

APPROVED

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

Those attending the meeting must observe the recommendations of the CDC and IDPH including wearing face masks and maintaining social distancing of at least 6 feet apart.

SPECIAL BOARD MEETING MINUTES

August 12, 2020

7:00 p.m.

Village Hall Trustees Board Room
255 E. Wilson Avenue, Lombard

- I. Call to order
 - a. President Brandt 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 Brandt, Vice President Larkin, Treasurer Pinkett-Floyd, Secretary Aamundstad Walsh; Trustees Carlson, Marshall, Wiggins
 - b. Absent: None
 - c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Alex Vancina
 - d. Guests present: Shaun Kelly, Joe Huberty, Jane Charmelo, Mike Fugiel, Robert Biddle
- IV. Public Hearing concerning the intent of The Board of Library Trustees to sell not to exceed \$25,000,000 General Obligation Bonds (Alternate Revenue Source) for the purpose constructing a new Helen Plum Library Building to replace the existing Helen Plum Library Building, constructing site improvements, furnishing necessary equipment and acquiring library materials and electronic data storage and retrieval facilities in connection therewith.
 - a. Trustee Larkin moved to pass motion. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.
- V. Public presentation to, or discussion with, the Board of Trustees
 - a. Public presentations were made by the following citizens of Lombard: No public presentations were made.
- VI. ACTION ITEM: Adoption of the Agenda
 - a. Vice President Larkin moved to adopt agenda. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.

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- VII. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, July 15, 2020
 - ii. Closed Session Board meeting, July 15, 2020
 - b. Approval of financial reports
 - i. Cash and Investments Report dated July 31, 2020
 - ii. Revenue and Expenditures vs. Budget Report dated July 31, 2020
 - iii. Check Register dated July 31, 2020
 - iv. Balance Sheet Previous Year Comparison as of July 31, 2020
 - c. Vice President Larkin moved to approve consent agenda items. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.

- VIII. Committee reports
 - a. Audit Committee
 - i. Did not meet.
 - b. Director Relations Committee
 - i. Secretary Aasmundstad Walsh, Committee Chair, noted that the Committee met on July 28, 2020. They have on items on the agenda for Closed Session.
 - c. Policy and Bylaws Committee
 - i. Did not meet.

- IX. Unfinished Business
 - a. No unfinished business to report.

- X. New Business
 - a. DISCUSSION: Joe Huberty and Shaun Kelly from Engberg Anderson to present possible renderings of new building at 401 S. Main Street.
 - i. Joe Huberty and Shuan Kelly presented a progress update on the new building project. They are focusing on design, planning, and zoning processes concurrently. Their goal is to submit documents to the Planning and Zoning Commission by the end of the year.
 - 1. This current phase covers stormwater concept, parking, and traffic reviews. The architects will also obtain an updated parking study.
 - 2. Shaun Kelly noted that the soils reports were favorable and found nothing to cause foundation or drainage issues.
 - 3. Asbestos was found in structures located at both 401 and 425 S. Main Street; however, this can be easily remedied.
 - 4. Shaun Kelly also noted that the property of 401 S. Main Street was x-rayed. No evidence of an oil tank in the ground was found.
 - ii. Joe Huberty and Shaun Kelly presented a schematic design of the new building. Shaun noted that the architects continue to meet with staff and develop the design of the future building.
 - 1. The design includes two public entrances, a parking lot, and a drive-thru area for both drop-off and pickup of items.
 - 2. The first floor will be devoted primarily to Patron Services, Youth Services, and meeting rooms. The second floor will be devoted to Teens, Adult Services, and study spaces. Both floors will have staff zones.
 - b. ACTION ITEM: Approval of amended 2020-2021 Working Budget

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- i. Director Kruser presented notes and changes on the amended budget.
 - ii. The Trustees asked for clarification on the increase of fees related to the website. Alex Vancina noted that the increase includes a one-time cost of professional services devoted to the redesign of the website.
 - iii. Vice President LARKIN moved to approve of amended 2020-2021 Working Budget. Treasurer Pinkett-Floyd seconded motion. Roll Call vote. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Approval of Tentative Budget & Appropriation Ordinance 2020-2021-002 and formal announcement of Public Hearing on Tentative Budget and Appropriate Ordinance on September 16, 2020. Roll Call vote.
 - i. Vice President Larkin moved to approve of Tentative Budget & Appropriation Ordinance 2020-2021-002 and formal announcement of Public Hearing on Tentative Budget and Appropriation Ordinance on September 16, 2020. Trustee Wiggins seconded motion. Roll Call vote. All ayes, no nays. Motion passed.
 - d. ACTION ITEM: Approval of Resolution 2020-2021-003 to Transfer \$700,000 in Funds from the Library Fund to the Capital Projects Fund.
 - i. Vice President Larkin moved to approve of Resolution 2020-2021-003 to Transfer \$700,000 in Funds from the Library Fund to the Capital Projects Fund. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.
- XI. Communications
 - a. No communications to report.
- XII. Library Director's Report
 - a. Director Kruser noted that the Auditorium is still being used to quarantine items for 4 days. Assistant Director Krauspe noted that the AQRR has been converted into a staff workroom to allow staff to social distance. It is not spacious enough to accommodate both staff and quarantined items. Future Library Board meetings will likely continue to be held at the Village Hall.
 - b. Trustee Marshall asked about foot traffic in the library. Director Kruser noted that most patrons do not linger. They pick items or use the computers and leave. Overall patron presence in the building has been consistent and organized.
- XIII. Departmental Reports
 - a. The Board asked for clarification on the process of rebranding and updating the website. Communications Director Wilsey noted that the marketing team is working with a consultant to update both the website and logo at the same time. She informed the Board that the marketing team feels confident that the new look will reflect both the new building and the forward-thinking direction of the library. Marketing hopes to launch the new website in 2021. More information will be presented at the September 2020 Board meeting.
- XIV. The Board went into Closed Session at 8:23 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. Roll Call.

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- a. Trustee Wiggins moved to enter into Closed Session and it was seconded by KAW. All ayes, no nays.

XV. The Board returned to Open Session at 8:57 p.m. to affirm decisions made in Closed Session.

XVI. Adjournment: 8:58 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary