

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

## BOARD OF TRUSTEES MEETING MINUTES

June 17, 2025  
7:00 p.m.  
Conference Room

- I. Call to order
  - a. President Pinkett-Floyd called the meeting of the Board of Trustees to order at 6:59 p.m. in the Conference Room.
- II. Pledge of Allegiance
  - a. All present recited the Pledge of Allegiance.
- III. VP Wiggins read the Land Acknowledgement Statement: The Helen Plum Library Board of Trustees unanimously acknowledges that many indigenous groups once lived on the land where the Library now resides. The Library invites all to learn their histories, cultures, and peoples. The Library Board encourages our neighbors to explore learning opportunities through local, Indigenous-based organizations such as Midwest SOARRING Foundation.
- IV. Roll call, recording both present and absent members, with approved virtual attendance noted with an \*
  - a. Present: President Allison Pinkett-Floyd, Vice President Sue Wiggins, Secretary Julie Kowalski-Schmidt, Treasurer Ginger Kearney; Trustees Kristin Aasmundstad Walsh, Bijal Patel, and Kelly Simms
  - b. Absent: None
  - c. Staff members present: Executive Director Anne Luzeniecki, Assistant Director Tyler Works, Technology and Metadata Services Manager Alex Vancina, and Executive Assistant Jenn Ferguson
  - d. Guests present: None
- V. Public Comment
  - a. No public comments were made.
- VI. ACTION ITEM: Adoption of the Agenda
  - a. Treasurer Kearney moved to adopt the agenda. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed.
- VII. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes

- i. Regular Board meeting, May 20, 2025
- b. Approval of financial reports
  - i. Check Register dated May 31, 2025
  - ii. Cash and Investments Report dated May 31, 2025
  - iii. Revenue and Expenditures vs. Budget Report dated May 31, 2025
    - 1. Executive Director Luzeniecki was asked about line item 861: Building & Contents Insurance. She will inquire and report to the board next month.
  - iv. Balance Sheet Previous Year Comparison as of May 31, 2025
- c. VP Wiggins moved to approve consent agenda items. Trustee Simms seconded the motion. All ayes, no nays. Motion passed.

## VIII. Committee and Foundation 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.
- d. Helen Plum Library Foundation
  - i. Trustee Kearney reported that \$100 was raised at the first book sale at the Lombard Farmers Market. The recent Bricks Pizza fundraiser went well per Bricks, but the amount raised has yet to be reported. She noted that the next Farmers Market book sale is next week, and the next partner fundraiser is at Rainbow Cone on July 9.
  - ii. Executive Director Luzeniecki invited trustees to view the new signage and display for the Foundation located in the Hub on the west wall.

## IX. Unfinished Business

- a. None.

## X. New Business

- a. ACTION ITEM: Adoption of Resolution 2025-2026-001 Authorizing Non-Resident Cards for the 2025–2026 fiscal year, 7/1/25–6/30/26.
  - i. Secretary Kowalski-Schmidt moved to adopt Resolution 2025-2026-001 Authorizing Non-Resident Cards for the 2025-2026 fiscal year. Treasurer Kearney seconded the motion. Roll call vote.
    - 1. Sue Wiggins: Yes
    - 2. Julie Kowalski-Schmidt: Yes
    - 3. Ginger Kearney: Yes
    - 4. Kristin Aasmundstad Walsh: Yes
    - 5. Bijal Patel: Yes
    - 6. Kelly Simms: Yes
    - 7. Allison Pinkett-Floyd: Yes

- ii. Motion passed.
- b. ACTION ITEM: Approval of 2025–2026 Working Budget.
  - i. VP Wiggins moved to approve the 2025–2026 Working Budget.  
Secretary Kowalski-Schmidt seconded the motion.
    - 1. Trustees agree that the updated formatting is easier to follow, and they appreciate the information and transparency of the budget summary provided by Executive Director Luzeniecki.
    - 2. Trustee Patel asked after the decrease in 625: Travel & Training. Executive Director Luzeniecki noted that the amount is decreased to align with spending trends as many training events are available and budgeted for, but it is difficult to anticipate cancellations or changes in staff availability.
    - 3. Trustees asked after the increase in 626: Tuition Reimbursement and how reimbursements are processed. Executive Director Luzeniecki noted that a request for a tuition reimbursement form is utilized and confirmed that the increase reflects the growth in staff members coupled with the increase in those furthering their education.
    - 4. Trustee Aasmundstad Walsh asked about the addition of a Community Engagement Coordinator to Marketing. Executive Director Luzeniecki noted that they saw a growing need for staff available to manage outreach efforts. Trustee Patel asked if they would become the point person for community feedback. Anne noted the possibility, but explained the role is intended to facilitate the transition from bringing people *in* to promoting the Library *outside* the building. When asked if this position relates to gaps after the retirement of the Strategic Communications and Marketing Director role, Anne expressed that it does not, as responsibilities of the role were reassigned.
    - 5. Trustee Patel asked if 715: Adult Collections is higher compared to other departments due to digital collections. Executive Director Luzeniecki confirmed that the Adult Collection expenses, physical and digital, are larger than Youth and Teen.
    - 6. When asked, Technology and Metadata Services Manager Vancina noted that 836: Technology Purchase & Maintenance includes all patron and staff PCs, servers, and related subscriptions. Expenses for this change year-to-year based on the 5-year average cycle of technology replacement. 837: Library Management System Software & Services includes ILS software and databases.
    - 7. Secretary Kowalski-Schmidt asked if there is any intention to find an alternative to MARCIVE (which unexpectedly went out of business), relating to the drop in 744: Collection

Management. Technology and Metadata Services Manager Vancina noted no immediate plans to find a replacement vendor.

8. Secretary Kowalski-Schmidt asked if the decrease to overall Facility & Custodial Expenses relates to knowing the building more. Executive Director Luzeniecki confirmed that yes, the budgets are shifting as, having now occupied the building for over two years, estimates can be more accurate.
9. Trustee Aasmundstad Walsh asked after the increase in 717: Teen Collection. Executive Director Luzeniecki noted that there has been an increase in teen patrons, coupled with planned teen and middle-grade collection growth.
10. Trustee Aasmundstad Walsh asked what is included in 821: Public Relations. Executive Director Luzeniecki noted it includes advertising (which has increased in the past year), promotional items, and many marketing/outreach items. When asked, Anne clarified that *The 411 Newsletter* comes out of 820: Printing.

ii. Roll call vote.

1. Sue Wiggins: Yes
2. Julie Kowalski-Schmidt: Yes
3. Ginger Kearney: Yes
4. Kristin Aasmundstad Walsh: Yes
5. Bijal Patel: Yes
6. Kelly Simms: Yes
7. Allison Pinkett-Floyd: Yes

iii. Motion passed.

XI. Communications

- a. Executive Director Luzeniecki shared the recent thank you letter from Lombard Village President Puccio for hosting our recent blood drive.

XII. Executive Director's Report

- a. Executive Director Luzeniecki noted nothing else to report outside of the Working Budget Executive Summary, referenced for the previous Action Item.

XIII. Library Activity Report

- a. Secretary Kowalski-Schmidt asked if there was a cause known for the increase in no-shows for passport appointments. Executive Director Luzeniecki stated that any causes would be speculative on our end, but with the drop in processed applications for the month, we saw the benefit of reporting.

- b. VP Wiggins noted appreciation for the change to the hotspot deactivation timeline. Executive Director Luzeniecki stated that patrons almost always need to place a hold to check out a hotspot, so this should shorten those waiting times.
- c. Trustee Aasmundstad Walsh was very impressed with May's Instagram numbers and shouted out Emily Bradshaw (Content Coordinator) for her efforts. She also thought, and Trustees agreed, that the custom pet tag event was an adorable idea.
- d. Trustees agreed that the participation count for the Partners in Play event with DuPage Children's Museum was remarkable, and they appreciate seeing busy events at the Library.

XIV. Adjournment: 7:33 p.m.

- a. Treasurer Kearney moved to adjourn. President Pinkett-Floyd seconded the motion. All ayes, no nays. Meeting adjourned.

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

Julie Kowalski-Schmidt  
Board Secretary