how those spaces fit into the room reservations. Interim Director Luzeniecki noted that the patio spaces are excluded from the room reservations. We will include the exclusion of patio spaces in the room descriptions.
  - iii. P-23 Staff Acceptable Internet Use – Archive
  - iv. U-5 Materials Selection
    - 1. Treasurer Aasmundstad Walsh recommended that we change the wording of the sentence on Page 1 under “Purpose of the collection.”
      - a. “The collection exists to further the vision and mission of the Library as approved by the Library Board of Trustees”
      - b. Discussion followed on how to reword the sentence.
      - c. The Board decided to change the sentence to “The collection serves the community and aligns with the vision and mission of the Library as approved by the Library Board of Trustees.”
    - 2. Treasurer Aasmundstad Walsh noted that the sentence on Page 1 under “Responsibility for Collection Management” of the DRAFT is missing from the rewrite. “A collection management plan including information about material selection and weeding, shall be in place for each area of the collection.” Interim Director Luzeniecki responded that it was an oversight, and we will add the sentence to the final draft.
  - v. All in favor of approving the updated policies as amended. All ayes, no nays. Motion passed.

X. Communications – none to report

XI. Library Director’s Report

- a. 110 W Maple building demolition progress is still underway

- b. Studio 411 – Interim Director Luzeniecki reported that we are planning to launch Cricut appointments and demos by the end of the month. We are expanding our color options for 3-D printing from three to six.
  - i. Treasurer Aasmundstad Walsh asked if we plan to have another launch of the Maker’s Space. Interim Director Luzeniecki noted that we are looking at a video format instead of in person for showing patrons the Maker’s Space.
- c. Interim Director Luzeniecki shared *211 DuPage* fliers with the Board. DuPage County has given us these helpful handouts to share with patrons about the 211 service that helps connect citizens with health and social services resources.

XII. Departmental Reports

- a. Trustee Erickson noted that she was excited that Michelle K. met with someone from SCORE.
- b. Trustee Erickson congratulated the Library on 1,000 views of the Holiday video.
- c. Secretary Kowalski-Schmidt noted that it was great to see the Glenbard Early Childhood Collaborative coming to the Library.
- d. Secretary Kowalski-Schmidt asked about the launch of video games in the Hive and how it’s going. Interim Director Luzeniecki reported it’s going great!
- e. Treasurer Aasmundstad Walsh noted how good it was to see so many kids here studying for finals.
- f. Interim Director Luzeniecki reported that the NY Times stats were not available at the time of printing the packets.
- g. Interim Director Luzeniecki noted that the Library will be looking at different ways to report our stats, possibly changing our reporting to more closely reflect IPLAR reporting.

XIII. The Board went into Closed Session at 8:10 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 employee of the public body or against legal counsel for the public body to determine its validity.

- a. VP Wiggins moved to enter Closed Session, and it was seconded by Trustee Kearney. All ayes, no nays. Roll Call.

XIV. The Board returned to Open Session at 9:23 p.m. to affirm decisions made in Closed Session.

- a. Trustee Kearney moved to affirm the closed session decision to remove the “Interim” from Anne Luzeniecki’s title and name her the Executive Director. It was seconded by Trustee Erickson. All ayes, no nays. Motion passed.
- b. VP Wiggins moved to affirm the closed session decision to give a 4% pay increase to Executive Director Anne Luzeniecki. Trustee Erickson seconded. All ayes, no nays. Motion passed.

XV. Adjournment: Trustee Erickson moved to adjourn, and it was seconded by VP Wiggins. All ayes, no nays. Adjournment 9:24 p.m.

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

Julie Kowalski-Schmidt  
Board Secretary