

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

BOARD OF TRUSTEES SPECIAL MEETING MINUTES

July 22, 2025
7:00 p.m.
Conference Room

- 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 Conference Room.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Trustee Simms read the Land Acknowledgement Statement: The Helen Plum Library Board of Trustees unanimously acknowledges that many indigenous groups once lived on the land where the Library now resides. The Library invites all to learn their histories, cultures, and peoples. The Library Board encourages our neighbors to explore learning opportunities through local, Indigenous-based organizations such as Midwest SOARRING Foundation.
- IV. Roll call, recording both present and absent members, with approved virtual attendance noted with an *
 - a. Present: President Allison Pinkett-Floyd, Vice President Sue Wiggins, Secretary Julie Kowalski-Schmidt, Treasurer Ginger Kearney; Trustees Kristin Aasmundstad Walsh, Kelly Simms, and Bijal Patel (arrived at 7:03 p.m.)
 - b. Absent: None
 - c. Staff members present: Executive Director Anne Luzeniecki, Assistant Director Tyler Works, Technology and Metadata Services Manager Alex Vancina, Facilities & Security Services Manager Phil Lucas, and Executive Assistant Jenn Ferguson
 - d. Guests present: None
- V. Public Comment
 - a. A member of the public was present, but no public comments were made.
- VI. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt the agenda. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed.
- VII. ACTION ITEM: Approval of consent agenda items

- a. Approval of minutes
 - i. Regular Board meeting, June 17, 2025
- b. Approval of financial reports
 - i. Check Register dated June 30, 2025
 - ii. Cash and Investments Report dated June 30, 2025
 - iii. Revenue and Expenditures vs. Budget Report dated June 30, 2025
 - iv. Balance Sheet Previous Year Comparison as of June 30, 2025
- c. VP Wiggins moved to approve consent agenda items. Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.

VIII. Committee and Foundation Reports

- a. Audit Committee
 - i. Did not meet. Chair Simms noted a September meeting is being scheduled.
- b. Director Relations Committee
 - i. Chair Kearney reported the committee met on July 14 to discuss questions for the Executive Director evaluation. The next meeting is scheduled for August 5 at 6:00 p.m. to finalize the evaluation information.
- c. Policy and Bylaws Committee
 - i. Did not meet. Chair Kowalski-Schmidt noted the committee meeting schedule is being finalized, with an upcoming meeting in September.
- d. Helen Plum Library Foundation
 - i. Trustee Kearney reported the Foundation has raised \$120 from the recent Farmers Market and Rainbow Cone fundraiser. The next Farmers Market is July 29 and the next restaurant fundraiser is with El Famous Burrito on August 13.
 - ii. The Foundation is hosting a special collection book sale August 23–24 (while supplies last) at the Library, with all proceeds benefiting the Helen Plum Library.

IX. Unfinished Business

- a. Line item 861 Building & Contents Insurance information
 - i. Executive Director Luzeniecki clarified that this included a pre-paid bill for the FY25/26, paid in May.
- b. Elevator
 - i. VP Wiggins asked after the patron elevator. Facilities & Security Services Manager Lucas provided an update to the sensor error issue from our new elevator service company, which the previous service company would not address. The replacement part has a 6-week lead time.
- c. House Bill 42
 - i. Treasurer Kearney noted this bill will passively be signed into law on August 18th after the automatic 60-day holding period.

X. New Business

- a. ACTION ITEM: Adopt Ordinance 2025-2026-002 to Transfer Funds from the Library Fund to the Capital Projects Fund.
 - i. VP Wiggins moved to adopt Ordinance 2025-2026-002 to Transfer Funds from the Library Fund to the Capital Projects Fund. Treasurer Kearney seconded the motion. Roll call vote.
 - 1. Kristin Aasmundstad Walsh: Yes
 - 2. Ginger Kearney: Yes
 - 3. Julie Kowalski-Schmidt: Yes
 - 4. Bijal Patel: Yes
 - 5. Kelly Simms: Yes
 - 6. Sue Wiggins: Yes
 - 7. Allison Pinkett-Floyd: Yes
- b. ACTION ITEM: Adopt Ordinance 2025-2026-003 to Transfer Funds from the Library Fund to the Debt Service Fund.
 - i. VP Wiggins moved to adopt 2025-2026-003 to Transfer Funds from the Library Fund to the Debt Service Fund. Treasurer Kearney seconded the motion. Roll call vote.
 - 1. Kristin Aasmundstad Walsh: Yes
 - 2. Ginger Kearney: Yes
 - 3. Julie Kowalski-Schmidt: Yes
 - 4. Bijal Patel: Yes
 - 5. Kelly Simms: Yes
 - 6. Sue Wiggins: Yes
 - 7. Allison Pinkett-Floyd: Yes
- c. ACTION ITEM: Adopt Resolution 2025-2026-004 IMRF Notice of Appointment of Authorized Agent (IMRF Form 2.20 rev. 10/2014)
 - i. VP Wiggins moved to adopt Resolution 2025-2026-004 IMRF Notice of Appointment of Authorized Agent (IMRF Form 2.20 rev. 10/2014). Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.

XI. Communications

- a. None received.

XII. Executive Director's Report

- a. Assistant Director Works presented the summary results of the recent Library Event Survey.
 - i. When compared to previous surveys, there was an increase in respondent households with Seniors and Early Childhood users. As a note, respondents could select multiple event types.
 - ii. Based on the self-reported Residence Areas, there was discussion on the need for more targeted analysis of patron residency and service coverage.

- iii. Trustee Aasmundstad Walsh asked where Storytimes get counted in Event Types. Tyler noted he would follow up with clarification.
- iv. Executive Director Luzeniecki confirmed that this was the last patron survey in the series. The Board SOAR (Strengths, Opportunities, Aspirations, and Results) analysis will be coming up in August.
- v. There was discussion on “Registration Capacity” being reported as an Attendance Barrier. An analysis of ways to streamline program registration, and the potential to target patrons with more segmented email campaigns based on the patrons’ email and programming preferences were suggested.
- b. Executive Director Luzeniecki noted that large book tote bags are going to be available for checkout beginning tomorrow. There will be 50 available.
- c. Executive Director Luzeniecki reminded Trustees that book shifting is in progress, with a large overhaul of the 2nd floor collection. Materials are moving and shelves are being adjusted to support the shifted items.

XIII. Library Activity Report

- a. Trustee Aasmundstad Walsh asked if the Home Delivery service goes to Beacon Hill. Executive Director Luzeniecki confirmed that it does.
- b. Secretary Kowalski-Schmidt brought up the World Language Cataloging project, noting interest in the expansion of the languages in the Library’s collection. Technology and Metadata Services Manager Vancina noted that the benefit of utilizing this grant-funded service from RAILS is having speakers of the language better equipped to properly catalogue the content. When asked, Alex noted he had no information on whether this service will be impacted by recent cuts to IMLS funding.
- c. Trustee Aasmundstad Walsh asked if we had a display for July being Disability Pride month. Executive Director Luzeniecki stated that there is, and, in general, patron trends are monitored for planning displays and coordinated programming.
- d. Trustee Simms briefly spoke on her attendance at the recent ALA Conference in Philadelphia, PA. She noted that, though the scale was a little overwhelming, the conference was amazing. Not many sessions were targeted at trustees, but sessions were enlightening and inspiring regardless, especially those from the mainstage speakers.

XIV. Board of Trustees Building Tour

- a. All present toured the building beginning at 7:52 p.m., returning to the Conference Room at 8:28 p.m. upon completion.

XV. Adjournment: 8:29 pm

- a. VP Wiggins moved to adjourn. Treasurer Kearney seconded the motion. All ayes, no nays. Meeting adjourned.

APPROVED

Approved: _____

Julie Kowalski-Schmidt
Board Secretary