

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

BOARD OF TRUSTEES MEETING MINUTES

January 20, 2026
7:00pm
Conference Room

- I. Call to order
 - a. President Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:00pm in the Conference Room.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. VP Wiggins read the Land Acknowledgement Statement: The Helen Plum Library Board of Trustees unanimously acknowledges that many indigenous groups once lived on the land where the Library now resides. The Library invites all to learn their histories, cultures, and peoples. The Library Board encourages our neighbors to explore learning opportunities through local, Indigenous-based organizations such as Midwest SOARRING Foundation.
- IV. Roll call, recording both present and absent members, with approved virtual attendance noted with an *
 - a. Present: President Allison Pinkett-Floyd, Vice President Sue Wiggins, Treasurer Ginger Kearney, Secretary Julie Kowalski-Schmidt; Trustees Kristin Aasmundstad Walsh, Bijal Patel, and Kelly Simms
 - b. Absent: None
 - c. Staff members present: Executive Director Anne Luzeniecki, Assistant Director Tyler Works, Technology and Metadata Services Manager Alex Vancina, and Executive Assistant Jenn Ferguson
 - d. Guests present: None
- V. Public Comment
 - a. No members of the public were present.
- VI. ACTION ITEM: Adoption of the Agenda
 - a. Secretary Kowalski-Schmidt moved to adopt the agenda. Trustee Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.
- VII. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, November 18, 2025

- ii. Closed Session Board meeting, November 18, 2025
- b. Approval of financial reports
 - i. Check Register dated November 30, 2025
 - ii. Cash and Investments Report dated November 30, 2025
 - iii. Revenue and Expenditures vs. Budget Report dated November 30, 2025
 - iv. Balance Sheet Previous Year Comparison as of November 30, 2025
 - v. Check Register dated December 31, 2025
 - vi. Cash and Investments Report dated December 31, 2025
 - vii. Revenue and Expenditures vs. Budget Report dated December 31, 2025
 - viii. Balance Sheet Previous Year Comparison as of December 31, 2025
- c. VP Wiggins moved to approve consent agenda items. Trustee Simms seconded the motion.
 - i. Trustee Patel asked after the expenses for EBSCO and First National Bank of Omaha. Per Executive Director Luzeniecki, EBSCO is a database vendor and First National Bank of Omaha are credit cards.
- d. All ayes, no nays. Motion passed.

VIII. 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.
- d. Lilac Parade Committee
 - i. Chair Aasmundstad Walsh reported the committee discussed the objective, timeline, and brainstormed ideas for the Library's participation. The committee will be meeting before Board Meetings over the next 3 months.
- e. Helen Plum Library Foundation
 - i. Treasurer Kearney reported that the Foundation began a new program that provides free coffee for patrons during the week, which uses coffee beans donated by local coffee shops. The Foundation aims to continue this partnership throughout the year.

IX. Unfinished Business

- a. Robbins Family CD Maturity Information
 - i. Executive Director Luzeniecki noted the maturity date correction was made for the CD line-item title in QuickBooks. This CD is tied to a fund deriving from a bequest of the estate of Carol Anne Robbins, of which a portion was used to endow a perpetual scholarship for students obtaining undergraduate or graduate degrees in the field of Library Science (Carol Anne Robbins Scholarship), and the remainder used as a perpetual fund for item expenses in the Youth Services department (Edgar Lewis Robbins Family Fund).

X. New Business

- a. ACTION ITEM: Approval of expenses for DuPage Children’s Museum traveling exhibit, *The Questioners: Read. Question. Think. Play!*
 - i. Secretary Kowalski-Schmidt moved, seconded by Treasurer Kearney, to approve the expense for the traveling exhibit.
 1. Executive Director Luzeniecki explained that, in the process of looking for the “next big thing” for the Library, this opportunity was presented. Youth Services (YS) Manager Tabatha Anderson connected with the DuPage Children’s Museum (DCM) at the Illinois Library Association Conference and learned about this exhibit, which is STEAM-based (Science, Technology, Engineering, Arts, Math) and mirrors the books by local author Andrea Beaty. Representatives from DCM toured and confirmed that the Library has adequate available space throughout the YS Department. With numerous staff having experience with large library exhibits and the 2-year lead time, Anne is confident in the Library’s ability to adequately plan and budget for this endeavor. Additionally, the timing of the exhibit lends itself to the promotion of the 100-year anniversary of HPL and will include tie-ins on subjects like art and architecture in the Adult Library Services department.
 - a. VP Wiggins expressed concerns over the budget and parking availability.
 - i. Anne noted that costs can be split across two years’ budgets, paid for by a portion of the programming budget and funds from the Robbins Family Fund. For parking, Anne noted that assessments of programming schedules would be conducted and the village contacted to address potential auxiliary parking locations.
 - b. President Pinkett-Floyd inquired after the exhibit duration.
 - i. February 25–May 15, 2028, which would lead into the Summer Reading Program (SRP).
 - c. Trustee Patel asked if the exhibit would be open to all patrons.
 - i. Anne confirmed it would, apart from the “Thinking Chair” in the YS Large Program Room during storytime programs.
 - d. Trustee Aasmundstad Walsh asked where programming would occur during the exhibit.
 - i. Anne stated that some would be in the YS Large Program Room while others would be based around the exhibit locations. The Plum Rooms would remain available for programs and patron reservations.
 - e. Trustee Simms asked if staff would be available to monitor the exhibit areas.
 - i. Anne commented that it would mean a change to programming and staffing in those areas, and, beneficially, Tabatha (YS Manager) has experience

coordinating large exhibits in libraries. Priorities and clear expectations would be established, which may mean changes like hiring seasonal staff to assist with patron management. The staffing budget would be assessed accordingly.

- f. Kristin asked if the exhibit is built for libraries or requires teachers.
 - i. Anne commented that it is built for any location with adequate space and is designed to be explored independently. The exhibit has previously been at libraries: Joliet Public Library in 2023 and Abraham Lincoln Presidential Library and Museum in Springfield in 2024.
 - g. Trustees had questions regarding the full cost of the exhibit, including the separate expenses for installation and shipping to/from the Library. It was agreed that they would like to see estimated shipping expenses and consumables cost.
 - h. When asked, Anne confirmed that the Library would need an additional insurance rider for the exhibit.
 - i. Allison asked Anne if she had any concerns with the potential impact of hosting this exhibit. Anne stated that, as there is ample time to plan, she has no major concerns and expressed her excitement about the incredible opportunity for the Library and the community.
 - j. Bijal suggested getting volunteers to staff exhibit spaces.
 - k. Trustees agreed that they would like to see budget and Library impact forecasts (i.e. impact on facilities, staffing and associated salaries, etc.).
 - l. Sue asked if the Library has the storage space for the packing materials mentioned in section 10.4 of the contract, and Anne confirmed we do. Sue also asked if the YS rooms would require closing for installation, which Anne confirmed, but advance notice would be provided to patrons.
 - ii. It was agreed that the approval would be tabled and no action would be taken. Additional information will be presented to Trustees at the February 17 meeting for subsequent action.
- b. ACTION ITEM: Approval of Intergovernmental Agreement to allow the Glen Ellyn Public Library to act as the billing agent for a cooperative public library initiative
- i. Trustee Patel moved to approve the Intergovernmental Agreement. Treasurer Kearney seconded the motion.
 - 1. Executive Director Luzeniecki explained that this is a partnership with libraries along our Metra train line to split the cost of four four-week ad campaigns. This is a general awareness campaign with a focus on digital access and library card signup. The Glen Ellyn Public Library will act as the billing agent and coordinate billing.

2. There was brief discussion on advertising costs, poster type, and who would approve the advertising design(s).
 - ii. All ayes, no nays. Motion passed.
 - c. DISCUSSION: IL Senate Resolution 104 and iLEAD Trustee Learning Portal
 - i. Technology and Metadata Services Manager Vancina displayed the Trustee SharePoint site and how to access the iLEAD portal. He gave an overview of the self-paced training course.
- XI. Communications
 - a. FOIA Requests Summary: January–December 2025
 - i. Executive Director Luzeniecki informed the Board that 2026 FOIA request information will be shared on a quarterly basis. A brief discussion of FOIA procedures followed.
 - b. Executive Director Luzeniecki reported receipt of thank you letters from Village President Puccio for the December blood drive and the Lombard Citizens Police Academy Alumni Association for donations to their Shop With A Cop program.
 - c. Secretary Kowalski-Schmidt noted no correspondence received.
- XII. Executive Director’s Report
 - a. Trustees were informed that:
 - i. HB1910, the law requiring public libraries to maintain a supply of opioid antagonists (ex. Narcan) does not apply to HPL on a technicality, but the Library is preparing for compliance regardless. In-person opioid antagonist training will be offered to all staff later this year and supplies will soon be available in accessible locations.
 - ii. They will receive text messages testing the Library’s emergency broadcast system on January 21.
 - iii. The Library will be collecting non-perishable items and toiletries for the College of DuPage (COD) Fuel Pantry February 2–28.
 1. Treasurer Kearny commented her appreciation for the drive, having connected with COD students regarding their needs in the past.
 - iv. Trustees will receive instructions on completing their Statements of Economic Interest in February. The deadline for submission is May 1.
- XIII. Library Activity Report
 - a. VP Wiggins commented her appreciation that local senior living communities regularly bus patrons to the Library.
 - b. Secretary Kowalski-Schmidt enjoyed seeing the growth and engagement rates in the 6-month Social Media Snapshot. Trustee Patel asked if the patron engagement comparison statistics are from libraries. Assistant Director Works noted that they are from non-profits, not specifically libraries.
 - c. Trustees enjoyed seeing the staff recognitions of work anniversaries and gave thanks and appreciation for tenures of recognized staff.

APPROVED

- d. Secretary Kowalski Schmidt asked if there was a timeline for the door repair. Executive Director Luzeniecki said there is no firm date as the Library is waiting on all parts.
- e. Trustee Patel asked how the Library measures visitor count and if there are statistics for active cardholders (i.e. those cardholders utilizing their library cards vs. simply having one). Executive Director Luzeniecki confirmed that there are installed traffic counters and stated that the Library is testing active cardholder tracking.
- f. VP Wiggins asked for a refresher on what is being done for new residents. Executive Director Luzeniecki stated that a new resident receives a postcard after moving in and there is a brief orientation for new cardholders.

XIV. Adjournment: 8:10pm

- a. Treasurer Kearney moved to adjourn. Trustee Patel seconded the motion. All ayes, no nays. Meeting adjourned.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary