

APPROVED

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

AUDIT COMMITTEE MEETING MINUTES

September 12, 2023

1:30 p.m.

Conference Room

- I. Call to order
 - a. Trustee Kelly Simms called the Audit Committee meeting to order at 1:35 p.m. in the Conference Room.
- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.
- III. Roll call
 - a. Present: Chair Kelly Simms, Trustee Ginger Kearney
 - b. Absent: Vice President Sue Wiggins
 - c. Staff members present: Executive Director Claudia Krauspe, Assistant Director Anne Luzeniecki, Executive Assistant Sara Plasman
 - d. Visitors: none
- IV. Public Comment
 - a. No public presentation was made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Kearney moved to adopt the agenda. Trustee Simms seconded the motion. All ayes, no nays. Motion passed.
- VI. Go into closed session to review closed session minutes.
 - a. Trustee Kearney moved to go into closed session. Trustee Simms seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- VII. Return to Open Session
 - a. The committee returned to open session at 2:05pm.
- 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 Kearney moved, and Trustee seconded the motion to recommend to the full Board opening the following Closed Session Minutes:
 - June 8, 2004 – Closed Session Board Meeting
 - June 30, 2004 – Closed Session Board Meeting
 - July 13, 2004 – Closed Session Board Meeting
 - July 27, 2004 – Closed Session Special Board Meeting
 - July 15, 2020 – Closed Session Special Board Meeting

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- February 21, 2023 – Closed Session Board Meeting
 - March 14, 2023 – Closed Session Audit Committee
 - May 16, 2023 – Closed Session Board Meeting
 - June 20, 2023 – Closed Session Board Meeting
- b. All ayes, no nays. Motion passed.
- IX. Review of Secretary's records for January 1, 2023, through June 30, 2023.
- a. The committee agreed that all records for January 1, 2023, through June 30, 2023, were in good standing.
- X. ACTION ITEM: Vote to recommend to the full Board approval of report on Secretary's records for January 1, 2023, through June 30, 2023
- a. Trustee Simms moved to recommend to the full Board approval of the Secretary's records for January 1, 2023, through June 30, 2023. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- XI. ACTION ITEM: Vote to recommend to the full Board Approval of destruction of closed session verbatim records 18 months and older.
- a. Trustee Simms moved to recommend to the full Board approval of the Secretary's records. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- XII. Adjournment:
- a. There being no further business, Trustee Kearney moved to adjourn. Chair Simms seconded motion. All ayes, no nays. Meeting adjourned at 2:16 p.m.

Notes taken by Sara Plasman.

Approved: _____
Julie Kowalski Schmidt
Board Secretary