

APPROVED

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

BOARD MEETING MINUTES

February 11, 2020
7:00 p.m.
Auditorium

- I. Call to order
 - a. President Brandt called the meeting of the Board of Trustees to order at 7:00 p.m. in the Auditorium of the Plum 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 Brandt, Vice President Larkin, Secretary Aasmundstad Walsh; Trustees Carlson, Marshall, Wiggins
 - b. Absent: Treasurer Pinkett-Floyd (arrived at 7:14 p.m.)
 - c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Alex Vancina, Michelle Kilty, Michelle Petersen
 - d. Guests present: Mary Marshall, Jack Hayes, Joe Huberty, Howard Metz, John Menze
- 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. Vice President Larkin moved to adopt agenda. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, January 14, 2020
 - ii. Closed Session meeting #1, January 14, 2020
 - iii. Closed Session meeting #2, January 14, 2020
 - b. Approval of financial reports
 - i. Check Register dated January 31, 2020
 - ii. Cash and Investments Report dated January 31, 2020
 - iii. Revenue and Expenditures vs. Budget Report dated January 31, 2020
 - iv. Balance Sheet Previous Year Comparison as of January 31, 2020
 - c. Vice President Larkin moved to approve consent agenda items. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
 - a. Audit Committee

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- i. Vice President Larkin, Committee Chair, noted that the Committee met on Tuesday, Feb. 11 at 6:30 p.m. The Committee will present a report at the March Board meeting.
 - b. Director Relations Committee
 - i. Secretary Aasmundstad Walsh, Committee Chair, noted that the Committee did meet on Thursday, Jan. 16, 2020. The Committee discussed and assembled a timeline for the Director's review cycle. The next review will be conducted in June 2020. Secretary Aasmundstad Walsh also noted that Trustee Marshall was instrumental in helping compose this new schedule. The Committee will review the process for trustee evaluations at a future meeting.
 - c. Policy and Bylaws Committee
 - i. Did not meet.
- VIII. Unfinished Business
 - a. No unfinished business to report.
- IX. New Business
 - a. No new business to report.
- X. Communications
 - a. Director Kruser shared an email from Vice President Larkin commending staff on excellent customer service. Trustee Wiggins also noted her appreciation at the efficiency and ease of the passport process in Patron Services.
- XI. Library Director's Report
 - a. Director Kruser noted upcoming events listed in her report. She reminded the Board that three Trustees will attend the State of the Village lunch, forming a quorum; therefore, library business should not be discussed at the luncheon.
- XII. Departmental Reports
 - a. Trustee Marshall asked Sue Wilsey for more information on the evaluation process for managers. She explained that the process includes quarterly check-ins and planning of future goals.
- XIII. The Board went into Closed Session at 7:15 p.m. to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 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 8:35 p.m. to affirm decisions made in Closed Session.
- XV. Adjournment: 8:35 p.m.

Approved:

Kristin Aasmundstad Walsh
Board Secretary