

# APPROVED

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

AUDIT COMMITTEE MEETING MINUTES  
March 14, 2023  
5:00 p.m.  
Library Lobby and Small Conference Room

- I. Call to order
  - a. Chairman Ken Marshall called the Audit Committee meeting to order at 5:00pm in the Library Lobby.
- II. Pledge of Allegiance
  - a. All present recited the Pledge of Allegiance.
- III. Roll call
  - a. Present: Chairman Ken Marshall and Trustee Sue Wiggins
  - b. Absent: Trustee Jennifer Erickson
  - c. Staff members present: Executive Director Claudia Krauspe, Sara Plasman
  - d. Visitors: none
- IV. Public Comment
  - a. No public presentation was made.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Trustee Wiggins moved to adopt the agenda. Chairman Marshall seconded the motion. All ayes, no nays. Motion carried.
- VI. Go into closed session to review closed session minutes
  - a. Trustee Wiggins moved to go into closed session in the Small Conference Room. Chairman Marshall seconded motion. Roll call vote. All ayes, no nays. Motion carried.
- VII. Return to Open Session
  - a. Trustee Wiggins moved to return to open session at 5:12 pm in the Small Conference Room. Chairman Marshall seconded. Roll call vote. All ayes, no nays. Motion carried.
- VIII. ACTION ITEM: Vote to recommend to the full Board approval of opening of closed session minutes.
  - a. After a thorough review of the closed session minutes, Trustee Wiggins moved, and Chairman Marshall seconded the motion to recommend to the full Board opening the following Closed Session Minutes:
    - February 14, 2006, Closed Session Board Meeting
    - June 11, 2013, Closed Session Board Meeting
    - June 10, 2014, Closed Session Board Meeting
    - July 19, 2022, Closed Session Board Meeting
    - August 16, 2022, Closed Session Board Meeting
    - September 12, 2022, Closed Session Audit Committee

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- November 15, 2022, Closed Session Board Meeting
- November 30, 2022, Closed Session Director Relations Committee
- December 20, 2022, Closed Session Board Meeting

b. All ayes, no nays. Motion carried.

IX. Review of Secretary's records for July 1, 2022, through December 31, 2022

a. The committee agreed that all records for July 1, 2022 to December 31, 2022 were in good standing.

X. ACTION ITEM: Vote to recommend to the full Board approval of report on Secretary's records for July 1, 2022 to December 31, 2022

a. Trustee Wiggins moved to recommend to the full Board approval of the Secretary's records for July 1, 2022, through December 31, 2022. Chairman Marshall seconded motion. All ayes, no nays. Motion carried.

XI. Adjournment:

a. There being no further business, Trustee Wiggins moved to adjourn. Chairman Marshall seconded motion. All ayes, no nays. Meeting adjourned at 5:21 p.m.

Notes taken by Sara Plasman.

Approved: \_\_\_\_\_  
Julie Kowalski Schmidt  
Board Secretary