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

BOARD OF TRUSTEES MEETING MINUTES

HEARING ON FINAL BUDGET AND APPROPRIATION ORDINANCE

August 22, 2023

7:00 p.m.

Conference Room

- I. Call to order for Hearing on Final Budget and Appropriation Ordinance
 - a. Allison Pinkett-Floyd called the hearing on the Final Budget and Appropriation Ordinance to order at 7:00 p.m. in the Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
- III. Roll call, recording both present and absent members
 - a. Present: President Allison Pinkett-Floyd, Vice President Sue Wiggins, Treasurer Kristin Aasmundstad Walsh, Secretary Julie Kowalski-Schmidt; Trustees Jennifer Erickson, Ginger Kearney, and Kelly Simms
 - b. Absent: None
 - c. Staff members present: Executive Director Claudia Krauspe, Assistant Director Anne Luzeniecki, Director of Strategic Communications and Marketing Sue Wilsey, Technology and Metadata Services Manager Alex Vancina, Youth Services Manager Tabatha Anderson, Adult Services Manager Michelle Kilty, Executive Assistant Sara Plasman
 - d. Guests present: none
- IV. Hearing on Ordinance
 - a. Final Budget and Appropriation Ordinance 2023-2024-002
 - b. Public presentation on Budget and Appropriation Ordinance
 - c. No guests or public presentation

SPECIAL BOARD MEETING BOARD OF TRUSTEES AGENDA

August 22, 2023

7:02 p.m. (or promptly upon conclusion of the public hearing)

Conference Room

- I. Call to order
 - a. Allison Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:02 p.m. in the Conference Room of the Plum Library.
- II. Roll call, recording both present and absent members.
 - a. Present: President Allison Pinkett-Floyd, Vice President Sue Wiggins, Treasurer Kristin Aasmundstad Walsh, Secretary Julie Kowalski-Schmidt; Trustees Jennifer Erickson, Ginger Kearney, and Kelly Simms
 - a. Absent: None
 - b. Staff members present: Executive Director Claudia Krauspe, Assistant Director Anne Luzeniecki, Director of Strategic Communications and Marketing Sue Wilsey, Technology

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and Metadata Services Manager Alex Vancina, Youth Services Manager Tabatha Anderson, Adult Services Manager Michelle Kilty, Executive Assistant Sara Plasman

- c. Guests present: Blake Mellecker, President of Midwest Environmental Consulting Services Inc.

III. Public Comment

- a. No public presentations were made.

IV. ACTION ITEM: Adoption of the Agenda

- a. Secretary Kowalski-Schmidt moved to adopt agenda. VP Wiggins seconded motion. All ayes, no nays. Motion passed.

V. ACTION ITEM: Approval of consent agenda items

- a. Approval of minutes
 - i. Regular Board meeting, July 18, 2023
 - ii. Closed Session meeting, July 18, 2023
- b. Approval of financial reports
 - i. Approval of financial reports
 - ii. Cash and Investments Report dated July 31, 2023
 - iii. Revenue and Expenditures vs. Budget Report dated July 31, 2023
 - iv. Check Register dated July 31, 2023
 - v. Balance Sheet Previous Year Comparison as of July 31, 2023
- c. VP Wiggins moved to approve consent agenda items. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.

VI. Committee reports

- a. Audit Committee
 - i. Did not meet.
- b. Director Relations Committee
 - i. Trustee Erickson reported that the committee met on July 17, 2023.
- c. Policy and Bylaws Committee
 - i. Secretary Kowalski-Schmidt reported that the committee met on August 10, 2023 and we will discuss the policies later in the meeting.

VII. Unfinished Business

- a. No unfinished business to report.

VIII. New Business

- a. ACTION ITEM: Approval of Anne Luzeniecki as Interim Director effective September 17, 2023.
 - i. VP Wiggins moved to approve Anne Luzeniecki as Interim Director effective September 17, 2023. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- b. ACTION ITEM: Adoption of Final Budget and Appropriation Ordinance 2023-2024-02. ROLL CALL VOTE.
 - i. VP Wiggins moved to adopt the Final Budget and Appropriation Ordinance 2023-2024-02. Trustee Kearney seconded motion.
 - ii. Roll Call Vote
 - 1. Allison Pinkett-Floyd – yes
 - 2. Sue Wiggins – yes
 - 3. Kristin Aasmundstad Walsh – yes
 - 4. Julie Kowalski Schmidt – yes
 - 5. Jennifer Erickson – yes

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6. Ginger Kearney - yes
7. Kelly Simms – yes
- iii. Motion Passed.
- c. ACTION ITEM: Approval of Certified Estimate of Revenues by Source.
 - i. Secretary Kowalski-Schmidt moved to approve the Certified Estimate of Revenues by Source. Trustee Kearney seconded motion.
 - ii. Claudia noted the working budget revenues are exactly what you see here and what we expect to have coming in during the year.
 - iii. Trustee Kearney asked about line-item f, Lost and Managed Fees. We are fine free, but you still will be billed for a lost or damaged item. Trustee Kearney also asked about line-item j, used books. Claudia noted that we are not currently using this category.
 - iv. All ayes, no nays. Motion passed.
- d. ACTION ITEM: Adoption of Resolution 2023-2024-004 to Determine Estimate of Funds Needed.
 - i. VP Wiggins moved to adopt Resolution 2023-2024-004 to Determine Estimate of Funds Needed. Treasurer Aasmundstad Walsh seconded motion.
 - ii. Claudia noted that this is required of us. This is saying we do not anticipate a Truth in Taxation above 5%. We are not expecting to add more than that to our levy request.
 - iii. All ayes, no nays. Motion passed.
- e. ACTION ITEM: Approval of Midwest Environmental Project Management Proposal and Abatement Contractor Bid Recommendation for Asbestos Abatement at the 110 W Maple building.
 - i. VP Wiggins moved to approve the Midwest Environmental Project Management Proposal and Abatement Contractor Bid Recommendation for Asbestos Abatement at the 110 W Maple building. Secretary Kowalski-Schmidt seconded motion.
 - ii. Roll Call Vote
 1. Allison Pinkett-Floyd – yes
 2. Sue Wiggins – yes
 3. Kristin Aasmundstad Walsh – yes
 4. Julie Kowalski Schmidt – yes
 5. Jennifer Erickson – yes
 6. Ginger Kearney - yes
 7. Kelly Simms – yes
 - iii. Motion Passed
- f. ACTION ITEM: Approval of Chicago Office Movers, Inc. Proposal for Decommissioning 110 W Maple Street Furnishings and Fixtures.
 - i. Secretary Kowalski-Schmidt moved to approve Chicago Office Movers, Inc. Proposal for Decommissioning 110 W Maple Street Furnishings and Fixtures. Trustee Kearney seconded motion.
 - ii. Sue Wilsey has spearheaded this project. This was our lowest proposal. Howard Metz, legal counsel did look at this proposal. We needed to get proposals for the work, and we got three. This was by far the lowest proposal.
 - iii. VP Wiggins asked if anyone on staff will be on site. We will have someone on site as needed.

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- iv. Roll Call Vote
 - 1. Allison Pinkett-Floyd – yes
 - 2. Sue Wiggins –yes
 - 3. Kristin Aasmundstad Walsh – yes
 - 4. Julie Kowalski Schmidt – yes
 - 5. Jennifer Erickson – yes
 - 6. Ginger Kearney - yes
 - 7. Kelly Simms – yes
- v. Motion Passed
- g. ACTION ITEM: Approval of Environmental Consulting & Technology, Inc. Proposal for Civil Engineering and Landscape Architecture Services for 110 W Maple Street Demolition.
 - i. VP Wiggins moved to approve Environmental Consulting & Technology, Inc. Proposal for Civil Engineering and Landscape Architecture Services for 110 W Maple Street Demolition. Trustee Kearney seconded motion.
 - ii. Claudia noted that all utility lines, sewer, and water need to be looked at as well as landscaping.
 - iii. Roll Call Vote
 - 1. Allison Pinkett-Floyd – yes
 - 2. Sue Wiggins –yes
 - 3. Kristin Aasmundstad Walsh – yes
 - 4. Julie Kowalski Schmidt – yes
 - 5. Jennifer Erickson –yes
 - 6. Ginger Kearney - yes
 - 7. Kelly Simms –yes
 - iv. Motion Passed
- h. ACTION ITEM: Approval of Memorandum of Understanding for Temporary License for use of a Portion of the Parking Lot for Commuter Parking Spaces (Elmhurst Memorial Hospital Lot).
 - i. VP Wiggins moved to approve Memorandum of Understanding for Temporary License for use of a Portion of the Parking Lot for Commuter Parking Spaces (Elmhurst Memorial Hospital Lot). Trustee Kearney seconded motion.
 - ii. All ayes, no nays. Motion passed.
- i. ACTION ITEM: Approval of updated policies.
 - i. B-15 Fund Balances
 - ii. P-7 Vacation
 - iii. P-11 Serious Illness or Death in Family
 - iv. Claudia just saw something in her email today that there is going to be additional time off due to the Child Bereavement Act.
 - v. VP Wiggins moved to approve updated policies. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- j. ACTION ITEM: Approval of FY 2022-2023 Illinois Public Library Annual Report (IPLAR).
 - i. Trustee Kearney moved to approve FY 2022-2023 Illinois Public Library Annual Report (IPLAR). Trustee Erickson seconded motion.
 - ii. Secretary Kowalski-Schmidt asked about section 6.1. Does the library address the environmental needs of patrons on the Autism Spectrum? Claudia noted in the report that we have currently have no assessment tool to address this.
 - iii. All ayes, no nays. Motion passed.

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- k. ACTION ITEM: Approval of "Illinois Libraries Present" Season 3 Intergovernmental Agreement.
 - i. VP Wiggins moved to approve "Illinois Libraries Present" Season 3 Intergovernmental Agreement. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
 - l. ACTION ITEM: Approval of LIMRiCC (Library Insurance Management and Risk Control Combination) Resolution amending the amended intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination to allow for administrative amendments to the intergovernmental agreement.
 - i. VP Wiggins moved to approve LIMRiCC Resolution amending the amended intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination to allow for administrative amendments to the intergovernmental agreement. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
 - m. ACTION ITEM: Approval of LIMRiCC (Library Insurance Management and Risk Control Combination) Resolution Amending the amended intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination to allow for substantive amendments to the intergovernmental agreement.
 - i. VP Wiggins moved to approve LIMRiCC Resolution. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- IX. Communications
- a. Sue Wilsey has none to report. Secretary Kowalski-Schmidt received two emails commending the library displays in the library, specifically the pride and other diversity displays.
- X. Library Director's Report
- a. Claudia reported she is working with the library legal and financial advisors on the planned abatement of the budgeted amount for the demolition in the levy.
 - b. Claudia noted that our financial advisors recommended looking at Fund Balances to see if we could move funds to better interest earning instruments.
 - c. Claudia reported that the Carol Robbins Scholarship Committee met and awarded the full \$6,000 scholarship amount to a wonderful candidate.
- XI. Departmental Reports
- a. Secretary Kowalski-Schmidt commended David Gogo on doing a great job on both the Native American Indigenous presentations.
- XII. Adjournment: 7:46 p.m.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary