

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

POLICY AND BYLAWS COMMITTEE MEETING MINUTES

September 4, 2025
3:15pm
Staff Conference Room

- I. Call to order
 - a. Chair Kowalski-Schmidt called the meeting of the Policy and Bylaws Committee to order at 3:14pm in the Staff Conference Room of the Helen Plum Library.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Chair 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.
- IV. Roll call, recording both present and absent members
 - a. Present: Chair Julie Kowalski-Schmidt, Trustee Ginger Kearney, Trustee Kelly Simms
 - b. Absent: none
 - c. Staff present: Executive Director Anne Luzeniecki, Executive Assistant Jenn Ferguson
- V. Public Comment
 - a. No public presentation.
- VI. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Kearney moved to adopt the agenda, seconded by Trustee Simms. All ayes, no nays. Motion passed.
- VII. Review of Policies:
 - a. B-7 Disposal of Surplus Library Materials
 - i. Executive Director Luzeniecki noted no significant changes to the policy, just updates to the legal references, our current formatting and terminology (ex. Director vs Executive Director).

1. Trustee Kearney asked for clarity on the term “public sale” in the fifth bullet point. Anne noted that the term is part of the associated act and was thereby included.
- b. B-13 Division of Responsibility between Board and Executive Director
 - i. The following changes were requested:
 1. Under POLICIES, Executive Director
 - a. Change the second sentence to: “The Executive Director carries out the policies as adopted by the Board.”
 2. Under POLICIES, Joint Responsibility
 - a. End the second sentence with a period after “the Illinois State Library” and strike the remainder of the sentence.
 3. Under GOVERNANCE, Executive Director
 - a. Strike “except qualifying executive sessions” from the second sentence.
 4. Under BUDGET PRESENTATION, Library Board
 - a. Strike the word “general” from the first sentence.
 5. Under BUDGET PRESENTATION, Executive Director
 - a. Change the word “partners” to “collaborates” and remove “and the Board” from the first sentence.
 6. Under BUDGET PRESENTATION, Joint Responsibility
 - a. Add “meet statute deadlines and” to the second sentence after “Executive Director”
- c. C-6 Alcohol at Library Events – *Retire Policy*
 - i. After discussion, it was agreed that the policy should be retired.
- d. P-26 Anti-Bullying
 - i. Executive Director Luzeniecki noted that, moving forward, the goal is to review this policy concurrent to reviewing policy P-27 Non-Discrimination and Anti-Harassment.
 1. Trustee Simms asked if the two policies could be combined. Anne stated that they would not be combined as, for example, bullying is repeated behavior, whereas harassment is not limited by multiple occurrences and includes protected classes.
- e. U-1 Use of Library Facilities and Materials
 - i. Library Hours
 1. Trustee Kearney inquired about extending the Library’s hours. Executive Director Luzeniecki noted that the consideration would require a long-term discussion requiring more research (ex. patron daily traffic and use patterns, staffing budgets, etc.).
 - ii. Holiday Closures
 1. Trustee Kearney inquired after the closures noted. Executive Director Luzeniecki noted that, for the most part, the closures

APPROVED

mirror the Village holidays and explained the staff benefit of floating holidays for personal observances.

iii. Cards for Kids Fee Exemption

1. Chair Kowalski-Schmidt inquired after the exemption.

Executive Director Luzeniecki explained that any expansion of the exemption would require greater strategic consideration by the Board. Currently, the Library partners with the local schools to identify and connect with qualifying students.

VIII. ACTION ITEM: Referral for action to the Board of Trustees

- a. Trustee Kearney moved to refer the above updated policies as amended for adoption by the Board of Trustees at the September 16 board meeting. Trustee Simms seconded the motion. All ayes, no nays. Motion passed.

IX. Adjournment: 4:08pm

- a. Chair Kowalski-Schmidt moved to adjourn the meeting. Trustee Kearney seconded. Motion passed, meeting adjourned.

Notes taken by Jenn Ferguson.

Approved:_____

Julie Kowalski-Schmidt
Board Secretary