

# APPROVED

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

## BOARD OF TRUSTEES MEETING MINUTES

February 20, 2024  
7:00 p.m.  
Conference Room

- I. Call to order
  - a. President Allison Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:00 p.m. in the Conference 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 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: Executive Director Anne Luzeniecki, Director of Strategic Communications and Marketing Sue Wilsey, Technology and Metadata Services Manager Alex Vancina, Executive Assistant Sara Plasman
  - d. Guests present: list first and last names
- 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 motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, January 16, 2024
    - ii. Closed Session meeting, January 16, 2024
  - b. Approval of financial reports
    - i. Approval of financial reports
    - ii. Check Register dated December 31, 2023
    - iii. Cash and Investments Report dated December 31, 2023
    - iv. Revenue and Expenditures vs. Budget Report dated December 31, 2024
    - v. Balance Sheet Previous Year Comparison as of December 31, 2024
    - vi. Check Register dated January 31, 2024.
    - vii. Cash and Investments Report dated January 31, 2024.
    - viii. Revenue and Expenditures vs. Budget Report dated January 31, 2024.
    - ix. Balance Sheet Previous Year Comparison as of January 31, 2024.

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- c. VP Wiggins moved to approve consent agenda items. Treasurer Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
- a. Audit Committee
    - i. Chair Simms reported that the committee did not meet this month but is planning to meet in March.
  - b. Director Relations Committee
    - i. Did not meet.
  - c. Policy and Bylaws Committee
    - i. Chair Kowalski-Schmidt reported that the committee did not meet this month but is planning to meet in April.
  - d. Decennial Committee – President Pinkett-Floyd reported that the committee did not meet but is working on finding a date for the next meeting.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. No new business to report.
- X. Communications
- a. No communications to report.
- XI. Library Director's Report
- a. Executive Director Luzeniecki reported that the What's Happening in Lombard event is Tuesday, February 27 at the Westin. Trustees can RSVP to Anne.
  - b. Lilac Parade – the Library will be open that day from 12:30-5pm. We are working on some ways to participate. There will be an intergovernmental meeting in March sometime.
  - c. C-3 Meeting Room Policy - the updated C-3 Meeting Room Policy was effective as of February 13; however, there have been some delays in changes to the website relating to the policy.
  - d. Treasurer Aasmundstad Walsh asked what additional furniture has been ordered.
    - i. Executive Director Luzeniecki gave an overview of what additional tables, furniture and shelving have been ordered.
    - ii. Trustee Erickson requested that we consider coat racks for the youth services area.
    - iii. Treasurer Aasmundstad Walsh asked that we consider waiting areas/benches for patrons to wait around the Information Desk. Anne responded that we would continue to observe the flow of traffic in this area to evaluate our needs.
    - iv. Trustee Kearney requested that we consider adding more chairs that have arms for patrons that may need additional support for standing up from sitting.
- XII. Departmental Reports
- a. VP Wiggins asked what ILS means – Integrated Library Systems. Alex Vancina responded that we have been using the same product since the 90's. We are taking time to see

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what the market has available. We have staff looking at the problems with our current system internally. We meet once a month to discuss our research and options.

XIII. Adjournment: 7:19 p.m.

a. VP Wiggins moved to adjourn. Trustee Kearney seconded motion. All ayes, no nays.

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

Board Secretary  
Julie Kowalski-Schmidt