

# APPROVED

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

## BOARD OF TRUSTEES MEETING MINUTES

April 21, 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, April 21, 2021 will be read at the beginning of the meeting under section IV designated for Public Comment.

Public comments should be emailed to: [swilsey@helenplum.org](mailto:swilsey@helenplum.org) by 5:00 p.m. on Wednesday, April 21, 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. President Brandt 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: President Brandt, Vice President Larkin, Treasurer Pinkett-Floyd, Secretary Aasmundstad Walsh; Trustees Carlson, Marshall, Wiggins
  - b. Absent: None
  - c. Staff members present: Claudia Krauspe, Sue Wilsey, Anne Luzeniecki, Alex Vancina
  - d. Guests present: Shaun Kelly, Nathan Van Zuidam, Kelly Ann Simms, Fred Marano, Jack Hayes, Julie Kowalski-Schmidt
- IV. Public Comment
  - a. Public presentations were made by the following citizens of Lombard: No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Vice President Larkin moved to adopt agenda. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.

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- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, March 10, 2021
    - ii. Special Board meeting, March 22, 2021
  - b. Approval of financial reports
    - i. Check Register dated March 31, 2021
    - ii. Cash and Investments Report dated March 31, 2021
    - iii. Revenue and Expenditures vs. Budget Report dated March 31, 2021
    - iv. Balance Sheet Previous Year Comparison as of March 31, 2021
  - c. Trustee Wiggins moved to approve consent agenda items. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.
  
- VII. Committee reports
  - a. Audit Committee
    - i. Did not meet.
  - b. Director Relations Committee
    - i. Did not meet.
  - c. Policy and Bylaws Committee
    - i. Did not meet.
  
- VIII. Unfinished Business
  - a. No unfinished business to report.
  
- IX. New Business
  - a. ACTION ITEM: Approval of award of contract for bid package 1-02 – Demolition. FQC will present their recommendation. Roll Call.
    - i. Trustee Wiggins moved to approve award of contract for bid package 1-02 – Demolition. Trustee Marshall seconded motion. Roll Call. All ayes, no nays. Motion passed.
    - ii. Fred Marano of FQC presented Alessio & Sons Company of Lombard as their recommendation for demolition. This was the lowest bid out of 12 submissions.
    - iii. President Brandt asked if there was an estimated demolition schedule. Fred Marano noted that they hope to begin demolition in May following the completion of the asbestos abatement.
  - b. ACTION ITEM: Approval of award of contract for bid package 1-31 – Earthwork. FQC will present their recommendation. Roll Call.
    - i. Trustee Wiggins moved to approve award of contract for bid package 1-31 – Earthwork. Vice President Larkin seconded motion. Roll Call. All ayes, no nays. Motion passed.
    - ii. Fred Marano of FQC presented Alessio & Sons Company of Lombard as their recommendation for Earthwork. This was the lowest bid out of 9 submissions.
  - c. ACTION ITEM: Approval of award of contract for bid package 1-33 – Site Utilities. FQC will present their recommendation. Roll Call.
    - i. Trustee Wiggins moved to approve award of contract for bid package 1-33 – Site Utilities. FQC will present their recommendation. Vice President Larkin seconded motion. Roll Call. All ayes, no nays. Motion passed.

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- ii. Fred Marano of FQC presented Jensen’s Plumbing and Heating of Woodstock as their recommendation for work on Site Utilities. This was the lowest bid out of 12 submissions after AJ Oleson Construction Company withdrew their bid.
  - d. PRESENTATION: Temporary construction easement agreement between the Library and the homeowner to the south of the new building site.
    - i. Sue Wilsey, Director of Strategic Communications and Marketing, informed the Board that Howard Metz prepared a draft agreement for review. The purpose of this agreement is to request a construction easement with the homeowner south of the new building site. When construction begins, personnel will need access to this property. The terms of the agreement ensure the homeowner that the property will be restored to its original condition once construction is complete.
  - e. ACTION ITEM: Approval of reimbursement to MEC (Midwest Environmental) for Asbestos Abatement Project Management & Air Quality Testing for 401 & 425 S Main at an estimated cost of \$35,000. Roll Call.
    - i. Trustee Wiggins moved to approve reimbursement to MEC (Midwest Environmental) for Asbestos Abatement Project Management & Air Quality Testing for 401 & 425 S Main at an estimated cost of \$35,000. Vice President Larkin seconded motion. Roll Call. All ayes, no nays. Motion passed.
  - f. PRESENTATION: Building Design update from Engberg Anderson (EA) architects.
    - i. Shaun Kelly and Nathan Van Zuidam of EA presented an update of the new building’s interior and exterior designs, including landscape concepts. Trustee Wiggins asked that the landscape team consider removing a walnut tree near 425 Main Street. The tree presents a potential hazard to patrons when the walnuts fall.
    - ii. Shaun Kelly also reviewed plans for a fence along some of the property lines. He noted that the team hopes to complete the design portion by the end of April.
    - iii. President Brandt asked if the management team considered installing an automated sorter in the new building. Claudia Krauspe, Interim Executive Director, noted that the team decided against a sorting machine in order to have more space for patrons. She also noted that the RFID tagging project is still underway and will contribute to more efficient processing in the new building.
    - iv. Nathan Van Zuidam presented some highlights of the exterior design, including outdoor meeting spaces for both adult and children’s programs. He also provided an overview of the glass façade on the north side of the building. Nathan ensured Trustees that they are taking into consideration heat from potential sun exposure on this side of the building. The EA team does not think it will be a concern.
  - g. ACTION ITEM: Vote to approve the Strategic Plan.
    - i. The Trustees discussed the structure of the mission statement and determined it should be changed to read “We strive to be a safe, welcoming, and inclusive community hub providing access to information, diverse resources, technology, and services—connecting people with learning opportunities and to each other.”
    - ii. Vice President Larkin moved to approve the Strategic Plan as amended. Treasurer Pinkett-Floyd seconded motion. All ayes, no nays. Motion passed.
- X. Communications
  - a. Sue Wilsey, Director of Strategic Communications and Marketing, informed the Board that the most recent issue of the Gazette was mailed to residents. The marketing team is working to update the Gazette to “The 4-1-1,” in recognition of the new building’s

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address. The first issue will go out after the June groundbreaking. It will include photos from the event as well as the latest renderings of the new building and some elements of the strategic plan.

- b. Sue Wilsey also informed the Board that Steph Koblich, graphic designer, designed a coloring book that will be distributed to participants in the Summer Reading Program.
- c. Claudia Krauspe, Interim Executive Director, shared thank you notes received from the Lilac Princesses. She also informed the Board that she recently received positive feedback from patrons about the Library's Home Delivery Services. Claudia and the Board commended Katie Cortesi for all of her hard work on this program.
  - i. Trustee Wiggins asked if the Home Delivery Services still had volunteers. Claudia Krauspe informed the Board that the program no longer accepts volunteers. It is a potential liability to involve volunteers, especially in light of the pandemic. Instead, staff from both Adult Services and Patron Services have been assisting. Claudia also noted that, as staff have become involved, patrons have become more connected to the Library on a personal level.

## XI. Library Director's Report

- a. Claudia Krauspe noted that Jamie Rachlin has been in contact regarding bonds and financing. She will update the Board as she receives more information.
- b. Claudia Krauspe informed the Board that abatement on 425 Main Street has been completed. The crews hope to complete abatement on 401 Main Street by the end of the week.
- c. Claudia Krauspe noted that the steel bid package will be included on the agenda for the May Board meeting.

## XII. Departmental Reports

- a. The Board commended the management team on the decision to return to full building hours on Mon, May 3. Claudia Krauspe also noted that materials will no longer be quarantined. As a result, it may be possible to hold the May Board Meeting in the Library Auditorium rather than the Village Hall.
- b. Trustee Marshall asked about capacity limitations in the library building. Claudia Krauspe ensured the Board that they are following CDC guidelines regarding capacity restrictions.
- c. Claudia Krauspe pointed out that the March 2021 stats were much higher than the March 2019 stats. March 2020 was low due to the start of the pandemic closings.
- d. The Board praised the staff for all of their hardwork on the Gazette and the upcoming Summer Reading Program.

## XIII. Adjournment: 8:24 p.m.

- a. Vice President Larkin moved to adjourn. Treasurer Pinkett-Floyd seconded motion. All ayes, no nays.

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

Kristin Aasmundstad Walsh  
Board Secretary