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

BOARD MEETING MIINUTES
March 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, March 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, March 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. Vice President Larkin 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: Vice President Larkin, Secretary Aamundstad Walsh, Treasurer Pinkett-Floyd; Trustees Carlson, Marshall, Wiggins
 - b. Absent: President Brandt
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina
 - d. Guests present: Jamie Rachlin
- 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. Trustee Wiggins moved to adopt agenda. Trustee Carlson seconded motion. Roll call vote. All ayes, no nays. Motion passed.

APPROVED

- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Special Board meeting #1, February 6, 2021
 - ii. Special Board meeting #2, February 6, 2021
 - iii. Regular Board meeting, February 10, 2021
 - iv. Closed Session meeting, February 10, 2021
 - b. Approval of financial reports
 - i. Check Register dated February 28, 2021
 - ii. Cash and Investments Report dated February 28, 2021
 - iii. Revenue and Expenditures vs. Budget Report dated February 28, 2021
 - iv. Balance Sheet Previous Year Comparison as of February 28, 2021
 - c. Trustee Wiggins moved to approve consent agenda items. Treasurer Pinkett-Floyd seconded motion. All ayes, no nays. Motion passed.

- VII. Committee reports
 - a. Audit Committee
 - i. Vice President Larkin, Committee Chair, noted that the Committee met in February. The Committee has action items on the agenda.
 - b. Director Relations Committee
 - i. Did not meet.
 - c. Policy and Bylaws Committee
 - i. Treasurer Pinkett- Floyd, Committee Chair, noted that the Committee met on March 5. The Committee has action items on the agenda.

- VIII. Unfinished Business
 - a. No unfinished business to report.

- IX. New Business
 - a. Vice President Larkin agreed to switch the order of items under New Business in order to start with Jamie Rachlin's presentation.
 - b. PRESENTATION by Jamie Rachlin on Financial Planning for the New Building
 - i. Jamie Rachlin presented potential financial plans that could be implemented after the bonds are issued for the new building project. Jamie also reviewed current interest rates and predictions for future rates.
 - ii. Jamie Rachlin informed the Board that the bonds could be issued at either the May or June Board meeting. The Library will have received more bids by the June meeting, allowing the Board to make a more informed decision about the bonds.
 - iii. The Board discussed the pros and cons of issuing the bonds in May vs June. The Board will revisit the conversation in April. Jamie will move forward with preparation in case the Board decides to issue in May.
 - c. DISCUSSION – Building Update
 - i. Claudia Krauspe, Interim Executive Library Director, informed the Board that all three properties officially closed yesterday, March 9, 2021. She also noted that the administrative team has made a lot of progress with the architects during their design and construction meetings.
 - ii. Sue Wilsey, Director of Strategic Communications and Marketing, informed the Board that a lot of progress was made with the asbestos bids. She is currently waiting to receive more proposals. The bids will be presented and selected during

APPROVED

- a live Zoom event on March 17. Sue also noted that abatement will begin during the first week of April.
- iii. Claudia Krauspe noted that the construction fence will go up around the property on March 17.
 - iv. Sue Wilsey also noted that letters were sent to members of the community around the new properties. Area residents are encouraged to sign up for an newsletter to continue to receive updates about the New Building Project.
- d. ACTION ITEM: Approval of updated and new policies:
- i. U-1 Use of Materials and Facilities
 - ii. U-5 Materials Selection
 - iii. U-7 Internet Policy
 - iv. P-10.1 Voluntary COVID-19 Vaccination
 - v. Trustee Bylaws
 - 1. Trustee Carlson moved to approve the updated and new policies as presented. Secretary Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.
- e. ACTION ITEM: Opening closed session minutes of:
- i. January 16, 2020, Director Relations Committee Meeting
 - ii. February 11, 2020, Audit Committee Meeting
 - iii. March 4, 2020 Director Relations Committee Meeting
 - iv. July 28, 2020, Director Relations Committee Meeting
 - v. January 14, 2020, Board Meeting #1
 - vi. January 14, 2020, Board Meeting #2
 - vii. February 11, 2020, Board Meeting
 - viii. March 10, 2020, Board Meeting
 - ix. June 8, 2020, Board Meeting
 - x. August 12, 2020, Special Board Meeting
 - xi. September 16, 2020, Special Board Meeting
 - xii. November 11, 2020, Special Board Meeting
 - xiii. December 9, 2020, Special Board Meeting
 - xiv. December 18, 2019, Board Meeting
 - xv. December 10, 2019, Director Relations Committee Meeting
 - xvi. November 22, 2019, Special Board Meeting
 - xvii. November 12, 2019, Board Meeting
 - xxviii. October 30, 2019, Special Board Meeting #1
 - xix. October 30, 2019, Special Board Meeting #2
 - xx. October 8, 2019, Board Meeting
 - xxi. September 30, 2019, Director Relations Committee Meeting
 - xxii. September 25, 2019, Special Board Meeting
 - xxiii. September 12, 2019, Director Relations Committee Meeting
 - xxiv. September 10, 2019, Board Meeting
 - xxv. August 13, 2019, Board Meeting
 - xxvi. August 7, 2019, Director Relations Committee Meeting
 - xxvii. July 9, 2019, Board Meeting
 - xxviii. June 11, 2019, Board Meeting
 - xxix. May 14, 2019, Board Meeting #1
 - xxx. May 14, 2019, Board Meeting #2
 - xxxi. April 16, 2019, Director Relations Committee Meeting

APPROVED

- xxxii. April 9, 2019 Board Meeting
- xxxiii. April 2, 2019, Special Board Meeting
- xxxiv. March 12, 2019, Board Meeting
- xxxv. February 12, 2019, Board Meeting
- xxxvi. January 8, 2019, Board Meeting
- xxxvii. May 8, 2018, Special Board Meeting #1
- xxxviii. April 26, 2018, Special Board Meeting #1
- xxxix. April 10, 2018, Board Meeting
 - xl. March 19, 2018, Director Relations Committee Meeting
 - xli. March 13, 2018, Board Meeting
 - xlii. February 13, 2018, Audit Committee Meeting
 - xliii. January 29, 2018, Director Relations Committee Meeting
 - xliv. December 12, 2017, Board Meeting
 - xlv. November 14, 2017, Board Meeting
 - xlvi. October 10, 2017, Board Meeting
 - xlvii. September 26, 2017, Board Meeting
 - xlviii. August 29, 2017, Special Board Meeting #1
 - xlix. August 29, 2017, Special Board Meeting #2
 - I. August 8, 2017, Board Meeting
 - li. February 21, 2017, Audit Committee Meeting
 - lii. December 13, 2016, Board Meeting
 - liii. April 12, 2016, Board Meeting
 - 1. Trustee Wiggins moved to approve the updated and new policies as presented. Secretary Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.

X. Communications

- a. Sue Wilsey, Director of Strategic Communications and Marketing, noted that she has been working directly with Bill Heniff and Avis Meade of the Village to ensure both the Village and Library are coordinating communication efforts once construction begins. Together, they hope to impact the public as little as possible during construction.

XI. Library Director's Report

- a. Claudia Krauspe, Interim Executive Library Director, noted that a Special Board meeting will take place at 6:00 p.m. at Village Hall on Monday, March 22, 2021.
- b. Claudia Krauspe also reminded all present that the consolidated election is in April. An oath of office will be planned for new trustees at the June meeting.
 - i. Claudia also reminded the Board that the April meeting will be on the third Wednesday rather than the usually scheduled second Wednesday. The April meeting will also include an update on strategic planning.
- c. Claudia Krauspe noted that library hours will be expanded in April. However, the Library is an election site on April 6 and the lobby is the only space that can accommodate social distancing. As a result, the expansion of library hours will be postponed until April 8. The Library building will be closed to patrons on April 6; however, the administrative team is working to determine what level of service can be made available to the public.

APPROVED

- XII. Departmental Reports
 - a. Trustee Marshall asked if the RFID tagging will be complete by the time the collection needs to move to the new building. Alex Vancina felt confident that the entire collection could be tagged by the end of this calendar year.

- XIII. Adjournment: 7:57 p.m.
 - a. Treasurer Pinkett-Floyd moved to adjourn. Trustee Marshall seconded motion. All ayes, no nays.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary