

# APPROVED

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

## BOARD OF TRUSTEES MEETING MINUTES

September 19, 2023  
7:00 p.m.  
Conference Room

- I. Call to order
  - a. Allison 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. 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: Interim Director, Anne Luzeniecki, Strategic Communications and Marketing Director Sue Wilsey, Technology and Metadata Services Manager Alex Vancina, Youth Services Manager Tabatha Anderson, Marketing Manager Kristie Leslie, Adult Services Manager Michelle Kilty, Executive Assistant Sara Plasman
  - d. Guests present: none
- IV. Public Comment
  - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Secretary Kowalski-Schmidt moved to adopt agenda. Vice President Wiggins seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, August 22, 2023
  - b. Approval of financial reports
    - i. Approval of financial reports
    - ii. Cash and Investments Report dated August 31, 2023
    - iii. Revenue and Expenditures vs. Budget Report dated August 31, 2023
    - iv. Check Register dated August 31, 2023
    - v. Balance Sheet Previous Year Comparison as of August 31, 2023
  - c. VP Wiggins moved to approve consent agenda items. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
  - a. Audit Committee

# APPROVED

- i. Trustee Simms reported that the committee met on September 12, 2023.
  - b. Director Relations Committee
    - i. Did not meet.
  - c. Policy and Bylaws Committee
    - i. Did not meet.
  
- VIII. Unfinished Business
  - a. No unfinished business to report.
  
- IX. New Business
  - a. ACTION ITEM: Approve Tax Levy Ordinance 2023-2024-005.
    - i. VP Wiggins moved to approve Tax Levy Ordinance 2023-2024-005. Treasurer Aasmundstad Walsh 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. All ayes, no nays. Motion passed.
  - b. ACTION ITEM: Approve filing with the County Clerk a Certificate of Eligibility to preserve the Library District’s right to recapture levy amounts in accordance with statute ILCS 200-18-190.7.
    - i. VP Wiggins moved to approve filing with the County Clerk a Certificate of Eligibility to preserve the Library District’s right to recapture levy amounts in accordance with statute ILCS 200-18-190.7. 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
      - 6. Ginger Kearney - yes
      - 7. Kelly Simms – yes
    - iii. Motion passed.
  - c. ACTION ITEM: Approve Ordinance 2023-2024-006 Abating Bond Debt Service Levy for the Year 2023.
    - i. VP Wiggins moved to approve Ordinance 2023-2024-006 Abating Bond Debt Service Levy for the Year 2023. 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
      - 6. Ginger Kearney - yes

# APPROVED

7. Kelly Simms – yes
    - iii. Motion passed.
  - d. ACTION ITEM: Approve opening closed session minutes of:
    - i. June 8, 2004 – Closed Session Board Meeting
    - ii. June 30, 2004 – Closed Session Board Meeting
    - iii. July 13, 2004 – Closed Session Board Meeting
    - iv. July 27, 2004 – Closed Session Special Board Meeting
    - v. July 15, 2020 – Closed Session Special Board Meeting
    - vi. February 21, 2023 – Closed Session Board Meeting
    - vii. March 14, 2023 – Closed Session Audit Committee
    - viii. May 16, 2023 – Closed Session Board Meeting
    - ix. June 20, 2023 – Closed Session Board Meeting
    - i. Secretary Kowalski-Schmidt moved to approve opening the above closed session minutes. Trustee Kearney seconded motioned. All ayes, no nays. Motion passed.
  - e. ACTION ITEM: Approval of report on Secretary’s records for January 1, 2023, through June 30, 2023.
    - i. VP Wiggins moved to approve report on the Secretary’s records for January 1, 2023, through June 30, 2023. Trustee Kearney seconded motioned. All ayes, no nays. Motion passed.
  - f. ACTION ITEM: Approval of destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06).
    - i. VP Wiggins moved to approve destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06). Trustee Kearney seconded motioned. All ayes, no nays. Motion passed.
  - g. DISCUSSION: Board statement in reference to communicating support to other libraries.
    - i. Trustee Kearney recommended that the Board send letters of support to other libraries that have received threats in recent weeks.
    - ii. The Board discussed what sort of communication should be sent.
    - iii. The Board reached a consensus to send a letter of support to the library directors at libraries that have been targeted in recent weeks to share with their board and staff.
- X. Communications
- a. Secretary Kowalski-Schmidt received the following communications via email:
    - i. An email was sent to the Board regarding technology in Youth Services.
- XI. Library Director’s Report
- a. Interim Director Anne Luzeniecki noted that as a response to the recent threats at local libraries, we have paused our online chat function. Communication has been sent to staff on to how to handle potential threats.
  - b. Anne reported on some building developments at 411 S. Main.
    - i. Work was recently done on the West side of the building to replace faulty caulk.
    - ii. Exciting interactive play pieces were recently installed in Youth Services.
    - iii. We are anticipating finishing the pavement project in the coming weeks.
  - c. Anne reported on the preparations for decommissioning the 110 W. Maple building.
    - i. Furniture removal has begun this week.
    - ii. Asbestos removal is taking place next week.

# APPROVED

- iii. A dumpster will be placed on the West property.
  - d. Anne reported on the different charitable drives we have hosted at the Library.
  - e. Anne noted that the Jingle Bell Jubilee this year is scheduled for December 2. The Library will be a stop on for this event. The Library will have adjusted hours that day from 12pm-8pm.
- XII. Departmental Reports
- a. VP Wiggins asked about the artwork and historical pieces that were at the 110 W Maple building and what will be done with them. Anne responded that those pieces needed additional care and have been packed and transported to the new building by staff and Hallett Movers.
  - b. VP Wiggins asked about the rearranging of the Teen and Youth Services collections.
    - i. Youth Services Manager Tabatha Anderson noted that circulation had dropped in the teen area for graphic novels and manga. Circulation has improved in these areas as a result of the move.
  - c. Secretary Kowalski-Schmidt was impressed with our collection of toys in Youth Services and the backpacks. She also expressed thanks for the decision to donate old computers to PC's for People.
  - d. Sue Wilsey reported that we have had over 100,000 visitors in our new building since we have opened!
- XIII. Adjournment: 7:35 p.m.
- a. Secretary Kowalski-Schmidt moved to adjourn. Trustee Kearney seconded motion. All ayes, no nays.

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

Julie Kowalski-Schmidt  
Board Secretary