

# APPROVED

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

## BOARD OF TRUSTEES MINUTES

September 10, 2019  
7:00 p.m.  
Auditorium

- I. Call to order for Hearing on Ordinance
  - 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 , Secretary Aasmundstad Walsh; Trustees Carlson, Marshall, Wiggins
    - i. Treasurer Pinkett-Floyd arrived at 7:30 p.m.
  - b. Absent: Vice President Larkin
  - c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Michelle Petersen, Alex Vancina
  - d. Guests present: Mary Marshall, J. Dooley
  
- IV. Hearing on Ordinance
  - a. Final Budget and Appropriation Ordinance 2019-2020-003
    - i. President Brandt announced the purpose of the hearing was to review the 2019-2020 Budget and Appropriation Ordinance.
  - b. Public presentation on Budget and Appropriation Ordinance
    - i. President Brandt opened the discussion to Trustees and all guests present. No additional comments were presented.
    - ii. President Brandt adjourned the Hearing at 7:02 p.m.
  
- I. Call to order for Regular Board Meeting
  - a. President Brandt called the meeting of the Board of Trustees to order at 7:02 p.m. in the Auditorium of the Plum Library.
  
- II. Roll call, recording both present and absent members
  - a. Present: President Brandt , Treasurer Pinkett-Floyd, Secretary Aasmundstad Walsh; Trustees Carlson, Marshall, Wiggins
    - i. Treasurer Pinkett-Floyd arrived at 7:30 p.m.
  - b. Absent: Vice President Larkin

# APPROVED

- c. Staff members present: Director Kruser, Claudia Krauspe, Sue Wilsey, Michelle Petersen, Alex Vancina
  - d. Guests present: Mary Marshall, J. Dooley
- III. Public presentation to, or discussion with, the Board of Trustees
  - a. No public presentations were made.
- IV. ACTION ITEM: Adoption of the Agenda
  - a. Trustee Carlson moved to adopt agenda. Secretary Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.
- V. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, August 13, 2019
    - ii. Closed Session Board meeting, August 13, 2019
  - b. Approval of financial reports
    - i. Cash and Investments Report dated Aug. 31, 2019
    - ii. Revenue and Expenditures vs. Budget Report dated Aug. 31, 2019
    - iii. Check Register dated Aug. 31, 2019
    - iv. Balance Sheet Previous Year Comparison as of Aug. 31, 2019
  - c. Trustee Carlson moved to approve consent agenda items. Trustee Wiggins seconded motion. All ayes, no nays. Motion passed.
- VI. Committee reports
  - a. Audit Committee
    - i. Director Kruser noted that the committee was scheduled to meet on Tuesday, September 10, but the meeting has been postponed. The committee will reschedule their audit.
  - b. Director Relations Committee
    - i. Secretary Aasmundstad Walsh noted that the committee is scheduled to meet on Thursday, September 12, 2019 to continue their conversation and review.
  - c. Policy and Bylaws Committee
    - i. Director Kruser noted that the committee has not met. She is currently working with Trustee Marshall to update the Trustee Bylaws. They will schedule a committee meeting to review a new draft.
- VII. Unfinished Business
  - a. No unfinished business to report.
- VIII. New Business
  - a. ACTION ITEM: Approval of Certified Revenues by Source
    - i. Trustee Wiggins moved to approve the Certified Revenues by Source. Secretary Aasmundstad Walsh seconded motion. Roll call vote. All ayes, no nays. Motion passed.
  - b. ACTION ITEM: Approval of Final Budget and Appropriation Ordinance 2019-2020-003
    - i. Trustee Wiggins moved to approve the Final Budget and Appropriation Ordinance 2019-2020-003. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.

# APPROVED

## IX. Communications

- a. No communications to report.

## X. Library Director's Report

- a. Director Kruser announced that staff will begin working with a consultant on developing the Library's culture code as a first step toward a refresh of the strategic plan.
- b. Director Kruser noted that the managers will attend an all-day retreat on Friday, September 27 with a mindfulness consultant.
- c. Director Kruser announced that the Foundation is recruiting new members for their board. Trustee Wiggins asked if a Trustee should join. Director Kruser noted that it would be considered a conflict of interests, but Trustees are invited to encourage patrons and residents to join and support the Library.
- d. Secretary Aasmundstad Walsh noticed the monthly stats for Library cardholders decreased by 51%. Director Kruser noted that in the past, this category included new cards and renewals, which is not standard practice among libraries. Going forward, the Library will only count new cards. Therefore, this is a more accurate reading rather than a downward trend.
  - i. Secretary Aasmundstad Walsh also asked why staff and Board Auditorium reservations decreased. Director Kruser noted that staff are making more use of the Small Conference Room for smaller meetings in order to keep the Auditorium more available for patrons.
- e. Trustee Marshall asked how the statistics were being tracked for "Questions and Assistance" for Adult and Youth Services. Assistant Director Claudia Krauspe noted that staff are now using a new tracking program called Gimlet for more accurate recording.

## XI. Departmental Reports

- a. The Board commended staff on their hard work and dedication to the Library.

## XII. The Board went into Closed Session at 7:50 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. Trustee Wiggins moved to enter into Closed Session and it was seconded by Trustee Marshall. All ayes, no nays.

## XIII. The Board returned to Open Session at 8:04 p.m. to affirm decisions made in Closed Session.

## XIV. Adjournment: 8:05 p.m.

Approved: \_\_\_\_\_

Kristin Aasmundstad Walsh  
Board Secretary