

APPROVED

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

BOARD OF TRUSTEES MEETING MINUTES

April 18, 2023
7:00 p.m.
Library Lobby

- 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 Jennifer Erickson and Sue Wiggins
 - b. Absent: Trustee Kelly Simms
 - c. Staff members present: Executive Director Claudia Krauspe, Director of Strategic Communications and Marketing, Assistant Director Anne Luzeniecki, Manager of Technology and Metadata Services Alex Vancina
 - d. Guests present: Ginger Kearney
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Wiggins moved to adopt the 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, March 21, 2023
 - ii. Closed Session meeting, March 21, 2023
 - b. Approval of financial reports
 - i. Cash and Investments Report dated March 31, 2023
 - ii. Revenue and Expenditures vs. Budget Report dated March 31, 2023
 - iii. Check Register dated March 31, 2023
 - iv. Balance Sheet Previous Year Comparison as of March 31, 2023
 - c. Trustee Wiggins moved to approve consent agenda items. Trustee Erickson seconded motion.
 - i. VP Marshall asked Claudia if there are any budgetary numbers that should be of concern to the board. Claudia pointed out that on the Balance Sheet Previous Year Comparison on page 1 under Capital Building Cash, we have now spent our bond money in full. There is \$2.51 that needs to be moved out. We are still

APPROVED

well within budget. Trustee Wiggins asked when we will be done paying any remaining invoice balances. Claudia responded that we are close, but landscaping is still getting done. It will be a while yet.

- ii. All ayes, no nays. Motion passed.

VII. Committee reports

- a. Audit Committee
 - i. VP Marshall reported that there was no new business, so the committee did not meet.
- b. Director Relations Committee
 - i. Treasurer Aasmundstad Walsh reported that there was no new business, so the committee did not meet.
- c. Policy and Bylaws Committee
 - i. Trustee Wiggins reported that there was no new business, so the committee did not meet. Claudia noted that we will review policies again in July or August.

VIII. Unfinished Business

- a. Claudia reported that the library will have different hours for the Lilac Parade this year. We anticipate being open 12pm-4pm, not 1pm-5pm. We want staff to be able to get into the parking lot well before the parade starts.

IX. New Business

- a. ACTION ITEM: Approval of permit serving alcohol at the Local Leaders invitation-only event on May 19, 2023, at the 411 S Main Street Library, in compliance with Policy C-6, Alcohol at Library Events.
 - i. Trustee Wiggins moved to approve. Treasurer Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.

X. Communications

- a. No communications to report.

XI. Library Director's Report

- Claudia reported the following interior building changes since the Friday, Executive Team Overview:
 - Exterior signage was installed today over the East Entrance.
 - Patio and landscaping dates for completion are on track. The South patio by Youth Services was installed with paver stones on Monday and continued through today. North side patio underlay went in today as well.
 - Landscaping is being installed this week.
 - Parking lot striping due to happen tomorrow (4/19)
 - The stair rail arrived on the 17th, instead of the 16th. That is being installed today.
- Elevators – the elevator inspection last week identified an issue with a single part, and it did not pass inspection. The part will arrive tomorrow, and another inspection will take place tomorrow as well.
- Furniture – An Engberg Anderson representative was here all day yesterday to review the furniture orders. There is a punch list to address minor issues with the furniture order.

APPROVED

- Cleaning continues throughout the building. FQC has a cleaning crew here Thursday. Our facilities staff is also cleaning as needed on a regular basis.
- Stained Glass – the Helen Plum stained-glass window was installed today over the East entrance. Frederick Quinn was wonderful to work with on this.
- Vending will all be here by the grand opening.
- Claudia spoke with FQC – They reported that we should anticipate temporary inconveniences with the parking lot’s final layer of asphalt being laid. This will have to be done after we are open.
- Trustee Wiggins asked about the approval of the Resolutions by the Park District and Village boards. Claudia reported that all boards unanimously approved the Resolutions.
- Claudia reminded the board to file their Statement of Economic Interests by May 2
- Friends and Family Event reminders – the glass panels in the Youth Program room installation may still be going on during this event. Everyone is responsible for their own invited guests. We anticipate that staff will want to show their friends and families their workspaces. There will be maps available.
- Trustee Wiggins asked where the Board mailboxes will be in the new building. Claudia responded that we do not know yet.
- Ribbon Cutting is scheduled for 8:30am on Saturday, April 22 outside the main entrance on Main Street. There will be coffee and donuts for participants afterwards. The doors do not open to the public until 9am.
- Dedication Plaque - The dedication plaque will be mounted on the wall in the Main Entrance. All the trustees involved with this building are listed. Trustees are the only ones listed by name along with Engberg Anderson and FQC.
- Grand Opening – Sue Wilsey gave an overview of the Grand Opening festivities. Patrons will start in the Plum Conference Rooms (Welcome Center). They will be handed a passport with a scavenger hunt. Patrons can fill this out while they walk around. Every few hours, there will be a tasty treat offered from a local Lombard restaurant vendor. They have all worked with us to provide discounted products. Sue previewed the goodies that will be in the complimentary tote bags for patrons at the grand opening.
 - Trustee Wiggins asked if we will be fully operational for returning books on Opening Day. Claudia noted that we are pausing holds until Monday, April 24. However, books can be checked out during both opening days.
- Lilac Ball Registration – please let Sara Plasman know if you will be attending.
- Decennial Committees on Local Government Efficiency – Claudia reported that the Board will need to form this committee to meet at least once every 10 years. The committee will be comprised of our trustees, our Executive Team and two people from the community. By June 9 we are required to designate a committee. Allison and Claudia reviewed and watched a RAILS webinar. The first meeting will most likely be an independent meeting at the end of May or early June. We need to reach out to community members first to see who is willing to serve.

XII. Departmental Reports

- a. No departmental updates to report

XIII. Adjournment: 7:51 p.m.

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

APPROVED

Approved: _____

Julie Kowalski-Schmidt
Board Secretary