

# APPROVED

NOTICE OF SPECIAL BOARD MEETING JUNE 8, 2020. AGENDA LISTED BELOW.

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT  
Village Hall  
255 East Wilson Ave.  
Lombard, IL 60148

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 only. Public comments received by 5:00 p.m. on Monday, June 8, 2020 will be read at the beginning of the meeting under section IV designated for public presentation to, or discussion with, the Board of Trustees. Any comments received during the meeting will be held until the end of the meeting.

Public comments should be emailed to: [bkruser@helenplum.org](mailto:bkruser@helenplum.org) by 5:00 p.m. on Monday, June 8, 2020. Public comments must contain the following information: 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.

## BOARD MEETING MINUTES

June 8, 2020

7:00 p.m.

Village Hall Trustees Conference Room

- I. Call to order
  - a. President Brandt called the meeting of the Board of Trustees to order at 7:00 p.m. in the Auditorium of the 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 Brandt, Vice President Larkin, Secretary Aasmundstad Walsh, Treasurer Pinkett-Floyd; Trustees Carlson, Marshall, Wiggins
  - b. Absent: none
  - c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Kate Pierson, Angelica Brenzel
  - d. Guests present: Robert Biddle

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- IV. Public presentation to, or discussion with, the Board of Trustees
  - a. Public presentations were made via email by the following citizens of Lombard: Mike Demkovich, Kim Angland, Robert Biddle, Julie Kowalski-Schmidt.
  - b. Due to social distancing requirements, public comments were emailed to Director Kruser in advance. She read the comments aloud for all in attendance.
  
- 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.
  
- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, March 10, 2020
    - ii. Closed Session meeting, March 10, 2020
  - b. Approval of financial reports
    - i. Check Registers dated March 31, 2020; April 30, 2020; May 31, 2020
    - ii. Cash and Investments Reports dated March 31, 2020; April 30, 2020; May 31, 2020
    - iii. Revenue and Expenditures vs. Budget Reports dated March 31, 2020; April 30, 2020; May 31, 2020
    - iv. Balance Sheet Previous Year Comparisons as of March 31, 2020; April 30, 2020; May 31, 2020
  - c. Trustee Marshall asked for clarification on items in the Revenues and Expenditures vs. Budget Report for May. He asked why the interest income was so high. Director Kruser noted that the interest accrued in relation to the taxes acquired for the new building.
  - d. Trustee Marshall also asked why income from fines decreased. Director Kruser noted that the Library extended loan deadlines and eliminated fines following the launch of the statewide Shelter-in-Place at the end of March. Prior to that, the Library also implemented an autorenewal plan that decreased opportunities for late fines.
  - e. Vice President Larkin 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. However, Trustee Marhsall noted that the committee did begin the process of the Director's evaluation by sending evaluation forms to Trustees and managers. The Committee awaits their responses, due back June 22.
  - c. Policy and Bylaws Committee
    - i. Did not meet.
  
- VIII. Unfinished Business
  - a. No unfinished business to report.

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- IX. New Business
  - a. DISCUSSION: HPL Phased Re-Opening Plan
    - i. Director Kruser distributed copies of a proposed plan to the Board. She noted that the Library finished Phase Two which included accepting and quarantining returned items. The Library is also receiving deliveries and mail.
    - ii. The Library is now in Phase Three. This phase includes Contactless Pickup for patrons, the addition of new items to the collection, and staff returning to the building for regularly scheduled shifts. Patrons can also place holds for items in the collection. The Library is not yet accepting requests for interlibrary loans.
      - 1. Director Kruser noted that Contactless Pickup launched on Monday, June 8. Staff received 35 patron phone calls within the first 40 minutes. Over 900 holds have been received and over 50 pickups have been scheduled.
    - iii. Director Kruser noted that the administrative team is modifying Phase Four and preparing to implement it in coordination with the Restore Illinois plan.
    - iv. Trustee Marshall commended Director Kruser on the plan and efforts made toward reopening the Library. Director Kruser emphasized that the plan was the result of a team effort on behalf of the administrative team.
  - b. ACTION ITEM: Approval of 2020-2021 Working Budget Draft
    - i. Director Kruser reviewed the proposed budget with the Board.
    - ii. The Trustees discussed how to best approach staff wages in light of Restore Illinois and limited in-house hours for staff. They agreed to reassess the salary budget and options at each monthly Board meeting.
    - iii. Vice President Larkin moved to approve the 2020-2021 Working Budget Draft, and it was seconded. Roll call vote: 6 ayes, 1 nay. Motion passed.
- X. Communications
  - a. No communications to report.
- XI. Library Director's Report
  - a. Director Kruser noted that she attended several webinars and Zoom meetings. President Brandt asked if there had been any all-staff Zoom meetings. She noted that the approach was more hierarchical, and managers held meetings with their respective departments.
- XII. Departmental Reports
  - a. No questions or comments from the Board.
- XIII. The Board went into Closed Session at 7:55 p.m. to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Roll Call.
  - a. Secretary Aasmundstad Walsh moved to enter into Closed Session and it was seconded by Trustee Marshall. All ayes, no nays.

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- XIV. The Board returned to Open session at 8:47 p.m. to vote on items discussed in Closed Session
- a. Approval of 401 S. Main Street purchase contract. Roll Call.
    - i. Vice President Larkin moved to ratify and approve the 401 S. Main Street purchase contract. Treasurer Pinkett-Floyd seconded. Roll call vote: 6 ayes, 1 nay. Motion passed.
  - b. Approval of 425 S. Main Street purchase contract. Roll Call.
    - i. Vice President Larkin moved to ratify and approve the 425 S. Main Street purchase contract. Treasurer Pinkett-Floyd seconded. Roll call vote: all ayes, no nays. Motion passed.
  - c. Approval of easement purchase contract. Roll Call.
    - i. Vice President Larkin moved to ratify and approve the easement purchase contract. Trustee Carlson seconded. Roll call vote: all ayes, no nays. Motion passed.
- XV. Adjournment: 8:51 p.m.
- a. Vice President Larkin moved to adjourn at 8:51 p.m. Treasurer Pinkett-Floyd seconded.

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

Kristin Aasmundstad Walsh  
Board Secretary