

APPROVED

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

BOARD MEETING MINUTES
February 10, 2021
7:00 p.m.
Village Hall Trustees Board Room
255 E. Wilson Avenue, Lombard

The meeting will be held at 7:00 p.m. at the Lombard Village Hall at the address indicated above. The public is encouraged to observe the meeting online. This meeting will be streamed live online. To watch this meeting, visit our website <https://www.helenplum.org/board/live-stream>. Those wishing to attend the meeting in person must observe the recommendations from the CDC and IDPH, including wearing a face mask and maintaining social distancing of at least 6 feet.

Public comments for this Board Meeting will be accepted by email. Public comments received by 5:00 p.m. on Wednesday, February 10, 2021 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, February 10, 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 7:00 p.m. in the Village Hall Trustees Board 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, Secretary Aamundstad Walsh; Trustees Carlson, Marshall, Wiggins
 - b. Absent: Treasurer Pinkett-Floyd arrived at 7:05 p.m.
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Michelle Baumann, Alex Vancina, Michelle Petersen
 - d. Guests present: Amanda Standerfer, Howard Metz
- 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
 - a. President Brandt noted that the following presentation under New Business will be postponed until the March Board Meeting:

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- b. Vice President Larkin moved to adopt agenda as amended. Trustee Carlson seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
- a. Approval of minutes
 - i. Regular Board meeting, January 20, 2021
 - ii. Closed Session meeting, January 20, 2021
 - iii. Special Board meeting, December 5, 2020
 - b. Approval of financial reports
 - i. Check Register dated January 31, 2021
 - ii. Cash and Investments Report dated January 31, 2021
 - iii. Revenue and Expenditures vs. Budget Report dated January 31, 2021
 - iv. Balance Sheet Previous Year Comparison as of January 31, 2021
 - c. Vice President Larkin moved to approve consent agenda items. Secretary Aasmundstad Walsh seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- VII. Committee reports
- a. Audit Committee
 - i. Vice President Larkin, Chair of the committee, noted that the committee met via Zoom on Tuesday, February 9, 2021. They will present items for approval at the March Board Meeting.
 - b. Director Relations Committee
 - i. Secretary Aasmundstad Walsh, Chair of the committee, noted that the committee did not meet. However, the full Board is in the process of discussing next steps with the Director position.
 - c. Policy and Bylaws Committee
 - i. Did not meet. Assistant Director Krauspe noted that the next meeting is scheduled for Friday, March 5, 2021.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. PRESENTATION by Howard Metz on fence agreement between the Library and Hickory Main Manor Association
 - i. Howard Metz prepared a draft agreement and presented it for review by the Board. He noted that the Library is on schedule to close on the property by the end of February.
 - b. PRESENTATION by Jamie Rachlin on Financial Planning for the New Building.
 - i. Postponed until March meeting.
 - c. PRESENTATION by Amanda Standerfer of Fast Forward Consulting on the Strategic Plan
 - i. Amanda Standerfer provided a refresh of information that the Board discussed at the Special Board Meeting on February 6, 2021. She noted that the purpose of tonight's presentation was to address next steps in the strategic planning process. A proposed strategic plan will be presented for approval at the March Board meeting.

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- ii. Amanda Standerfer noted that the Board agreed to three strategic directions: connect, discover grow. She asked the Board to consider narrowing down the language for the library's vision and mission.
 - 1. The Board agreed to the following vision statement: "Inspiring our community to connect, discover, and grow."
 - 2. The Board agreed to the following mission statement: "We strive to be a safe, welcoming, and inclusive community hub providing access to information, diverse resources, technology, and services creating connections between people and learning opportunities."
 - iii. Amanda Standerfer reminded the Board to send any additional comments to Communications Director Wilsey by Monday, February 15. This will give Amanda time to incorporate additional feedback into the plan that she will present in March.
 - d. ACTION ITEM: Approval of Ordinance 2020-2021-005 to Authorize Disbursement of \$2,500,000 from the Capital Projects Fund to purchase real estate and proceed with plans for a new building. Roll Call Vote.
 - i. Vice President Larkin moved to approve Ordinance 2020-2021-005 to Authorize Disbursement of \$2,500,000 from the Capital Projects Fund to purchase real estate and proceed with plans for a new building. Trustee Wiggins seconded motion. Roll Call Vote. All ayes, no nays. Motion passed.
- X. Communications
 - a. Communications Director Wilsey shared a hand-made thank you note that was created by the fifth-grade class of Sacred Heart Elementary School. The note thanked the Library staff for their commitment to the community.
 - b. Communications Director Wilsey informed the Board that the Library receives feedback from the community via a suggestion box in the building as well as via the website. The Marketing team has compiled some frequently asked questions (FAQs) and posted them on the website for patrons to reference. Recent FAQs address the new building's collection size, concerns about a café in the new building, and inquiries about what will happen to the current building.
- XI. Library Director's Report
 - a. Assistant Director Krauspe reviewed with the Board the final two chapters of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. This is a requirement for the per capita grant. The Library will submit their grant application in March.
- XII. Departmental Reports
 - a. Trustee Wiggins asked when the Library will open its computer use to the public. Assistant Director Krauspe confirmed that public computer usage will increase starting Thursday, February 11, 2021.
 - b. Trustee Carlson asked if there was any indication the library might return to full hours. Assistant Director Krauspe noted that this is an ongoing conversation in which the managers are working to increase hours in phases. Hours will be updated in March but they will not yet be the full hours maintained prior to the pandemic.
 - c. Trustee Marshall commended the staff for all of the great working they've been doing as they've adapted to serving the community during the pandemic.

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- XIII. The Board went into Closed Session at 8:22 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. Vice President Larkin moved to enter into Closed Session and it was seconded by Trustee Wiggins. Roll call vote. All ayes, no nays.
- XIV. Vote to affirm decisions made in Closed Session
- XV. Adjournment: 9:50 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary