

# APPROVED

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

## BOARD MEETING MINUTES

January 20, 2021

7:00 p.m.

Virtual Meeting

The meeting will be live at 7:00 p.m. via Zoom. To watch this meeting, visit:

<https://us02web.zoom.us/j/85024993553>

Members of the Library Board will be participating in this meeting through a virtual meeting platform. This meeting is held as a virtual meeting given that the Governor has declared the coronavirus pandemic a disaster and an in-person meeting is not practical or prudent. A representative of the Library will be present at the Helen Plum Memorial Library, 110 W Maple Street. The Library building will not be open to the public.

Public comments for this Board Meeting will be accepted by email only. Public comments received by 5:00 p.m. on Wednesday, January 20 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](mailto:swilsey@helenplum.org) by 5:00 p.m. on Wednesday, January 20, 2021. Please include the following information on public comments: 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.

- I. Call to order
  - a. President Brandt called the meeting of the Board of Trustees to order at 7:18 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, Alex Vancina, Michelle Petersen
  - d. Guests present: Fred Marano, Joe Huberty, Jack Hayes, Shaun Kelly, James Rachlin, Julie Kowalski-Schmidt, Russell Zeidler, Karla Bullett
- 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 Vote.

# APPROVED

- a. Vice President Larkin moved to approve consent agenda items. Trustee Carlson seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items. Roll Call Vote.
- a. Approval of minutes
    - i. Regular Board meeting, December 9, 2020
    - ii. Closed Session meeting, December 9, 2020
  - b. Approval of financial reports
    - i. Check Register dated December 31, 2020
    - ii. Cash and Investments Report dated December 31, 2020
    - iii. Revenue and Expenditures vs. Budget Report dated December 31, 2020
    - iv. Balance Sheet Previous Year Comparison as of December 31, 2020
  - c. Vice President Larkin moved to approve consent agenda items. Treasurer Pinkett-Floyd seconded motion. Roll call vote. All ayes, no nays. Motion passed.
    - i. Trustee Marshall asked questions on the Revenue and Expenditures report. He asked if some disparities were the result of the pandemic. Assistant Director Krauspe noted that they were the result of the pandemic; however, they should not present a budget issue later in the year. The Library is still within spending parameters.
- VII. Committee reports
- a. Audit Committee
    - i. Did not meet. Vice President Larkin, Committee Chair, noted that the committee has a virtual meeting scheduled at 7:00 p.m. on Tuesday, February 9, 2021.
  - b. Director Relations Committee
    - i. Did not meet.
  - c. Policy and Bylaws Committee
    - i. Treasurer Pinkett-Floyd, Committee Chair, noted that the committee did meet on Friday, January 15, 2021 via Zoom to discuss an item that is listed on the agenda under New Business.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. DISCUSSION: Review and discussion of the New Library Building Design Development Project, budget and alternatives by Shaun Kelly of Engberg Anderson and Jack Hayes of Frederick Quinn Corporation
    - i. Shaun Kelly noted that the design development phase has been completed and preliminary documents were sent to the Village for approval. The process with the Planning and Zoning Commission has gone well. The Library is on the agenda for another meeting on Thursday, January 21.
      - 1. Shaun Kelly reviewed the exterior designs and materials that might be used. He also reviewed the interior layout of the building design. He noted that the interior details have not been finalized yet.
      - 2. Shaun Kelly noted that the next phase will cover construction. They hope to start demolition in April 2021.

# APPROVED

- ii. Jack Hayes presented an update of project budget estimates. He noted that the numbers are over budget; however, the amount is negligible, and the project is still considered to be tracking within budget.
  - iii. Shaun Kelly and Fred Marano presented a number of alternative building options and materials including solar panels, a green roof tray system, and reformatting the building for the option of a third-floor addition. The Board agreed that the materials needed for both the green roof and third floor were too costly. They decided not to move forward with these alternatives. However, they will continue to consider the option of solar panels.
    - 1. Shaun Kelly also presented options for a kitchenette in the multipurpose meeting room. The Board agreed that a full, commercial grade kitchen was not necessary. However, they do see a need for additional counter space and storage options.
    - 2. Shaun Kelly also presented an option for a snow melt system in the entrances. The Board was in favor of this idea.
  - b. DISCUSSION: Update on bond planning by Jamie Rachlin of Meristem Advisors
    - i. Jamie Rachlin reviewed the bond process with the Board. He noted that it takes 60-90 days to process the bonds. He encouraged the Board to begin the process as soon as possible now that the budget estimates are being finalized.
  - c. ACTION ITEM: Ratify the extension of the Families First Coronavirus Response Act (FFCRA) benefits to March 31, 2021. Roll Call Vote.
    - i. Treasurer Pinkett-Floyd moved to ratify the extension of the Families First Coronavirus Response Act (FFCRA) benefits to March 31, 2021. Trustee Wiggins seconded motion. Roll Call Vote. All ayes, no nays. Motion passed.
  - d. ACTION ITEM: Approve extending expiration dates for card holders in good standing to December 31, 2021 for any Plum Library Card that expired in 2020 or will be expiring through September 30, 2021. Roll Call Vote.
    - i. Assistant Director Krauspe noted that the committee requested this action item be rephrased to specify that it will apply to resident cardholders.
    - ii. Trustee Carlson moved to approve the amended action item to extend expiration dates for resident card holders in good standing to December 31, 2021 for any Plum Library Resident Card that expired in 2020 or will be expiring through September 30, 2021. Trustee Marshall seconded motion. Roll Call Vote. All ayes, no nays. Motion passed.
    - iii. Treasurer Pinkett-Floyd noted that the policy is not being revised. The Committee is only recommending a temporary exception be made due to the pandemic.
    - iv. The Board asked about the option to renew cards online. Assistant Director Krauspe noted that online renewal is only a temporary 2-3 month renewal. Patrons must come into the building to verify their identity and renew beyond the 2-3 month period. This creates a hardship for patrons and staff alike. The extension will benefit all staff and all resident cardholders while adhering to social distancing guidelines and pandemic mitigations.
- X. Communications
- a. No communications to report.
- XI. Library Director's Report

# APPROVED

- a. Assistant Director Krauspe reviewed per capita reading requirements with the Board. She noted that the last two chapters will be reviewed at the February Board meeting. At the next meeting, she will also present a detailed plan designed to better address some of the concerns raised during this per capita process.
- XII. Departmental Reports
- a. Trustee Wiggins asked for more details on the virtual West Suburban Library Legislative meeting via Zoom. Communication Director Wilsey noted that the meeting was a great way for Trustees to stay updated on ILA initiatives and news coming out of Springfield. Trustee Marshall and Trustee Wiggins asked to attend. Secretary Aasmundstad Walsh will also attend.
  - b. President Brandt commended the marketing team on the successful design and launch of the new website
  - c. Secretary Aasmundstad Walsh asked about the transition to open the building to patrons. Assistant Director Krauspe noted that the transition is going well and staff are very happy to see patrons in the building again.
- XIII. The Board went into Closed Session at 8:51 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. Roll Call.
- a. Trustee Wiggins moved to enter into Closed Session and it was seconded by Treasurer Pinkett-Floyd. Roll call vote. All ayes, no nays. Motion passed.
  - b. Vice President Larkin excused himself from both the Closed Session and the rest of the Open Session meetings.
- XIV. The Board returned to Open Session at 10:25 p.m. to affirm decisions made in Closed Session.
- a. Treasurer Pinkett-Floyd moved to appoint Claudia Krauspe and Sue Wilsey as interim co-directors of Helen Plum Library. Trustee Marshall seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- XV. Adjournment: 10:27 p.m.

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

Kristin Aasmundstad Walsh  
Board Secretary