

APPROVED

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

BOARD OF TRUSTEES MEETING MINUTES

May 12, 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, May 12, 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 by 5:00 p.m. on Wednesday, May 12, 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, Alex Vancina, Anne Luzeniecki
 - d. Guests present: Fred Marano, Jamie Rachlin
- 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. Trustee Carlson moved to adopt agenda. Trustee Wiggins seconded motion. All ayes, no nays. Motion passed.

APPROVED

- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, April 21, 2021
 - b. Approval of financial reports
 - i. Check Register dated April 30, 2021
 - ii. Cash and Investments Report dated April 30, 2021
 - iii. Revenue and Expenditures vs. Budget Report dated April 30, 2021
 - iv. Balance Sheet Previous Year Comparison as of April 30, 2021
 - c. Trustee Carlson moved to approve consent agenda items. Vice President Larkin seconded motion. All ayes, no nays. Motion passed.

- VII. Committee reports
 - a. Audit Committee
 - i. Did not meet.
 - b. Director Relations Committee
 - i. Secretary Aasmundstad Walsh, Committee Chair, noted that the committee did meet on May 10, 2021. The Committee has items for discussion in Closed Session.
 - 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 02-05 – Structural Steel. FQC will present their recommendation. Roll Call.
 - i. Trustee Wiggins moved to approve award of contract for bid package 02-05 – Structural Steel. Trustee Carlson seconded motion.
 - ii. Fred Marano of FQC informed the Board that they received six bids on structural steel. He recommended the lowest bidder McKinney Steel Sales, Inc. If the Board approves tonight, the terms can be locked in as early as tomorrow.
 - iii. Roll call vote. All ayes, no nays. Motion passed.
 - b. DISCUSSION: Update on Bond Issue from Jamie Rachlin.
 - i. Jamie Rachlin informed the Board that they are ready to move forward with the bond issue, pending the approval of tonight’s ordinance. If the ordinance is approved, then the Notice of Sale will be published tomorrow. The goal is to close during the week of June 7, 2021.
 - ii. The Board asked for clarification on the parameters of the ordinance. Jamie Rachlin noted that the ordinance allows and has room for any changes that may or may not come about. The ordinance notes an amount of \$18,000,000 rather than \$15,000,000 as a precaution.
 - c. ACTION ITEM: Approval of Ordinance 2020-2021-006 providing for the issue of not to exceed \$18,000,000 General Obligation Bonds (Alternate Revenue Source), Series 2021, for the purpose of constructing a new Helen Plum Library Building to replace the existing Helen Plum Library Building, constructing site improvements, furnishing necessary equipment and acquiring library materials and electronic data storage and retrieval facilities in connection therewith, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual

APPROVED

tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and authorizing the sale of said bonds to the purchaser thereof. Roll Call.

- i. Trustee Wiggins moved to approve Ordinance 2020-2021-006 providing for the issue of not to exceed \$18,000,000 General Obligation Bonds (Alternate Revenue Source), Series 2021, for the purpose of constructing a new Helen Plum Library Building to replace the existing Helen Plum Library Building, constructing site improvements, furnishing necessary equipment and acquiring library materials and electronic data storage and retrieval facilities in connection therewith, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and authorizing the sale of said bonds to the purchaser thereof. Treasurer Pinkett-Floyd seconded motion.
- ii. Roll call vote. All ayes, no nays. Motion passed.

X. Communications

- a. Sue Wilsey, Director of Strategic Communications and Marketing, informed the Board that the library has received inquiries about the New Building Project and whether or not items may be salvaged at the Mr. Z's site. Sue noted that all materials will be turned over to the demolition crew when they take over. Anyone interested in salvaging items must negotiate with the demolition crew. Their information is available on the library website.
 - i. Sue also noted that the Marketing department continues to communicate regularly with the neighbors surrounding the new property. They also hope to host additional in-person and virtual Community Conversations in the future.
 - ii. Sue informed the Board that invitations to the groundbreaking were sent. It is scheduled for June 15, 2021.
- b. Sue Wilsey informed the Board that the Marketing department is working on a summer mailing that will include an introduction of the strategic plan, as well as the new Board members, in addition to other library updates.

XI. Library Director's Report

- a. Claudia Krauspe, Interim Executive Director, informed the Board that the abatement project was complete with exception of a small strip of tile. The next step is to begin interior salvage work, which will be followed by exterior demolition.
 - i. Claudia also informed the Board that the next bid package will be for construction. FQC will have documents out for bid by May 24. The bid opening will likely be on June 15, the same day as the groundbreaking.
- b. Claudia Krauspe informed the Board that the management team has started drafting the budget for the next fiscal year. She hopes to send the Trustees a draft for review in the next few weeks so that it can be approved at either the regularly scheduled June Board meeting or a Special Board meeting later in June.
- c. Claudia Krauspe noted that the library will begin charging for printing and copying services again. This is in conjunction with the bridge phase announced by the Governor.
 - i. President Brandt asked if the library restored pre-pandemic hours. Claudia noted that the library's full hours have been restored. The management team is also discussing the possibility of in-person programming for adults.

APPROVED

- d. Trustee Marshall asked if the management team started interviews for the new YS manager. Claudia Krauspe informed the Board that the process was completed. They hope to announce the new hire next month.

- XII. Departmental Reports
 - a. Secretary Aasmundstad Walsh asked for more information on Patron Point. Sue Wilsey informed the Board that the program will allow for more automated communication with cardholders. It will allow the Library to consolidate and streamline some of their marketing initiatives.

- XIII. The Board went into Closed Session at 7:49 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Roll Call.
 - a. Trustee Marshall moved to enter into Closed Session and it was seconded by APF. All ayes, no nays.

- XIV. The Board returned to Open Session at 8:26 p.m. to affirm decisions made in Closed Session.
 - a. No vote was needed or taken.

- XV. Adjournment: 8:26 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary