

# APPROVED

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

## BOARD OF TRUSTEES MEETING MINUTES

July 18, 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 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
  - b. Absent: Kelly Simms
  - c. Staff members present: Executive Director Claudia Krauspe, Assistant Director Anne Luzeniecki, Technology and Metadata Services Manager Alex Vancina, Angelica Brenzel
  - d. Guests present: none
- IV. Public Comment
  - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Secretary Kowalski-Schmidt moved to adopt agenda. Treasurer Aasmundstad-Walsh seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, June 20, 2023
    - ii. Closed Session meeting, June 20, 2023
  - b. Approval of financial reports
    - i. Approval of financial reports
    - ii. Cash and Investments Report dated June 30, 2023.
    - iii. Revenue and Expenditures vs. Budget Report dated June 30, 2023.
    - iv. Check Register dated June 30, 2023.
    - v. Balance Sheet Previous Year Comparison as of June 30, 2023
  - c. Vice President Wiggins moved to approve consent agenda items. Treasurer Aasmundstad-Walsh seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
  - a. Audit Committee
    - i. Did not meet.

# APPROVED

- 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: Adoption of Tentative Budget & Appropriation Ordinance 2023-2024-002. Roll call vote.
    - i. Vice President Wiggins moved to approve the Tentative Budget & Appropriation Ordinance 2023-2024-002. Secretary Kowalski-Schmidt seconded motion. All ayes, no nays. Motion passed.
      - 1. Executive Director Claudia Krauspe reminded the Trustees that the Ordinance is tentative and typically reflects values higher than those featured in the working budget. This is because the Ordinance reflects the legal spending limits.
    - ii. 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 – absent
  - b. ACTION ITEM: Set August 15, 2023, as the Public Hearing date for the Tentative Budget and Appropriation Ordinance.
    - i. Executive Director Claudia Krauspe noted that the Public Hearing date needs to be set a minimum of 30 days after approving the Tentative Budget and Appropriation Ordinance. Therefore, the date needs to be set after August 15, 2023. Executive Director Claudia Krauspe recommended moving the August Board Meeting to August 22, 2023, and holding the Public Hearing on the same date. The Trustees agreed and moved to approve the Action Item as amended.
    - ii. Vice President Wiggins moved to set August 22, 2023, as the Amended Public Hearing date for the Tentative Budget and Appropriation Ordinance. Trustee Erickson seconded motion. All ayes, no nays. Motion passed.
  - c. ACTION ITEM: Adoption of Ordinance 2023-2024-003 to Transfer Funds from the Library Fund to the Special Reserve Fund. Roll call vote.
    - i. Vice President Wiggins moved to approve Ordinance 2023-2024-003 to Transfer Funds from the Library Fund to the Special Reserve Fund. Secretary Kowalski-Schmidt seconded motion. All ayes, no nays. Motion passed.
      - 1. Executive Director Claudia Krauspe noted that the effective date in the Ordinance is June 30, 2023, because that denotes the end of the prior fiscal year.
    - ii. Roll call vote.
      - 1. Allison Pinkett-Floyd – yes

# APPROVED

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 - absent

## X. Communications

- a. Secretary Kowalski-Schmidt shared that she received one email opposing the Library's Pride display. She also received three emails supporting the display and the new building.
- b. President Pinkett-Floyd thanked Trustee Kearney for her summary of her experience at this year's ALA Conference.

## XI. Library Director's Report

- a. Executive Director Claudia Krauspe shared that the Library official closed on the parking lot located at 25 W Maple Street. The lot is now owned solely by the Village of Lombard.
- b. Executive Director Claudia Krauspe shared that the ILA conference will be in Springfield from October 24-26, 2023. Trustee Day will be Thursday, October 26. The early bird deadline for registration is October 2, 2023. The final deadline for registration is October 12, 2023. She reminded the Trustees that she can register on their behalf. They are also welcome to do so themselves and get reimbursed. She reminded Trustees to register under the Library's ILA membership to receive membership rates.
- c. Executive Director Claudia Krauspe updated the Trustees on a recent FOIA request that required several staff hours from the end of June through the beginning of July. She has consulted legal counsel on the best way to address this request. She will provide a summary of the request and any legal responses at the next Board meeting.
- d. Executive Director Claudia Krauspe shared that an ALA special report on *Cultural Humility*. She noted that all the managers have their own copies. She found the report very beneficial and would be happy to order copies for the Trustees if they would like to read it as well.
- e. Executive Director Claudia Krauspe updated the Trustees on efforts regarding disposition of contents at 110 W. Maple Street. She is working with Jack Hayes and staff at Frederick Quinn to determine whether or not the boilers need to be included in a bid for asbestos abatement. She will provide the Trustees with updates as she receives them.
  - i. Vice President Wiggins asked if the Library was responsible for demolition. Executive Director Claudia Krauspe noted that a previous IGA stated the property should be returned to the original grade. However, neither Library nor Village staff have been able to locate documentation about the original grade. The Library will work with the Village and Park District to reach a reasonable compromise on grading. If it isn't too costly, the Library may consider demotion to that compromised grading.
  - ii. Treasurer Aasmundstad-Walsh asked if these costs were included in the construction budget. Executive Director Claudia Krauspe clarified that any unexpected expenses are covered by the contingency line item in the construction budget.

# APPROVED

- XII. Departmental Reports
- a. Trustee Erickson commended staff on the rise in stats featured in the reports, including an increase in attendance for Teen programming and an increase in library card holders.
    - i. Trustee Erickson also commended the high usage of study rooms based on this month's statistics. Staff anticipate these stats rising with the start of the new school year.
  - b. Vice President Wiggins commended Alex Vancina on winning a Microfilm scanner for the Library. She also commended the department of Technology and Metadata Services for diligently cataloging and processing new materials to catch up from the backlog of deliveries that resulted from the building transition.
  - c. Vice President Wiggins commended Patron Services and their idea for Boo Hoo bags. The Trustees agreed it was a very considerate way to accommodate patrons, especially children.
- XIII. The Board went into Closed Session at 7:47 p.m. 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. Vice President Wiggins moved to enter Closed Session, and it was seconded by Treasurer Aasmundstad Walsh. All ayes, no nays.
- XIV. The Board returned to Open Session at 8:25 p.m. to affirm the closed session decision to appoint Anne Luzeniecki as Interim Director to succeed Claudia upon her retirement.
- a. Claudia Krauspe informed the Board of her intent to retire in September.
  - b. The Board vote to approve this appointment will be on the agenda for the August Board Meeting.
- XV. Adjournment: 8:26 p.m.
- a. Vice President Sue Wiggins moved to adjourn. President Allison Pinkett-Floyd seconded motion. All ayes, no nays.

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

Julie Kowalski-Schmidt  
Board Secretary

Notes taken by Angelica Brenzel.