

APPROVE

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

BOARD OF TRUSTEES MEETING MINUTES

March 19, 2024
7:00 p.m.
Conference Room

- I. Call to order
 - a. 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, Executive Assistant Sara Plasman, Director of Strategic Communications and Marketing Sue Wilsey, Youth Services Manager Tabatha Anderson
 - d. Guests present: none
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt the agenda. Treasurer 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, February 20, 2024
 - b. Approval of financial reports
 - i. Cash and Investments Report dated February 29, 2024
 - ii. Revenue and Expenditures vs. Budget Report dated February 29, 2024
 - iii. Check Register dated February 29, 2024
 - iv. Balance Sheet Previous Year Comparison as of February 29, 2024
 - c. VP Wiggins moved to approve consent agenda items. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed.
- VII. Committee reports
 - a. Audit Committee
 - i. Chair Kelly Simms reported that the Audit Committee met on March 14.
 - b. Decennial Committee

APPROVE

- i. President Pinkett-Floyd reported the committee is looking for a date to meet.
 - c. Director Relations Committee
 - i. Chair Erickson reported that the committee did not meet.
 - d. Policy and Bylaws Committee
 - i. Chair Julie Kowalski-Schmidt reported that the committee will meet on Tuesday, April 2.
- VIII. Unfinished Business
 - a. No unfinished business to report.
- IX. New Business
 - a. ACTION ITEM: Opening closed session minutes of:
 - i. Director Relations Committee Closed Session- March 11, 2023
 - ii. Board Meeting Closed Session - July 18, 2023
 - iii. Audit Committee Closed Session - September 22, 2023
 - iv. VP Wiggins moved to open the above closed session minutes. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed.
 - b. ACTION ITEM: Approval of report on Secretary's records for July 1, 2023, through December 31, 2023.
 - i. VP Wiggins moved approve the report on the Secretary's records for July 1, 2023, through December 31, 2023. Trustee Simms seconded motion. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Approval of destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06).
 - i. VP Wiggins moved to approve the destruction of closed session meeting audio recordings older than 18 months. Trustee Simms seconded motion. All ayes, no nays. Motion passed.
- X. Communications
 - a. No communications to report.
- XI. Library Director's Report
 - a. Executive Director Luzeniecki noted that the next building/construction meeting is scheduled for Thursday, March 21.
 - b. Executive Director Luzeniecki reported that the Library served as a Primary Election site today. It was a low impact event that went very smoothly.
 - c. Executive Director Luzeniecki reported on the upcoming LACONI professional development event. This event is scheduled for May 3.
 - d. Executive Director Luzeniecki reminded the board to check their Helen Plum Email for communication related to filing their Statement of Economic Interests.
 - i. Email or send your filing receipts to Sara Plasman as we are required to keep these on file at the Library.
 - e. Executive Director Luzeniecki reported on the Arboretum photography display we will display in the fall at the Library.
 - f. Secretary Kowalski-Schmidt asked if we are replacing some of the landscaping already. Anne reported that yes, some plantings and trees need to be replaced.

APPROVE

XII. Departmental Reports

- a. Executive Director Luzeniecki provided an update on some upcoming Maker's Space events including the laser cutter and DIY drop-in sewing. Anne shared samples made with the machines.
- b. Trustee Kearney gave praise for the teen program where they made scarves and hats for the Outreach House. She is involved in distributing these items and it was lovely to pass out the items to patrons of the Outreach House.
- c. Trustee Erickson asked how the drop off box has been received for items for the Outreach House. Anne noted that we have filled the donation box twice and it's going great.
- d. Secretary Aasmundstad Walsh noticed a few tables without chairs upstairs in Adult Services. Anne responded that those tables were ordered with chairs and that the chairs are still on their way.
- e. Secretary Aasmundstad Walsh brought up a question about study rooms and signage and wondered if we would consider literature or signage in this area.
- f. Executive Director Luzeniecki reported on upcoming surveys that will go out into the community via postcard mailings. It is a short survey so people will be more likely to complete it. The postcard should come out next month.

XIII. Adjournment: 7:29 p.m.

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

Approved: _____

Julie Kowalski-Schmidt

Board Secretary