

APPROVED

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

Those attending the meeting must observe the recommendations of the CDC and IDPH including wearing face masks and maintaining social distancing of at least 6 feet apart.

SPECIAL BOARD MEETING MINUTES

September 16, 2020

7:00 p.m.

Village Hall Trustees Board Room
255 E. Wilson Avenue, Lombard

- 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, Vice President Larkin, Secretary Aamundstad Walsh; Trustees Carlson, Marshall
 - b. Absent: Trustee Wiggins, Treasurer Pinkett-Floyd
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina, Michelle Petersen, Michelle Baumann
 - d. Guests present: Robert Biddle, Kelly Zabinski, Shaun Kelly, Jack Hayes, Fred Marano, Mike Fugiel
- IV. Hearing on Ordinance
 - a. Final Budget and Appropriation Ordinance 2020-2021-002
 1. President Brandt announced the purpose of the hearing was to review the 2020-2021 Budget and Appropriation Ordinance.
 - b. Public presentation on Budget and Appropriation Ordinance
 1. President Brandt opened the discussion to Trustees and all guests present. No additional comments were presented.
 2. President Brandt adjourned the Hearing at 7:01 p.m.

SPECIAL BOARD MEETING BOARD OF TRUSTEES AGENDA

September 16, 2020

7:05 p.m. (or promptly upon conclusion of the public hearing)
Village Hall Trustees Board Room

- I. Call to order for Regular Board Meeting
 - a. President Brandt called the meeting of the Board of Trustees to order at 7:01 p.m. in the Auditorium of the Plum Library.

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- II. Roll call, recording both present and absent members
 - a. Present: President Brandt, Vice President Larkin, Secretary Aamundstad Walsh; Trustees Carlson, Marshall
 - b. Absent: Treasurer Pinkett-Floyd at 7:05pm, Trustee Wiggins arrived at 7:18 p.m.
 - c. Staff members present: Claudia Krauspe, Sue Wilsey, Alex Vancina, Michelle Petersen, Michelle Baumann
 - d. Guests present: Robert Biddle, Kelly Zabinski, Shaun Kelly, Jack Hayes, Fred Marano, Mike Fugiel

- III. Public presentation to, or discussion with, the Board of Trustees
 - a. Public presentations were made by the following citizens of Lombard: No public presentations were made.

- IV. ACTION ITEM: Adoption of the Agenda
 - a. Vice President Larkin 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 11, 2020
 - ii. Closed Session Board meeting, August 11, 2020
 - b. Approval of financial reports
 - i. Cash and Investments Report dated Aug. 31, 2020
 - ii. Revenue and Expenditures vs. Budget Report dated Aug. 31, 2020
 - iii. Check Register dated Aug. 31, 2020
 - iv. Balance Sheet Previous Year Comparison as of Aug. 31, 2020
 - c. Vice President Larkin moved to approve consent agenda items. Trustee Carlson seconded motion. All ayes, no nays. Motion passed.

- VI. Committee reports
 - a. Audit Committee
 - i. Did not meet.
 - b. Director Relations Committee
 - i. Did not meet.
 - c. Policy and Bylaws Committee
 - i. Did not meet.

- VII. Unfinished Business
 - a. No unfinished business to report.

- VIII. New Business
 - a. DISCUSSION: Building Update
 - i. Shaun Kelly presented an update on the new building project. He noted that Engberg Anderson assembled a lengthy narrative and sent it to Frederick Quinn for assessment. Jack Hayes and Fred Marano were present to answer questions.
 - ii. Shaun Kelly reviewed the tentative schedule. He noted that the Library has moved into the next phase of Design Development, in which the architects will

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work with staff to develop more detailed designs of both the interior and exterior. After this stage, the architects will send documents to Frederick Quinn for further estimates. Shaun hopes to present to the Board again at the January 2021 Board meeting.

- iii. Jack Hayes of Frederick Quinn presented an updated project budget estimate based on the most recent schematic designs. He noted that the new estimate is a little higher; however, he reassured the Board that he felt confident the project could remain within budget.
- b. PRESENTATION: New Library Branding
 - i. For the sake of time, the Board agreed to review this presentation after reviewing the other Action Items first.
 - ii. Support Services and Communications Director Sue Wilsey presented the new concept for the library logo. She noted that the motivation for this redesign resulted from the necessity to redesign the website. It was more efficient to design both at the same time rather than update the website in the future with new branding.
 - iii. Sue Wilsey noted that the ultimate goal is to go public with the new logo and new website in January 2021 in conjunction with the timeline for the new building project.
- c. ACTION ITEM: Approval of reimbursement to Village for 25 West Maple Parking Lot resurfacing at an estimated cost of \$30,502. Roll Call.
 - i. Vice President Larkin moved to approve a reimbursement to Village for 25 West Maple Parking Lot resurfacing at an estimated cost of \$30,502. Trustee Carlson seconded the motion. Roll Call. All ayes, no nays. Motion passed.
- d. ACTION ITEM: Approval of Certified Estimate of Revenues by Source, Fiscal Year 2020-2021. Roll Call.
 - i. Vice President Larkin moved to approve of Certified Estimate of Revenues by Source, Fiscal Year 2020-2021. Treasurer Pinkett-Floyd seconded the motion. Roll Call. All ayes, no nays. Motion passed.
- e. ACTION ITEM: Approval of Final Budget and Appropriation Ordinance 2020-2021-002. Roll Call.
 - i. Vice President Larkin moved to approve Final Budget and Appropriation Ordinance 2020-2021-002. Trustee Marshall seconded the motion. Roll Call. All ayes, no nays. Motion passed.

IX. Communications

- a. No communications to report.

X. Library Director's Report

XI. Departmental Reports

- a. Trustee Wiggins asked if the demand for hotspots has increased in light of the pandemic. Alex Vancina noted that there has not been an unusual increase in demand. The stats are consistent.
- b. Trustee Marshall asked if the Library will process passports soon. Michelle Petersen noted that all passport processing is currently on hold nationwide. The Library is not taking applications at this time.

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- XII. The Board went into Closed Session at 8:50 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Roll Call.
 - a. Trustee Wiggins moved to enter into Closed Session and it was seconded by Secretary Aasmundstad Walsh. All ayes, no nays.
- XIII. The Board returned to Open Session at 9:22 p.m. to affirm decisions made in Closed Session.
- XIV. Adjournment: 9:22 p.m.

Approved: _____

Kristin Aasmundstad Walsh
Board Secretary