

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

## BOARD OF TRUSTEES MEETING MINUTES

### HEARING ON FINAL BUDGET AND APPROPRIATIONS ORDINANCE

September 16, 2025

7:00pm

Conference Room

- I. Call to order
  - a. President Pinkett-Floyd called the Hearing on Final Budget and Appropriations Ordinance to order at 7:00pm in the Conference Room.
- II. Pledge of Allegiance
- III. 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, and Bijal Patel
  - b. Absent: Kelly Simms
  - c. Staff members present: Executive Director Anne Luzeniecki, Assistant Director Tyler Works, Technology and Metadata Services Manager Alex Vancina, Youth Services Manager Cate Hoadley, Adult Library Services Assistant Manager Stephanie Howes, and Executive Assistant Jenn Ferguson
  - d. Guests present: None
- IV. Public Hearing on Ordinance
  - a. Final Budget and Appropriations Ordinance 2025-2026-005
    - i. Secretary Kowalski-Schmidt moved to open the hearing. Trustee Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.
  - b. Public presentation on Budget and Appropriations Ordinance
    - i. No public comments were received during the hearing.
    - ii. Secretary Kowalski-Schmidt moved to conclude the hearing. Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed and the hearing was concluded at 7:03pm.

## BOARD OF TRUSTEES MEETING MINUTES

September 16, 2025

7:03pm

Conference Room

- I. Call to order
  - a. President Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:03pm in the Conference Room.
- II. Secretary Kowalski-Schmidt 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.
  - a. She recommended the following items from the HPL collection: *Apple: Skin to the Core: A Memoir in Words and Pictures* by Eric Gansworth and *Rez Dogs* by Joseph Bruchac.
  - b. She also noted that Midwest SOARRING Foundation will be hosting their Annual Harvest Pow Wow on Oct 11 and 12 at the DuPage County Fairgrounds.
- III. 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, and Bijal Patel
  - b. Absent: Kelly Simms
  - c. Staff members present: Executive Director Anne Luzeniecki, Assistant Director Tyler Works, Technology and Metadata Services Manager Alex Vancina, Youth Services Manager Cate Hoadley, Adult Library Services Assistant Manager Stephanie Howes, and Executive Assistant Jenn Ferguson
  - d. Guests present: None
- IV. Public Comment
  - a. One member of the public was present, but no comments were made.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Treasurer Kearney moved to adopt the agenda. Trustee Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items

- a. Approval of minutes
  - i. Board Meeting, August 19, 2025
- b. Approval of financial reports
  - i. Check Register dated August 31, 2025
    - 1. Secretary Kowalski-Schmidt asked if the payment to It's a Wonderful Light LLC is for the holiday lights, which Executive Director Luzeniecki confirmed.
  - ii. Cash and Investments Report dated August 31, 2025
  - iii. Revenue and Expenditures vs. Budget Report dated August 31, 2025
  - iv. Balance Sheet Previous Year Comparison as of August 31, 2025
- c. Secretary Kowalski-Schmidt moved to approve consent agenda items. Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.

## VII. Committee and Foundation Reports

- c. Audit Committee
  - i. Secretary Kowalski-Schmidt noted that the committee met on September 4, and the report approval and recording destruction appear later as New Business.
- d. Director Relations Committee
  - i. Chair Kearney reported the committee met on September 12 and there will be a presentation later during the Closed Session.
- e. Policy and Bylaws Committee
  - i. Chair Kowalski-Schmidt stated the committee met on September 4, with policy updates appearing later as New Business.
- f. Helen Plum Library Foundation
  - i. Treasurer Kearney reported on the recent fundraising efforts: the Foundation book sale raised over \$600, and the Farmers Market raised \$85. The fundraiser at Alter Brewing has not been totaled yet, and there is an upcoming fundraising dine out at Gia Mia on October 16.

## VIII. Unfinished Business

- a. Nanny Nikki Music, LLC \$0.00 Check on Check Register dated July 31, 2025
  - i. Executive Director Luzeniecki confirmed that this is a cancelled check.
- b. Elevator sensor timeline
  - i. Executive Director Luzeniecki provided an update and context for the delay. Facilities has contacted the service company for a temporary solution to the sensor issue, but a response has not yet been received.

## IX. New Business

- a. ACTION ITEM: Adoption of Final Budget and Appropriations Ordinance 2025-2026-005.

# APPROVED

- i. Secretary Kowalski-Schmidt moved to adopt the Final Budget and Appropriations Ordinance 2025-2026-005. Treasurer Kearney seconded the motion. Roll call vote.
  - 1. Sue Wiggins – Yes
  - 2. Julie Kowalski-Schmidt - Yes
  - 3. Ginger Kearney –Yes
  - 4. Kristin Aasmundstad Walsh – Yes
  - 5. Bijal Patel – Yes
  - 6. Allison Pinkett-Floyd – Yes
  - 7. *Kelly Simms – Absent*
- ii. All ayes, no nays. Motion passed.
- b. ACTION ITEM: Approval of Certified Estimate of Revenues by Source.
  - i. Secretary Kowalski-Schmidt moved to approve the Certified Estimate of Revenues by Source. Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.
- c. ACTION ITEM: Adoption of Resolution 2025-2026-006 to Determine Estimate of Funds Needed.
  - i. Secretary Kowalski-Schmidt moved to adopt Resolution 2025-2026-006 to Determine Estimate of Funds Needed. Treasurer Kearney seconded the motion.
    - 1. Per Executive Director Luzeniecki, this is the estimate of what the Library might need, not a guarantee of total ask. It allows up to the amount designated.
  - ii. All ayes, no nays. Motion passed.
- d. ACTION ITEM: Adoption of Ordinance 2025-2026-007 to Transfer Funds from the Capital Building Fund to the Debt Service Fund. Roll call vote.
  - i. Treasurer Kearney moved to adopt Ordinance 2025-2026-007 to Transfer Funds from the Capital Building Fund to the Debt Service Fund. Trustee Aasmundstad Walsh seconded the motion. Roll call vote.
    - 1. Per Executive Director Luzeniecki, this is a transfer of money originally set aside for the building's construction, and as the construction was under budget, it can be set aside for the bond debt.
      - a. Sue Wiggins – Yes
      - b. Julie Kowalski-Schmidt - Yes
      - c. Ginger Kearney –Yes
      - d. Kristin Aasmundstad Walsh – Yes
      - e. Bijal Patel – Yes
      - f. Allison Pinkett-Floyd – Yes
      - g. *Kelly Simms – Absent*
  - ii. All ayes, no nays. Motion passed.
- e. ACTION ITEM: Adoption of Ordinance 2025-2026-008 to Transfer Funds from the Special Reserve Fund to the Library Fund. Roll call vote.

- i. Secretary Kowalski-Schmidt moved to adopt Ordinance 2025-2026-008 to Transfer Funds from the Special Reserve Fund to the Library Fund. Trustee Aasmundstad Walsh seconded the motion. Roll call vote.
  - 1. Per Executive Director Luzeniecki, this corrects an overestimation of surplus funds in accounting.
    - a. Sue Wiggins – Yes
    - b. Julie Kowalski-Schmidt - Yes
    - c. Ginger Kearney –Yes
    - d. Kristin Aasmundstad Walsh – Yes
    - e. Bijal Patel – Yes
    - f. Allison Pinkett-Floyd – Yes
    - g. *Kelly Simms – Absent*
  - ii. All ayes, no nays. Motion passed.
- f. ACTION ITEM: Adoption of updated policies
  - i. B-7 Disposal of Surplus Library Materials
    - 1. Executive Director Luzeniecki noted no significant changes to the policy and trustees had no questions.
  - ii. B-13 Division of Responsibility between Board and Executive Director
    - 1. Trustee Patel asked for clarification on the language under *Governance, Executive Director* regarding the Executive Director attending committee meetings. Executive Director Luzeniecki noted that she attends all meetings except Closed Sessions of the Director Relations Committee, and Treasurer Kearney added that the language intends to make sure the Executive Director is allowed to attend qualifying committee meetings. It was agreed that the language can be assessed in the future if more committees are established and the attendance ability of the Executive Director becomes unfeasible.
    - 2. Trustee Aasmundstad Walsh asked if most of the changes were relating to language updates, to which Executive Director Luzeniecki noted that beyond updating the language, the changes reflect the current practices of the Board and Executive Director.
  - iii. C-6 Alcohol at Library Events – *Retire Policy*
    - 1. Executive Director Luzeniecki explained that this policy was established for a single event and has not been used since, nor have there been requests or interest for library events or programming involving alcohol. As alcohol is not allowed on the premises by patrons, the retirement of the policy aligns with patron behavior expectations. She noted that the policy can be reinstated if it becomes applicable.
  - iv. P-26 Anti-Bullying

1. Executive Director Luzeniecki noted that this policy has been updated to align with policy P-27 Non-Discrimination and Anti-Harassment. When asked by Trustee Patel, she explained that they are separate policies as harassment and bullying are legally distinct.
- v. U-1 Use of Facilities and Materials
  1. Executive Director Luzeniecki explained the policy was mostly reorganized and updated for current terminology. The ability to split non-resident card payments was added in response to the recent law change, updates were made to circulation, and overdue materials with subsequent card blocks were noted.
- vi. Treasurer Kearney moved to adopt updated or retired policies B-7, B-13, C-6, P-26, and U-1. Trustee Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.
- g. ACTION ITEM: Approval of report on Secretary's records for January 1, 2025 through June 30, 2025
  - i. Treasurer Kearney moved to approve the report on Secretary's records for January 1, 2025 through June 30, 2025. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed.
- h. ACTION ITEM: Approval of destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06)
  - i. Secretary Kowalski-Schmidt moved to approve the destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06). Treasurer Kearney seconded the motion. All ayes, no nays. Motion passed.
- i. DISCUSSION: Committee minutes expectations
  - i. Trustees discussed expectations for committee minutes as there is currently no clear requirement for the brevity of closed session minutes, and Trustee Aasmundstad Walsh brought up a concern with detail in closed session recordings vs. detail in the closed session minutes. After brief discussion and consideration, it was suggested and agreed by trustees that the Audit Committee should structure a template for closed sessions and establish closed minutes guidelines for the board and committees to employ.
- j. PRESENTATION: Summer Reading recap presented by Cate Hoadley (YS Assistant Manager) and Stephanie Howes (AS Assistant Manager)
  - i. Trustees thanked Cate and Stephanie for joining the meeting and providing the presentation on the Summer Reading Program. During their presentation, Cate and Stephanie highlighted:
    1. The Summer Reading Program (hereafter noted as SRP) aligns with the Mission and Vision of the Library by:
      - a. *Connect* via partnerships with local businesses for prizes and sponsorships and promotion at local schools.
      - b. *Discover* by offering aligning Library programming.

- c. *Grow* a love of reading, and growth of employment experience for teen volunteers.
  - 2. Highlights of the SRP statistics were:
    - a. Outreach at schools had 1,131 students seen in 2025 vs 509 students in 2024, with an increase of 9% in total participation from those schools participating in outreach visits.
      - i. When asked, Cate confirmed that most of the outreach focus goes towards elementary schools.
    - b. Over 50% of raffle tickets for adult participants were submitted in support of local businesses.
    - c. Adult Reading registrations increased by 55% since 2023.
    - d. 37% of Lombard kids ages 5–9 registered for the SRP.
    - e. 34% of Youth Readers continued to read for Bonus Reading.
    - f. 1,145 prize books were redeemed by Youth Readers.
  - 3. Takeaways from the SRP included:
    - a. The potential for adding a new adult reading group.
    - b. Expanding outreach to Adult Readers.
    - c. More bonus reading opportunities for Youth Readers.
    - d. Creating surveys to participants for program and prize feedback.
  - ii. Cate and Stephanie departed the meeting after their presentation.
- X. Communications
  - a. Secretary Kowalski-Schmidt reported none received. Executive Director Luzeneicki shared the thank you letter from the Village of Lombard for the recent blood drive.
- XI. Executive Director's Report
  - a. Executive Director Luzeniecki reported on Illinois HB 1910. This law requires libraries to maintain an accessible supply of opioid antagonists (ex. Narcan) and take reasonable steps to have authorized personnel present during operating hours trained in administering an opioid antagonist. The new Illinois law as it is currently written does not apply to HPL; the new amendment only updated the Local Libraries Act not the Library District Act.
- XII. Library Activity Report
  - a. Secretary Kowalski-Schmidt asked if the renewals change is to accommodate holds, which Executive Director Luzeniecki confirmed.
  - b. Trustee Aasmundstad Walsh asked if the Interlibrary Loan influx was an anomaly. Executive Director Luzeniecki noted that the need for a cap on

requests hadn't previously arisen. Secretary Kowalski-Schmidt asked if this would require a policy change, to which Anne noted no, it would be a Library rules change.

- c. Trustees discussed the popularity of recent Studio 411 programming and the speed of registrations filling.

XIII. Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

- a. Treasurer Kearney moved to go into Closed Session. Secretary Kowalski-Schmidt seconded the motion. Roll call vote.

1. Sue Wiggins – Yes
2. Julie Kowalski-Schmidt - Yes
3. Ginger Kearney – Yes
4. Kristin Aasmundstad Walsh – Yes
5. Bijal Patel – Yes
6. Allison Pinkett-Floyd – Yes
7. *Kelly Simms – Absent*

- b. Trustees went into Closed Session at 7:59pm, with the closed session beginning in the Staff Conference Room after a brief 10-minute recess.
- c. Trustees returned to the Open Session at 8:48pm.

XIV. Vote to affirm decisions made in Closed Session.

- a. No decisions were made in Closed Session requiring a vote.

XV. Adjournment: 8:53pm

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

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

Julie Kowalski-Schmidt  
Board Secretary