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

BOARD OF TRUSTEES MEETING MINUTES

February 21, 2023
7:00 p.m.
Auditorium

- 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 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 Allison Pinkett-Floyd, Vice President Ken Marshall, Treasurer Kristin Aasmundstad Walsh, Secretary Julie Kowalski-Schmidt; Trustees Kelly Simms and Sue Wiggins
 - b. Absent: Trustee Jennifer Erickson
 - c. Staff members present: Executive Director Claudia Krauspe, Director of Strategic Communication and Marketing, Sue Wilsey, Assistant Director Anne Luzeniecki, Technology and Metadata Services Manager Alex Vancina, Business Office Manager Michelle Baumann, Maker Librarian Katrina Petrauskas, Social Media Coordinator, Emily Bradshaw, Adult Services Manager Michelle Kilty, Youth Services Manager Tabatha Anderson
 - d. Guests present: Howard Metz
- IV. Public Comment
 - a. Public presentations were made by the following citizens of Lombard:
 - i. Bob Biddle - Sue Wilsey read an email received from Bob Biddle
- V. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Wiggins moved to adopt agenda. VP Marshall 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 17, 2023
 - b. Approval of financial reports
 - i. Cash and Investments Report dated January 31, 2023
 - ii. Revenue and Expenditures vs. Budget Report dated January 31, 2023
 - iii. Check Register dated January 31, 2023
 - iv. Balance Sheet Previous Year Comparison as of January 31, 2023
 - c. Trustee Wiggins moved to approve consent agenda items. Secretary Kowalski-Schmidt seconded motion.

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- i. VP Marshall asked why the System Software Services line item for \$107,593 under operating expenses in the Revenue and Expenses Report is so close to the budgeted amount for the entire fiscal year with four months remaining in that year. Alex noted that those are annual bills that are already paid.
 - ii. VP Marshall asked why the Facility and Custodial Expenses line item on the Revenue and Expenses Report is so far under budget. Claudia noted that we had a lot of uncertainty about budgeting for facility expenses related to COVID protocols and utility costs.
 - iii. Secretary Kowalski-Schmidt asked why Current Liabilities on page 2 of the Balance Sheet Prev Year Comparison was listed at \$0 this time last year. Claudia noted that we will have to ask our accountant.
 - iv. All ayes, no nays. Motion passed.
- VII. Committee reports
 - a. Audit Committee
 - i. The Audit Committee will meet on March 14.
 - b. Director Relations Committee
 - i. The Director Relations Committee Meeting will meet on March 11.
 - c. Policy and Bylaws Committee
 - i. The Policy and Bylaws Committee did not meet.
- VIII. Unfinished Business
 - a. No unfinished business to report.
- IX. New Business
 - a. ACTION ITEM: Approve closing the Library at 110 W. Maple on or after March 9, 2023 and reopening the new Library at 411 S. Main when the move is complete and public occupancy is permitted.
 - i. Trustee Wiggins moved to approve closing the Library at 110 W. Maple on or after March 9, 2023 and reopening the new Library at 411 S. Main when the move is complete and public occupancy is permitted. Trustee Kowalski-Schmidt seconded motion.
 - 1. Claudia noted that March 9 is when the moving company can start tagging shelves. The move will start the following Monday.
 - 2. Secretary Kowalski-Schmidt asked if the elevators are in and operational. Claudia noted that they are in and running but they require an inspection before anyone can operate. This week, someone from the elevator company was required to run the elevator. The elevator inspection is scheduled for February 27.
 - 3. All ayes, no nays. Motion passed.
 - b. PRESENTATION: 110 W. Maple Recordation Project Review – Emily Bradshaw presented a slideshow of the Helen Plum Library History.
- X. Communications
 - a. Sue Wilsey read a thank you note from Trustee Kelly Simms to the Library Board and Staff for the plant sent in memory of her mother.
 - b. Secretary Kowalski-Schmidt – received an email from Homegrown Lilacs regarding meeting spaces.

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XI. Library Director's Report

- a. Tentative Internal Moving Timeline – Claudia pointed out the opening dates and scheduled events. Make sure to put May 19 on your calendars for an invite only special event for local leaders.
 - i. President Pinkett-Floyd asked if there is a time planned for the Family and Friends Event. Claudia responded that we do not have hard times around that yet.
- b. Robbins Scholarship 2023 – We will be rolling this out soon. Claudia noted that we opted to have the scholarship be for local applicants. A committee to review the applications will be designated by the Director and the Library Foundation and Library Board will both select a member to participate.
 - i. VP Marshall asked how we will advertise the scholarship– Claudia noted that we will reach out to our local school contacts, website, possible internal candidates.
- c. Reporting – Claudia noted that we will forego our Director's and Departmental Reports for the next two months and give building updates instead. For our reporting, we will feature a few significant statistics like e-content during this time.
- d. March 21 Board Meeting – We anticipate holding this meeting in the lobby of the 110 W Maple building.
- e. 2023 Lilac Ball – the Library Board is invited to attend this event on May 12.
- f. ALA Summer Conference Dates - ALA conference is in Chicago this year – June 22- June 27.
- g. VP Marshall congratulated the Director and staff for excellent drafting of the Per Capita Grant Submission and for the acceptance of same by the state.
- h. VP Marshall asked when we anticipate accurate statistics will be available from PressReader. Claudia responded that they will most likely continue to under count. They are not going to change their reporting.

XII. Departmental Reports

- a. Studio 411 – Katrina Petrauskas gave an interactive presentation on one of our new 3D Printers that will be in the Studio 411 Maker's Space in the new building.
- b. VP Marshall asked about Little Pim. Anne reported that it is up and running. Little Pim is a language learning tool for preschoolers that we currently have available to patrons on our website.
- c. VP Marshall asked if automatic card renewals are again being processed. Yes, they are.
- d. VP Marshall asked how we verify residency when processing automatic card renewals. Anne noted that Patron Point can verify addresses through the software and that the patron will get a series of emails if there are any issues with an address verification.
- e. VP Marshall congratulated Patron Services on a positive Passport Services inspection report.
- f. VP Marshall asked when computers, monitors, and telephones will be delivered to and installed in the new building. Alex reported that they have all been received at the new building. We are waiting for office furniture to be put in place before installing the communications equipment.
- g. Trustee Wiggins asked about the meeting Room Policy and the Girl Scout Troop that recently met at the library. Claudia noted that the policies have not changed. Tabatha Anderson reported that this particular group gave us advanced notice to use the tables

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in the Youth Services public areas. We don't know the numbers for the new building yet.

- h. Trustee Wiggins asked about the video in Marketing they are developing to show the public how a book will move from the current building to the new building. Sue Wilsey noted they will make that video public when everything is up and running in the new building, but it will be appropriately timed. We will have a lot of information to convey about the new building to the public. Our communications will go out tomorrow regarding timelines.

XIII. Closed Session to discuss the setting of a price for sale or lease of property owned by the public body. Roll Call.

- a. Trustee Wiggins made a motion to go into Closed Session. Secretary Kowalski-Schmidt seconded.

XIV. The Board returned to Open Session at 9:09 p.m. Roll Call.

XV. Adjournment: 9:10 p.m.

- a. Trustee Wiggins moved to adjourn. Treasurer Aasmundstad Walsh seconded motion. All ayes, no nays.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary