

# APPROVED

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

## BOARD OF TRUSTEES MEETING MINUTES

July 14, 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 current recommendations from the CDC and IDPH regarding wearing face masks and maintaining social distance.

Public comments for this Board Meeting will be accepted by email. Public comments received by 5:00 p.m. on Wednesday, July 14, 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](mailto:swilsey@helenplum.org) by 5:00 p.m. on Wednesday, July 14, 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 Pinkett-Floyd 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 Pinkett-Floyd, Vice President Marshall, Secretary Kowalski-Schmidt; Trustees Erickson, Simms, Wiggins
  - b. Absent: Treasurer Aasmundstad Walsh
  - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina, Michelle Petersen
  - d. Guests present: Shaun Kelly, John Eallonardo, Nathan Van Zuidam,
- IV. Public Comment
  - a. No public presentations were made.
- 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.

# APPROVED

- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, June 9, 2021
  - b. Approval of financial reports
    - i. Check Register dated June 30, 2021
    - ii. Cash and Investments Report dated June 30, 2021
    - iii. Revenue and Expenditure vs. Budget Report dated June 30, 2021
    - iv. Balance Sheet Previous Year Comparison as of June 30, 2021
  - c. Trustee Wiggins moved to approve consent agenda items. Vice President Marshall 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.
  - c. Policy and Bylaws Committee
    - i. Did not meet.
  - d. President Pinkett-Floyd noted that the committees have not met as they are in transition. New committee roles will be appointed tonight. However, former committee chairs should gather and compose their annual reports for submission to the Board.
  
- VIII. Unfinished Business
  - a. No unfinished business to report.
  
- IX. New Business
  - a. ACTION ITEM: Assignment of Committee Chairs
    - i. President Pinkett-Floyd assigned committee appointments as follows
      - 1. The Policy and Bylaws Committee will consist of Trustee Wiggins (Chair), Vice President Marshall (alternate), and Trustee Simms.
      - 2. The Director Relations Committee will consist of Treasurer Aasmundstad Walsh (Chair), Secretary Kowalski-Schmidt (alternate), and Trustee Erickson.
      - 3. The Audit Committee will consist of Vice President Marshall (Chair), Trustee Wiggins (alternate), and Trustee Erickson.
    - ii. Trustees agreed to the committee appointments. All ayes, no nays. Motion carries.
  - b. ACTION ITEM: Set September 8, 2021 as the Public Hearing date for the Tentative Budget and Appropriations Ordinance. Roll Call Vote.
    - i. Trustee Wiggins moved to approve September 8, 2021 as the Public Hearing date for the Tentative Budget and Appropriations Ordinance. Secretary Kowalski-Schmidt seconded motion. Roll Call Vote. All ayes, no nays. Motion carries.
  - c. ACTION ITEM: Approval of Ordinance 2021-2022-001 to Transfer \$75,000 from the Library Fund to the Special Reserve Fund. Roll Call Vote.
    - i. Trustee Wiggins moved to approve of Ordinance 2021-2022-001 to Transfer Funds from the Library Fund to the Capital Projects Fund. Trustee Erickson seconded motion. Roll Call Vote. All ayes, no nays. Motion carries.

# APPROVED

- ii. Trustee Marshall asked about the origin of this amount. Interim Director Krauspe noted that the monetary amount is a surplus from the 2020-2021 fiscal year operating budget. It was recommended that this surplus transfer to Special Reserves because the Capital Building fund is well funded.
- d. ACTION ITEM: Approval of the Award of Trade Contracts for Bid Package #3 for the construction of the new Helen Plum Library as recommended by Frederick Quinn Corporation in their award recommendation letter dated July 8, 2021. Roll Call Vote.
  - i. Trustee Wiggins moved to approve of the Award of Trade Contracts for Bid Package #3 for the construction of the new Helen Plum Library as recommended by Frederick Quinn Corporation in their award recommendation letter dated July 8, 2021. Secretary Kowalski-Schmidt seconded motion. Roll Call Vote. All ayes, no nays. Motion carries.
  - ii. John Eallonardo of FQC presented the Bid Package #3. He noted that FQC received 125 individual bids. On the 26 individual bid packages, they met with lowest single bidder and verified the contractor. From that Fred Marano composed this recommendation letter.
    - 1. Trustee Wiggins noticed several contractors from other states. John Eallonardo noted that FQC has worked with some of these bidders in the past; however, this is an exciting project that has drawn attention from many bidders.
    - 2. Trustee Erickson asked if the number of received bids exceeded expectations. John Eallonardo noted that the number did meet and exceed expectations due to the attractiveness of the project.
    - 3. Vice President Marshall asked for some clarification on bidding language and processes. John Eallonardo provided clarification on the process as well as the approach taken by Fred Marano.
- e. ACTION ITEM: Approval to participate in the non-residential card program for the year July 1, 2021 to June 30, 2022 and to use the tax-bill formula for the non-resident cards. Roll Call Vote.
  - i. Trustee Wiggins moved to approve participation in the non-residential card program for the year July 1, 2021 to June 30, 2022 and to use the tax-bill formula for the non-resident cards. Secretary Kowalski-Schmidt seconded motion. Roll Call Vote. All ayes, no nays. Motion carries.
- f. ACTION ITEM: Vote to close (unpaid) for the rescheduled Lilac Parade on Sunday, September 19, 2021
  - i. Vice President Marshall moved to approve closing (unpaid) for the rescheduled Lilac Parade on Sunday, September 19, 2021. Trustee Erickson seconded motion. All ayes, no nays. Motion carries.

## X. Communications

- a. Secretary Kowalski-Schmidt noted that the Board received a few emails from the community regarding a Pride book display in the Youth Services section of the Library. Secretary Kowalski-Schmidt read these emails aloud for the meeting. Copies are included in the Board packet files.
  - i. Sue Wilsey, Director of Strategic Communications and Marketing, shared an additional email that was directed to the Library and Board. A copy is included in the Board Packet files.

# APPROVED

## XI. Library Director's Report

- a. Interim Director Krauspe provided an update on the building project. She noted that the next step is for grating. Permits were received last week.
  - i. Vice President asked if the Board should expect any more major bids. Interim Director Krauspe informed the Board that a furniture bid will be presented in the fall.
- b. Interim Director Krauspe also noted that the August Board meeting will be held in the Library Auditorium. More details will be provided next month.

## XII. Departmental Reports

- a. Secretary Kowalski-Schmidt asked if the Library would be participating in the County's initiative for a mobile vaccination site. Interim Director Krauspe informed the Board that the Library will participate. The county will set up in the Library parking lot on July 28 from 10:00 a.m. to 12:00 p.m. They will return on August 18 for second doses. They will provide both Pfizer and Johnson & Johnson vaccines.
- b. Vice President Marshall asked for clarification on the merging of the IT and TS Departments into the Technology and Metadata Services Department. Alex Vancina, manager, noted that there are not currently plans to increase staff; however, the management team will consider adding more staff as they prepare for services in the new building.
- c. Trustee Erickson asked for more information on the transition to Vega Discover. Alex Vancina clarified that Vega Discover is the successor to Encore and will be more user-friendly for patrons. The plan is to launch Vega in December as Encore is phased out.
  - i. Trustee Erickson also asked if LYRISIS will replace apps such as Libby. Alex clarified that LYRISIS allows patrons to search for eresources through one app rather than multiple apps. But it has yet to be determined if this will replace those apps.
  - ii. Sue Wilsey noted that both the Vega and LYRISIS initiatives are part of the strategic plan to help patrons better become acquainted with the Library collection and resources.
- d. President Pinkett-Floyd thanked the staff for all of the work that was put into planning for the Groundbreaking Ceremony. The Board also expressed gratitude toward the teams at Engberg Anderson and Frederick Quinn for their contributions and participation in the event.

## XIII. Adjournment: 7:45 p.m.

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

Julie Kowalski-Schmidt  
Board Secretary