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

BOARD OF TRUSTEES MEETING MINUTES

June 21, 2022
7:00 p.m.
Auditorium

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 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 Ken Marshall, Trustees Jennifer Erickson, Kelly Simms, and Sue Wiggins.
   b. Absent: Treasurer Kristin Aasmundstad Walsh and Secretary Julie Kowalski-Schmidt
   c. Staff members present: Executive Director Claudia Krauspe, Director of Strategic Communications and Marketing Sue Wilsey, Technology and Metadata Services Manager Alex Vancina
   d. Guests present: Shaun Kelley – Principal Architect with Engberg Anderson

IV. Public Comment
   a. Public comments were made by the following citizens of Lombard:
      i. Meagan Himmerich – presented a petition in opposition to the YS Pride Display.
      ii. Daniel O'Connell – expressed his concern with the content of several books in the YS Pride Display.
      iii. Cary Weisgram – District 44 School Board Member. He is advocating for the creation of a Citizen's Leadership Academy in Lombard. A July 1st meeting is scheduled. He expressed his appreciation of Board Secretary Julie Kowalski-Schmidt's willingness to participate.
      iv. Allison Sacerdote-Velat – Sue Wilsey read her email in support of the YS Pride display.

V. ACTION ITEM: Adoption of the Agenda
   a. Trustee Wiggins moved to adopt agenda. Vice President 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, May 17, 2022
      ii. Closed Session meeting, May 17, 2022
   b. Approval of financial reports
      i. Check Register dated, May 31, 2022
      ii. Cash and Investments Report dated, May 31, 2022

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iii. Revenue and Expenditures vs. Budget Report dated, May 31, 2022
iv. Balance Sheet Previous Year Comparison as of, May 31, 2022

c. Trustee Wiggins moved to approve consent agenda items. Trustee Erickson seconded motion.
   i. President Pinkett-Floyd read a request from Treasurer Kristin Aasmundstad Walsh to amend the minutes regarding her comments in the May board meeting regarding using the Library logo on the new building signage.
   ii. Trustee Wiggins suggested that we merely replace the current paragraph with the edited content. All agreed that we will replace the paragraph.
   iii. All ayes, no nays. Motion passed as amended.

VII. Committee reports
   a. Audit Committee
      i. Vice President Marshall reported they did not meet.
   b. Director Relations Committee
      i. Trustee Erickson reported they did not meet.
   c. Policy and Bylaws Committee
      i. Trustee Wiggins reported that they will meet on Friday, July 15, 2022.

VIII. Unfinished Business
   a. No unfinished business to report.

IX. New Business
   a. ACTION ITEM: Approval of the Award of Furniture Contracts for the new Helen Plum Library as recommended by Engberg Anderson in their award recommendation letter dated June 7, 2022.
      i. Bids
         1. Approve the bid for Library Millwork submitted for Package 03 from Library Furniture International for the amount of $176,828.00.
            a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
               i. President Pinkett-Floyd - yes
               ii. Vice President Marshall – yes
               iii. Trustee Erickson – yes
               iv. Trustee Simms – yes
               v. Trustee Wiggins – yes
               vi. Treasurer Aasmundstad-Walsh – absent
               vii. Secretary Kowalski-Schmidt – absent
         2. Approve the bid for Library Furnishings submitted for Package 04 from Henricksen for the amount of $139,034.43.
            a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
               i. President Pinkett-Floyd - yes
               ii. Vice President Marshall – yes
               iii. Trustee Erickson – yes
               iv. Trustee Simms – yes
               v. Trustee Wiggins – yes
               vi. Treasurer Aasmundstad-Walsh – absent

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vii. Secretary Kowalski-Schmidt – absent

3. Approve the bid for Library Furnishings submitted for Package 05 from Interiors for Business for the amount of $50,780.98.
    a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
        i. President Pinkett-Floyd - yes
        ii. Vice President Marshall – yes
        iii. Trustee Erickson – yes
        iv. Trustee Simms – yes
        v. Trustee Wiggins – yes
        vi. Treasurer Aasmundstad-Walsh – absent
        vii. Secretary Kowalski-Schmidt – absent
4. Approve the bid for Custom Furniture submitted for Package 09 from Library Furniture International for the amount of $97,705.00.
    a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
        i. President Pinkett-Floyd - yes
        ii. Vice President Marshall – yes
        iii. Trustee Erickson – yes
        iv. Trustee Simms – yes
        v. Trustee Wiggins – yes
        vi. Treasurer Aasmundstad-Walsh – absent
        vii. Secretary Kowalski-Schmidt – absent

ii. Proposals

1. Approve the proposal for Office Furniture submitted for Package 01 from M&M Office Interiors for the amount of $338,364.96.
    a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
        i. President Pinkett-Floyd - yes
        ii. Vice President Marshall – yes
        iii. Trustee Erickson – yes
        iv. Trustee Simms – yes
        v. Trustee Wiggins – yes
        vi. Treasurer Aasmundstad-Walsh – absent
        vii. Secretary Kowalski-Schmidt – absent
2. Approve the proposal for Bookstacks submitted for Package 02 from Library Furniture International for the amount of $535,213.00.
    a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
        i. President Pinkett-Floyd - yes
        ii. Vice President Marshall – yes
        iii. Trustee Erickson – yes
        iv. Trustee Simms – yes
        v. Trustee Wiggins – yes
        vi. Treasurer Aasmundstad-Walsh – absent
        vii. Secretary Kowalski-Schmidt – absent
3. Approve the proposal for Library Furniture submitted for Package 06 from Interior Investments for the amount of $105,414.42.

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a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
    i. President Pinkett-Floyd - yes
    ii. Vice President Marshall – yes
    iii. Trustee Erickson – yes
    iv. Trustee Simms – yes
    v. Trustee Wiggins – yes
    vi. Treasurer Aasmundstad-Walsh – absent
    vii. Secretary Kowalski-Schmidt – absent

4. Approve the proposal for Seating submitted for Package 07 from Henricksen for the amount of $32,846.15.
    a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
        i. President Pinkett-Floyd - yes
        ii. Vice President Marshall – yes
        iii. Trustee Erickson – yes
        iv. Trustee Simms – yes
        v. Trustee Wiggins – yes
        vi. Treasurer Aasmundstad-Walsh – absent
        vii. Secretary Kowalski-Schmidt – absent
5. Approve the proposal for Seating submitted for Package 08 from Duet Resource Group for the amount of $11,992.53.
    a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
        i. President Pinkett-Floyd - yes
        ii. Vice President Marshall – yes
        iii. Trustee Erickson – yes
        iv. Trustee Simms – yes
        v. Trustee Wiggins – yes
        vi. Treasurer Aasmundstad-Walsh – absent
        vii. Secretary Kowalski-Schmidt – absent
6. Approve the proposal for tables submitted for Package 10 from Library Furniture International for the amount of $58,616.00 (agenda amended to reflect correct package name and vendor).
    a. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed as amended.
        i. President Pinkett-Floyd - yes
        ii. Vice President Marshall – yes
        iii. Trustee Erickson – yes
        iv. Trustee Simms – yes
        v. Trustee Wiggins – yes
        vi. Treasurer Aasmundstad-Walsh – absent
        vii. Secretary Kowalski-Schmidt – absent

b. ACTION ITEM: Adoption of Resolution 2022-2023-001 Authorizing Non-Resident Cards for the 2022-2023 fiscal year, 7/1/22 – 6/30/23.

i. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. 5 ayes, 0 nays, 2 absent. Motion passed.
   1. President Pinkett-Floyd - yes
   2. Vice President Marshall – yes
   3. Trustee Erickson – yes
   4. Trustee Simms – yes
   5. Trustee Wiggins – yes
   6. Treasurer Aasmundstad-Walsh – absent
   7. Secretary Kowalski-Schmidt – absent

c. ACTION ITEM: Adoption of Tentative Budget & Appropriation Ordinance 2022-2023-002.
   i. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. Roll call vote. 5 ayes, 0 nays, 2 absent. Motion passed.
      1. President Pinkett-Floyd - yes
      2. Vice President Marshall – yes
      3. Trustee Erickson – yes
      4. Trustee Simms – yes
      5. Trustee Wiggins – yes
      6. Treasurer Aasmundstad-Walsh – absent
      7. Secretary Kowalski-Schmidt – absent

d. ACTION ITEM: Set August 16, 2022, as the Public Hearing date for the Tentative Budget and Appropriate Ordinance.
   i. Trustee Wiggins moved to approve August 16, 2022 as the Public Hearing date for the Tentative Budget and Appropriations Ordinance. Trustee Erickson seconded motion. All ayes, no nays. Motion passed.

X. Communications
   a. Sue Wilsey noted that she received many comments supporting the Pride Display in the Youth Services Department.

XI. Library Director's Report
   a. Election on June 28 – the Library will be a polling place. Voting will be on the 2nd floor in the Adult Quiet Reading Room.
   b. Site Visits are being scheduled for August at the new building site.
   c. July Meeting – the Board will take a Building Tour of the existing Library building.
   d. Financial Calendar – Claudia shared a handout with an overview of the action items for the fiscal year financial calendar.
   e. Trustee Wiggins asked for more information about the leak in Youth Services. Claudia reported that it was significant leak and that some of the lighting had to be turned off as a result.
   f. Vice President Marshall asked if the Auditorium was now open to the public for reservations. Yes, Claudia reported that we are open for reservations.
   g. Vice President Marshall asked for more information about the Opening Day collection. Claudia noted that we are working with Baker and Taylor on our Opening Day Collection and that new books for Opening Day will be held for us until the building is ready.
      i. Trustee Wiggins asked if we will be billed in advance. Claudia noted that we will not be billed in advance.

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XII. Departmental Reports

a. Trustee Wiggins noted the new positions being added in the TMS department and mentioned that Alex Vancina has done a great job with staffing decisions.
b. Vice President Marshall had a question about the new positions and if they are already factored into the budget. Claudia responded that those are positions are built into the budget.
c. Vice President Marshall asked for more information regarding the Reaching Forward Conference that staff members attended. The conference seemed to be a helpful event for staff.
d. Vice President Marshall inquired about the reason library cardholder numbers are still down significantly (down 100 from April to May). Claudia responded that we had an artificial increase in numbers due to the automatic card renewals during Covid. Sue Wilsey commented that the month of September is library card month, but we will promote card renewals towards the end of the year to generate excitement around the new building opening.

XIII. Adjournment: 8:09 p.m.

a. Trustee Wiggins moved to adjourn. Trustee Erickson seconded motion. All ayes, no nays. Motion passed.

Approved:_____

Julie Kowalski-Schmidt
Board Secretary