

# APPROVED

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

## BOARD OF TRUSTEES MEETING MINUTES

June 20, 2023  
7:00 p.m.  
Conference Room

- 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 Conference Room of the Helen 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 Sue Wiggins, Treasurer Kristin Aasmundstad Walsh, Secretary Julie Kowalski-Schmidt; Trustees Ginger Kearney, Jennifer Erickson, and Kelly Simms
  - b. Absent: None
  - c. Staff members present: Executive Director Claudia Krauspe, Director of Strategic Communications and Marketing Sue Wilsey, Assistant Director Anne Luzeniecki, Technology and Metadata Services Manager Alex Vancina
  - d. Guests present: none
- IV. Public Comment
  - a. Public presentations were made by the following citizens of Lombard:  
Kari Hailey  
Daniel O'Connell
- V. ACTION ITEM: Adoption of the Agenda
  - a. Secretary Kowalski-Schmidt moved to adopt agenda. VP Wiggins seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, May 16, 2023
    - ii. Closed Session meeting, May 16, 2023
  - b. Approval of financial reports
    - i. Cash and Investments Report dated May 31, 2023
    - ii. Revenue and Expenditures vs. Budget Report dated May 31, 2023
    - iii. Check Register dated May 31, 2023
    - iv. Balance Sheet Previous Year Comparison as of May 31, 2023
  - c. VP Wiggins moved to approve consent agenda items. Treasurer Aasmundstad Walsh seconded motion.

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- d. Secretary Kowalski-Schmidt asked why the Building and Content insurance line item was over budget (page 3 of the Revenue and Expense Report). Claudia noted that is because we are still insuring two buildings.
  - e. Amend Closed Session minutes by adding Trustee Ginger Kearney's name to present members.
  - f. Consent agenda items approved as amended. 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: Appointment of standing Advisory Committees and Committee Chairs
    - i. President Pinkett-Floyd appointed the following members to the Audit Committee: Trustee Simms will be chairperson; Vice President Wiggins and Trustee Kearney will be members.
    - ii. President Pinkett-Floyd appointed the following members to the Policy and Bylaws Committee: Secretary Kowalski-Schmidt will be chairperson, Vice President Wiggins and Trustee Kearney will be members.
    - iii. President Pinkett-Floyd appointed the following members to the Director Relations Committee: Trustee Erickson will be chairperson, Treasurer Aasmundstad Walsh and Trustee Kearney will be members.
  - b. ACTION ITEM: Adoption of Resolution 2023-2024-001 Authorizing Non-Resident Cards for the 2023-2024 fiscal year, 7/1/23-6/30/24.
    - i. Trustee Erickson moved to approve Resolution 2023-2024-001 Authorizing Non-Resident Cards for the 2023-2024 fiscal year, 7/1/23-6/30/24. Secretary Kowalski-Schmidt seconded motion.
    - ii. Change the word "closet" to "closest".
    - iii. Change the dates to 2023-2024.
    - iv. Roll call vote.
      - 1. Allison Pinkett-Floyd – yes
      - 2. Sue Wiggins – yes
      - 3. Julie Kowalski-Schmidt – yes
      - 4. Kristin Aasmundstad Walsh – yes
      - 5. Jenny Erickson – yes
      - 6. Ginger Kearney – yes
      - 7. Kelly Simms - yes
    - v. Motion passed.
    - vi. ACTION ITEM: Approve additional Personal Time hours for staff who participated in the move to 411 S. Main, in recognition of their collective efforts, as follows:

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1. 7.5 hours (1 day) for full-time and part-time eligible staff (over 20 hours per week)
  2. 4 hours for staff working less than 20 hours per week
  3. To be used after August 1, 2023 and not carried over into 2024
  4. Intended as an acknowledgment of staff support of the move in 2023, not an ongoing annual increase
- vii. Trustee Erickson moved to approve additional Personal Time hours for staff who participated in the move to 411 S. Main. VP Wiggins seconded motion. All ayes, no nays. Motion passed.
- c. ACTION ITEM: Approve Ordinance 2022-2023-011 to Amend the Purposes of the Special Reserves Fund.
- i. VP Wiggins moved to approve Ordinance 2022-2023-011 to Amend the Purposes of the Special Reserves Fund. Trustee Kearney seconded motion.
  - ii. Claudia commented that there are notes in the budget about this Ordinance.
  - iii. Roll call vote.
    1. Allison Pinkett-Floyd – yes
    2. Sue Wiggins – yes
    3. Julie Kowalski-Schmidt – yes
    4. Kristin Aasmundstad Walsh – yes
    5. Jenny Erickson – yes
    6. Ginger Kearney – yes
    7. Kelly Simms - yes
  - iv. Motion passed.
- d. ACTION ITEM: Approval of 2023-2024 Working Budget.
- i. Trustee Erickson moved to approve. Treasurer Aasmundstad Walsh seconded motion.
  - ii. Furniture Page 15 – VP Wiggins asked why we still have so much budgeted for furniture (No. 867). Claudia noted our initial budget did not include patio furniture. We also wanted to see how people were using the spaces and then evaluate additional needs. We have identified the need for additional tables in the meeting room spaces.
  - iii. Page 6, 744 – Secretary Kowalski-Schmidt had a question about the differential between last year and this year.
  - iv. Roll call vote.
    1. Allison Pinkett-Floyd – yes
    2. Sue Wiggins – yes
    3. Julie Kowalski-Schmidt – yes
    4. Kristin Aasmundstad Walsh – yes
    5. Jenny Erickson – yes
    6. Ginger Kearney – yes
    7. Kelly Simms - yes
  - v. Motion passed.
- X. Communications
- a. No communications to report.
- XI. Library Director’s Report

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- a. Claudia reported that we received our Per Capita Grant Award grant letter.
  - b. Claudia reported that the closing on the parking lot on Maple, next to the Historical Society, will take place on July 13. Contracts and Resolutions are all signed.
  - c. Adult Services Manager Michelle Kilty asked Claudia to share the Native American Land Acknowledgement Ceremony date (Sat, July 29) with the board. The event is listed on Page 16 of the 411 Newsletter under Featured Adult Events.
  - d. Treasurer Aasmundstad noted that she would like the library to have more of a presence in the Lilac Parade next year. Claudia noted that it's a challenge to staff both the library and the parade.
- XII. Departmental Reports
- a. VP Wiggins wanted clarification about the Emerging Community Partnership listed on Page 6 under Adult Services. Claudia noted that this is meant to be a resource for staff to provide the references, not the services.
- XIII. Closed Session 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.
- a. VP Wiggins moved to go into closed session. Trustee Kearney seconded. Roll Call.
- XIV. The Board returned to Open Session at 8:56p.m. Roll Call.
- XV. Adjournment: 8:59 p.m.
- a. VP Wiggins moved to adjourn. Trustee Erickson seconded motion. All ayes, no nays.

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

Julie Kowalski-Schmidt  
Board Secretary