

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

BOARD OF TRUSTEES MEETING MINUTES

August 19, 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 Patel 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, Bijal Patel, and Kelly Simms
 - b. Absent: None
 - c. Staff members present: Executive Director Anne Luzeniecki, Assistant Director Tyler Works, Technology and Metadata Services Manager Alex Vancina, and Executive Assistant Jenn Ferguson
 - d. Guests present: None
- V. Public Comment
 - a. No members of the public were present.
- VI. ACTION ITEM: Adoption of the Agenda
 - a. Secretary Kowalski-Schmidt moved to adopt the agenda. Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.
- VII. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes

- i. Special Board Meeting, August 12, 2025
- b. Approval of financial reports
 - i. Check Register dated July 31, 2025
 - 1. Secretary Kowalski-Schmidt asked for clarification on the Motion Picture Licensing Corporation payment. Executive Director Luzeniecki stated it is the movie licensing fee required when showing movies at the Library.
 - 2. Secretary Kowalski-Schmidt requested feedback on the change to Helping Hands Commercial Cleaning. Executive Director Luzeniecki noted that staff have been happy with the change, and the company is more responsive for cleaning projects.
 - 3. Trustee Aasmundstad Walsh asked after the noted \$0.00 check for Nanny Nikki Music, LLC. Executive Director Luzeniecki stated she will confirm, but that usually indicates a cancelled check on the register.
 - ii. Cash and Investments Report dated July 31, 2025
 - iii. Revenue and Expenditures vs. Budget Report dated July 31, 2025
 - 1. Trustee Aasmundstad Walsh asked for an explanation on the Fiscal Agent Fee. Executive Director Luzeniecki stated that it covers management fees for the Service Fund itself. President Pinkett-Floyd asked if the fee noted on the report covers the whole year, to which Anne noted it does not.
 - iv. Balance Sheet Previous Year Comparison as of July 31, 2025
- c. Secretary Kowalski-Schmidt 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. Chair Simms stated the committee is meeting on September 4, 2025, at 6:00 p.m.
- b. Director Relations Committee
 - i. Chair Kearney reported that they met on August 5, finalizing their surveys, which have been emailed out to all Library staff. The committee will meet again after the survey results have been compiled.
- c. Policy and Bylaws Committee
 - i. Chair Kowalski-Schmidt stated the committee is meeting on September 4, 2025, at 3:15 p.m.
- d. Helen Plum Library Foundation
 - i. Treasurer Kearney reported that the Foundation received \$117 from their recent fundraiser with El Famous Burrito, bringing the summer fundraising total to about \$1,000. They are hosting a Special Collection Book Sale at the Library August 23–24 (while supplies last).

- IX. Communications
 - a. None received.
- X. Executive Director's Report
 - a. Executive Director Luzeniecki noted no additional information to report.
 - b. VP Wiggins requested an update on the elevator sensor. Executive Director Luzeniecki stated she will connect with Facility & Security Services Manager Lucas regarding the timeline.
- XI. Library Activity Report
 - a. Trustee Aasmundstad Walsh enjoyed seeing interesting and well-attended adult library programming. She also inquired after how many patrons can use Studio 411 at once. Executive Director Luzeniecki stated capacity can vary at events and for appointments and is limited by project types and equipment requirements.
 - b. Trustees discussed the recent Community Connections – Sky Center Summer Visit event, and potential for expanding these types of event partnerships.
 - c. When asked about Meeting Room usage statistics by Trustee Patel, Executive Director Luzeniecki noted that our data provides counts of instances of use, not duration of use.
 - d. VP Wiggins asked for clarification on the Community Engagement Coordinator position. Executive Director Luzeniecki confirmed that the position is full-time in the Marketing Department and will be partnering with other departments for community outreach and opportunities.
- XII. New Business
 - a. DISCUSSION: Board SOAR Analysis
 - i. Assistant Director Works moderated the Board SOAR Analysis. Throughout the hour-long discussion, Trustees provided insightful opinions and ideas from their perspectives as Trustees and Library users. Though not exhaustive, many of the main concepts introduced and agreed upon are highlighted below.
 - 1. STRENGTHS
 - a. Staff competency and friendliness, staff culture, expanded presence and potential of the new building, strong programming, available services, and community engagement through marketing (ex. social media).
 - 2. OPPORTUNITIES
 - a. Connecting with new residents as Lombard grows, service outreach (ex. Library lockers, book mobile, etc.), increasing Studio 411 programming, partnering

with local businesses/organizations for programming or exhibits, and expanding program accessibility.

3. ASPIRATIONS

- a. In this section, Trustees were asked to consider all ideas, regardless of scale or limitations.
 - i. Expand service outreach (ex. Library lockers, book mobile, etc.), create outdoor programming spaces, host community performances, expand resident connections/engagement with the Library and available resources in the community, grow the library of things¹, and maintain the Library as a safe and welcoming place for all.

4. RESULTS

- a. Trustees were encouraged to consider specific, measurable, and meaningful outcomes.
 - i. Establish actionable collection and analysis of usage (ex. program registration counts, room reservation statistics, etc.), patrons and staff feel empowered and are heard, and maintain the push for transparency to the community.
 - ii. Upon closing the discussion, Executive Director Luzeniecki noted that the concepts will be considered as the Library establishes the next set of strategic goals, asking, “how are we establishing and supporting year-to-year goals as a Library and a Board?” Anne told Trustees to expect a discussion/presentation in October and November regarding the Strategic Plan.

XIII. Adjournment: 8:14 p.m.

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

Approved: _____

Julie Kowalski-Schmidt
Board Secretary

¹ A library of things is any collection of objects loaned. These can include tools, small kitchen appliances, gardening supplies/seeds, craft supplies, electronics, toys/games, instruments, sports/outdoor gear, etc.