

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

BOARD MEETING MINUTES

August 13, 2019

7:00 p.m.

Auditorium

- I. Call to order
 - a. Vice President Larkin 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: Vice President Larkin, Treasurer Pinkett-Floyd, Secretary Aasmundstad Walsh; Trustees Carlson, Marshall, Wiggins
 - b. Absent: President Brandt
 - c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Alex Vancina, Michelle Petersen, Michelle Kilty
 - d. Guests present: Howard Metz, Gary Brenniman, Jane Charmelo, Joe Huberty, Mary Marshall, Jack Hayes, John Menze, Margie Fugiel

- IV. Public presentation to, or discussion with, the Board of Trustees
 - a. Public presentations were made by the following citizens of Lombard: Gary Brenniman, Margie Fugiel.

- V. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Carlson moved to adopt agenda. Secretary Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.

- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Closed Session Board Meeting, June 11, 2019
 - ii. Regular Board meeting, July 9, 2019
 - iii. Closed Session Board meeting, July 9, 2019
 - b. Approval of financial reports
 - i. Cash and Investments Report dated June 30, 2019
 - ii. Revenue and Expenditures vs. Budget Report dated June 30, 2019
 - iii. Check Register dated June 30, 2019
 - iv. Balance Sheet Previous Year Comparison as of June 30, 2019
 - v. Cash and Investments Report dated July 31, 2019
 - vi. Revenue and Expenditures vs. Budget Report dated July 31, 2019
 - vii. Check Register dated July 31, 2019
 - viii. Balance Sheet Previous Year Comparison as of July 31, 2019

- c. Trustee Wiggins moved to approve consent agenda items. Trustee Marshall seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
- a. Audit Committee
 - i. Vice President Larkin, Committee Chair, noted that the committee has not met but will meet at 6:30 p.m. on Tuesday, Sept. 10.
 - b. Director Relations Committee
 - i. Secretary Aasmundstad Walsh, Committee Chair, noted that the committee met on August 7 to discuss the Director's Review. They will meet again in early September to continue the discussion.
 - c. Policy and Bylaws Committee
 - i. Treasurer Pinkett-Floyd, Committee Chair, noted that the committee met on August 6 and has policies on the agenda for Board review.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. ACTION ITEM: Approval of Tentative Budget & Appropriation Ordinance 2019-2020-003 and formal announcement of Public Hearing on Tentative Budget and Appropriate Ordinance on September 10, 2019
 - i. Treasurer Pinkett-Floyd moved to approve Tentative Budget & Appropriation Ordinance 2019-2020-003 and formal announcement of Public Hearing on Tentative Budget and Appropriate Ordinance on September 10, 2019. Trustee Carlson seconded motion. Roll call vote. All ayes, no nays. Motion passed.
 - b. ACTION ITEM: Approval of FY 2018-2019 Illinois Public Library Annual Report (IPLAR)
 - i. Director Kruser noted a minor amendment for sections 6.3a through 6.4b.
 - ii. Trustee Carlson moved to approve FY 2018-2019 Illinois Public Library Annual Report (IPLAR) as amended. Treasurer Pinkett-Floyd seconded motion. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Approval of C-4 Community Involvement
 - i. Treasurer Pinkett-Floyd moved to approve C-4 Community Involvement. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.
 - d. ACTION ITEM: Approval of P-3 Termination of Employment
 - i. Treasurer Pinkett-Floyd moved to approve P-3 Termination of Employment. All nays, no ayes. Motion did not pass. Board agreed to send back to the Policy and Bylaws Committee for further review.
 - 1. A human resources attorney advised the Board to exclude any clauses in the policy that might outline specific severance packages. However, the Trustees would like to consider having something in writing as far as a procedure instead of a policy. The Committee will review options and bring this back for review at a later date.
 - e. ACTION ITEM: Approval of P-5 Attendance and Schedules
 - i. Treasurer Pinkett-Floyd moved to approve P-5 Attendance and Schedules. Trustee Wiggins seconded motion. All ayes, no nays. Motion passed.
 - f. ACTION ITEM: Approval of P-7 Illness or Death in the Family

APPROVED 9/10/19

- i. Treasurer Pinkett-Floyd moved to approve P-7 Illness or Death in the Family. Trustee Wiggins seconded motion. All ayes, no nays. Motion passed.
 - g. ACTION ITEM: Approval of P-8 Jury Duty, Court Leave and Voting
 - i. Treasurer Pinkett-Floyd moved to approve P-8 Jury Duty, Court Leave and Voting. Trustee Wiggins seconded motion. All ayes, no nays. Motion passed.
- X. Communications
 - a. No communications to report.
- XI. Library Director's Report
 - a. Director Kruser noted that she met with Scott Niehaus and Bill Henniff from the Village to discuss variances and zoning. She also noted that staff are preparing for a staff in-service day on Friday, August 23. The Library will be closed to the public on that day.
- XII. Departmental Reports
 - a. Trustee Wiggins asked what the Library could do to encourage more residents to sign up for library cards or to renew cards. Michelle Petersen noted that September is Library Card Sign Up Month and the staff have a number of things planned to encourage residents to sign up for cards.
 - b. Trustee Marshall commended library staff as a whole for going above and beyond to accommodate both staff and patrons during the power outage in early July.
- XIII. The Board went into Closed Session at 7:45 p.m. to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Roll Call.
 - a. Vice President Larkin moved to enter into Closed Session and it was seconded. All ayes, no nays.
- XIV. Adjournment: 9:05 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary