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

BOARD OF TRUSTEES MEETING MINUTES

August 11, 2021

7:00 p.m.

Auditorium

The meeting will be held at 7:00 p.m. at the Library. 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, August 11, 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, August 11, 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 Helen 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, Treasurer Aasmundstad Walsh, Secretary Kowalski-Schmidt; Trustees Erickson, Simms, Wiggins
 - b. Absent: None
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina, Anne Luzeniecki, Michelle Petersen
 - d. Guests present: John Eallonardo
- IV. Public Comment
 - a. Public presentations were made by the following citizens of Lombard: No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Wiggins moved to adopt agenda. Secretary Kowalski-Schmidt seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items

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- a. Approval of minutes
 - i. Regular Board meeting, July 14, 2021
 - b. Approval of financial reports
 - i. Check Register dated July 31, 2021
 - ii. Cash and Investments Report dated July 31, 2021
 - iii. Revenue and Expenditure vs. Budget Report dated July 31, 2021
 - iv. Balance Sheet Previous Year Comparison as of July 31, 2021
 - c. Trustee 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. Vice President Marshall, Committee Chair, noted that the committee has not met. However, they are planning to meet in September.
 - b. Director Relations Committee
 - i. Treasurer Aasmundstad Walsh, Committee Chair, noted that the committee has not met. However, they are planning to meet in September.
 - c. Policy and Bylaws Committee
 - i. Trustee Wiggins, Committee Chair, noted that the committee has not met. However, they are planning to meet in September.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. ACTION ITEM: Approval of the Guaranteed Maximum Price (GMP) amendment as presented by Frederick Quinn Corporation in their correspondence dated 8/4/2021. Roll Call Vote.
 - i. Trustee Wiggins moved to approve of the Guaranteed Maximum Price (GMP) amendment as presented by Frederick Quinn Corporation in their correspondence dated 8/4/2021. Trustee Erickson seconded motion. Roll Call Vote. All ayes, no nays. Motion passed.
 - ii. John Eallonardo from FQC explained that FQC guarantees a maximum price for the new building budget. This is based on the bid packages that Fred Marano received and vetted. Any contingencies or allowances made at the end of project completion will be returned to the Library or will not be billed.
 - iii. Secretary Kowalski-Schmidt asked if FQC had plans in place to prevent overtime, especially considering the pandemic. John Eallonardo noted that there is not a specific plan in place, but FQC will manage the schedule to the best of their ability to avoid overtime. If it is needed, FQC will notify the Library before moving forward with any overtime. Claudia Krauspe, Interim Executive Director, noted that the Library would only approve of overtime work if it served in the best interests of the project.
 - iv. John Eallonardo also noted that Fred Marano was successful in finalizing the building permits, the last step needed before beginning construction. Fred was also successful in working with the Village to wave a bond requirement that will save the Library from incurring a significant expense.

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- b. ACTION ITEM: Approval of FY 2020-2021 Illinois Public Library Annual Report (IPLAR). Roll Call Vote.
 - i. Trustee Erickson moved to approve of FY 2020-2021 Illinois Public Library Annual Report (IPLAR). Treasurer Aasmundstad Walsh seconded motion. Roll call vote. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Approval of Tentative Budget & Appropriation Ordinance 2021-2022-002 with Public Hearing on the Tentative Budget and Appropriation Ordinance on September 8, 2021, as set at the July 14 Board Meeting. Roll Call vote.
 - i. Trustee Wiggins moved to approve of Tentative Budget & Appropriation Ordinance 2021-2022-002 with Public Hearing on the Tentative Budget and Appropriation Ordinance on September 8, 2021, as set at the July 14 Board Meeting. Secretary Kowalsk-Schmidt seconded motion. Roll Call vote. All ayes, no nays. Motion passed.
 - ii. Vice President Marshall asked for clarification on how financial amounts were calculated for this ordinance. Claudia Krauspe, Interim Executive Director, informed the Board that the amounts in the Ordinance are a percentage higher to set the legal spending caps for the Library. The fiscal year working budget contains detailed line items that are more accurate reflections of the Library's spending.
 - 1. Claudia also noted that the Board will vote to approve the final Ordinance in September. They will also vote to approve the Certified Estimate of Revenues by Source. Both documents will be filed with the county clerk following approval.
 - d. PRESENTATION: Considerations for Permanently Eliminating Overdue Fines
 - i. Claudia Krauspe, Interim Executive Director, noted that the purpose of the presentation is to inform the Board and clarify what the administrative team is proposing going forward. The Board will vote to approve any decisions in September. If the Board decides to eliminate fines, there will also be a policy change that requires approval.
 - ii. Anne Luzeniecki, Assistant Director, presented some background on "fine free" practices at other libraries, as well as a proposed billing schedule for the Helen Plum Library. She noted that the Library has made a number of policy concessions in order to better accommodate patrons during the pandemic; therefore, the transition to permanently eliminate fines should be fairly seamless.
 - 1. Treasurer Aasmundstad Walsh expressed concerns about communicating the change to the public. Anne reassured the Board that the administrative team has taken that into consideration and intends to have a communication plan in place.
 - iii. Overall, the Board agreed that it will be beneficial to both staff and patrons to eliminate fines. They will vote on final approval at the September Board meeting.
- X. Communications
- a. No communications to report.
- XI. Library Director's Report
- a. Vice President Marshall expressed concerns about the lack of mask requirements inside of the Library building. Claudia Krauspe, Interim Executive Director, explained that the Library takes their regulation cues from the Village, the County, and the State. If there is a state mandate that requires patrons to be masked in the building, then the Library will

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comply. However, in the absence of such a mandate, masks will continue to be strongly recommended inside of the Library building regardless of vaccination status. Signs are posted inside of the building to help encourage this. Currently, masks are required for unvaccinated persons over the age of 2.

- i. Anne Luzeniecki, Assistant Director, also noted that most patrons do not linger in the Library. Transactions are quick and efficient, so patrons are only in the building for a brief time.
- ii. The majority of the Board agreed to maintain current library regulations rather than enforce a strict mask requirement for all patrons. If the State issues a new mask mandate, then the Library will adjust their protocols to be in compliance.

XII. Departmental Reports

- a. Claudia Krauspe, Interim Executive Director, applauded the Marketing team for their work on the new version of the *Gazette*, which will be called *The 411*. The first edition of *The 411* will contain a specially designed insert illustrating the story and developments behind the New Building Project.
- b. Sue Wilsey, Director of Strategic Communications and Marketing, informed the Board that the New Building will hopefully have a type of maker space called Studio 411. She is working with staff to explore equipment options for this space.
- c. Treasurer Aasmundstad Walsh asked for clarification on Metadata Services and the purpose of the new department. Alex Vancina noted that the term includes the cataloging processes that the Library has always had in place. The plan is to consolidate Technical Services and IT departments into a single organizational unit under the title Technology and Metadata Services.

XIII. Adjournment: 8:18 p.m.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary