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

BOARD OF TRUSTEES MEETING MINUTES

June 9, 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, June 9, 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, June 9, 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, Secretary Aasmundstad Walsh; Trustees Carlson, Marshall, Wiggins
 - b. Absent: Vice President Larkin, Treasurer Pinkett-Floyd (arrived at 7:54pm)
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina, Anne Luzeniecki, Kristie Leslie, Michelle Kilty, Michelle Baumann
 - d. Guests present: Jennifer Erickson, Kelly Ann Simms, Julie Kowalski-Schmidt
- IV. Public Comment
 - a. Public presentations were made by the following citizens of Lombard: No public presentations were made.
- V. Thank you presentation to outgoing trustees Jason Brandt, John Larkin, and Virginia Carlson
 - a. Claudia Krauspe, Interim Executive Director presented framed certificates commemorating each Trustee's many years of services to the Library.

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- VI. Swearing in of Trustees elected in the 2021 Consolidated Election: Jennifer Erickson, Julie Kowalski-Schmidt, Kelly Ann Simms, and Susan Wiggins. Notary Public administers Oath of Office.
 - a. Angelica Brenzel, Notary, presented the Oath of Office to swear in the following elected Trustees: Jennifer Erickson, Kelly Ann Simms, Julie Kowalski-Schmidt, and Sue Wiggins.
- VII. ACTION ITEM: Motion to elect the Board Secretary as President pro tem for the purpose of conducting the election of Officers
 - a. Trustee Wiggins moved to elect the Board Secretary as President pro tem for the purpose of conducting the election of Officers. Trustee Marshall seconded motion. All ayes, no nays. Motion passed.
 - b. Secretary Aasmundstad Walsh moved to go into a brief intermission. The meeting resumed at 7:20 p.m. in the absence of Treasurer Pinkett-Floyd.
- VIII. ACTION ITEM: Election of Board of Trustees Officers (President, Vice-President, Treasurer, and Secretary). Roll Call or ballot vote.
 - a. Secretary Aasmundstad Walsh read the description of the role of President as outlined in the Trustee Bylaws. Trustee Marshall moved to nominate Allison Pinkett-Floyd as president of the Board. Trustee Simms seconded motion. No other nominations were made. Roll Call vote. All ayes, no nays. Motion passed pending formal acceptance of nomination by Allison Pinkett-Floyd.
 - b. Secretary Aasmundstad Walsh read the description of the role of Vice President as outlined in the Trustee Bylaws. Secretary Aasmundstad Walsh moved to nominate Trustee Marshall as Vice President. Trustee Wiggins seconded motion. Trustee Marshall formally accepted the nomination. No other nominations were made. Roll Call vote. All ayes, no nays. Motion passed.
 - c. Secretary Aasmundstad Walsh read the description of the role of Secretary as outlined in the Trustee Bylaws. Trustee Marshall moved to nominate Trustee Kowalski-Schmidt as Secretary. Secretary Aasmundstad Walsh seconded motion. Trustee Kowalski-Schmidt formally accepted the nomination. No other nominations were made. Roll Call vote. All ayes, no nays. Motion passed.
 - d. Kristin Aasmundstad Walsh read the description of the role of Treasurer as outlined in the Trustee Bylaws. Trustee Marshall moved to nominate Kristin Aasmundstad Walsh as Treasurer. Trustee Wiggins seconded motion. Kristin Aasmundstad Walsh formally accepted the nomination. No other nominations were made. Roll Call vote. All ayes, no nays. Motion passed.
 - e. Election of officers concluded. Vice President Marshall assumed leadership of the meeting.
- IX. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Wiggins moved to adopt agenda. Secretary Kowalski-Schmidt seconded motion. All ayes, no nays. Motion passed.
- X. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, May 12, 2021
 - ii. Closed Session meeting, May 12, 2021
 - b. Approval of financial reports

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- i. Check Register dated May 31, 2021
 - ii. Cash and Investments Report dated May 31, 2021
 - iii. Revenue and Expenditure vs. Budget Report dated May 31, 2021
 - iv. Balance Sheet Previous Year Comparison as of May 31, 2021
 - c. Trustee Wiggins moved to approve consent agenda items. Treasurer Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.
- XI. 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.
- XII. Unfinished Business
- a. No unfinished business to report.
- XIII. New Business
- a. ACTION ITEM: Approval of 2021-2022 Working Budget
 - i. Trustee Wiggins moved to approve the 2021-2022 Working Budget. Treasurer Aasmundstad Walsh seconded motion. All ayes. No nays. Motion passed.
 - ii. Vice President Marshall asked about the budget for new hires. Claudia Krauspe, Interim Executive Director, informed the Board that the leadership team anticipates needing new hires for future programming as well as the new building. Positions may not post until early 2022. Claudia also noted that this budget will come from the new building budget rather than the current operating fund.
 - iii. Vice President Marshall asked why the computer maintenance budget increased. Alex Vancina, IT and Tech Services Manager, informed the Board that this budget line applies to multiple technology needs rather than to one vendor. This line includes some budgeting for the new building, including backup servers, security patches, etc. Alex also noted that this budget line comes in under budget every year. It includes a higher amount as a precaution.
 - b. Allison Pinkett-Floyd arrived at 7:54pm. Vice President Marshall resumed the election of officers and informed Allison of her nomination as president. Allison accepted the nomination and agreed to take on the role of Board President. President Pinkett-Floyd assumed leadership of the meeting.
- XIV. Communications
- a. No communications.
- XV. Library Director's Report
- a. Claudia Krauspe introduced the members of the management team who were present at the meeting: Michelle Baumann, Business Office and HR Coordinator; Michelle Kilty, Adult Services Manager; Kristie Leslie, Marketing Manager; Anne Luzenicki, Assistant Director; Alex Vancina, IT and Tech Services Manager; and Angelica Brenzel, Administrative Assistant. Claudia noted that both Phil Lucas, Facilities and Security Services Manager, and Michelle Petersen, Patron Services Manager, were absent. Anne

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noted that Tabatha Anderson will start as the new YS manager at the end of June. Claudia informed the new Board that there will be a future opportunity to tour the various departments and meet more staff.

- i. Vice President Marshall commended staff on the amazing job they've been doing as a team to serve the community.
- b. Claudia Krauspe informed the board that they did close the bond issue on Monday. Next steps include drafting annual ordinances and communicating these updates to the public. Claudia also anticipates a special board meeting at the end of the month to address the construction bids which will be opened on June 17.
- c. Vice President Marshall asked about easements regarding neighborhood agreements for the new building. Sue Wilsey, Director of Strategic Communications and Marketing, noted that all of the easements were signed. Details will be ironed out in the future as we get closer to construction.

XVI. Departmental Reports

- a. Trustee Wiggins asked for an update as the state prepares to move into Phase 5 of the Restore Illinois plan. Anne Luzenicki noted that the administrative team hopes to start opening up more sections of the library, including the Adult Quiet Reading Room and the two-person study room. There will also be updates to the mask requirements.
 - i. Both Anne and Claudia agreed to provide additional updates to the Board as they work through Phase 5.
- b. Secretary Kowalski-Schmidt reviewed the stats and asked if the book club attendance has been affected by the pandemic. Michelle Kilty informed the Board that attendance has declined in the virtual book clubs. She noted that virtual program attendance has started to decline in general. However, the administrative team hopes to plan for in-person programming in the fall.
- c. Vice President Marshall asked for more information on Patron Point. Kristie Leslie noted that the marketing team is working with Michelle Petersen and Alex Vancina to launch this platform. Patron Point will replace several of the services that the Library already uses. It will help streamline future marketing planning and communication with patrons, especially in relation to the new building. The marketing team anticipates more residents will sign up for library cards as the new building project advances.
- d. Treasurer Aasmundstad Walsh asked for clarification on the migration from Encore to Vega. Alex Vancina informed the Board that Vega is Encore's next generation online catalog. The catalog will be more mainstreamed and user friendly for both staff and patrons.

XVII. Adjournment: 8:36 p.m.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary