

APPROVED

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

BOARD OF TRUSTEES MEETING MINUTES

March 21, 2023
7:00 p.m.
Library Lobby

- I. Call to order
 - a. President Allison Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:00 p.m. in the Library Lobby.
- 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 Ken Marshall, Treasurer Kristin Aasmundstad Walsh, Secretary Julie Kowalski-Schmidt; Trustees Jennifer Erickson, Kelly Simms, and Sue Wiggins
 - b. Absent: None
 - c. Staff members present: Executive Director Claudia Krauspe, Director of Strategic Communications and Marketing Sue Wilsey, Assistant Director Anne Luzeniecki, HR Manager Michelle Baumann, Marketing Content Coordinator Emily Bradshaw, Graphic Designer Steph Koblich, Marketing Manager Kristie Leslie, Technology and Metadata Manager Alex Vancina
 - d. Guests present: Howard Metz with Robbins Schwartz
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Wiggins moved to adopt the agenda. Treasurer Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, February 21, 2023
 - ii. Closed Session meeting, February 21, 2023
 - b. Approval of financial reports
 - i. Cash and Investments Report dated February 28, 2023
 - ii. Revenue and Expenditures vs. Budget Report dated February 28, 2023
 - iii. Check Register dated February 28, 2023
 - iv. Balance Sheet Previous Year Comparison as of February 28, 2023
 - c. Trustee Wiggins moved to approve consent agenda items. VP Marshall seconded motion. All ayes, no nays. Motion passed.

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- VII. Committee reports
- a. Audit Committee
 - i. VP Marshall reported that the Audit Committee met on March 14, 2023 and examined the secretary's minutes from July 2022-December 2022. The committee also reviewed Closed Session minutes dating back to 2006. The committee discussed these minutes at length and voted to recommend to the full board the opening of the closed session minutes listed below. Identifying employee information was redacted from certain minutes.
 - b. Director Relations Committee
 - i. Treasurer Aasmundstad Walsh reported that the Director Relations Committee met with Executive Director Claudia Krauspe on March 11 to discuss her annual review.
 - c. Policy and Bylaws Committee
 - i. Trustee Wiggins reported they did not meet.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. ACTION ITEM: Opening closed session minutes of:
 - i. February 14, 2006, Closed Session Board Meeting
 - ii. June 11, 2013, Closed Session Board Meeting
 - iii. June 10, 2014, Closed Session Board Meeting
 - iv. July 19, 2022, Closed Session Board Meeting
 - v. August 16, 2022, Closed Session Board Meeting
 - vi. September 12, 2022, Audit Committee Closed Session
 - vii. November 15, 2022, Closed Session Board Meeting
 - viii. November 30, 2022, Closed Session Director Relations Committee
 - ix. December 20, 2022 Closed Session Board Meeting
 - x. Trustee Wiggins moved to approve. Trustee Simms seconded motion. All ayes, no nays. Motion passed.
 - b. ACTION ITEM: Approval of report on Secretary's records for July 1, 2022 through December 31, 2022.
 - i. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Approval of destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06).
 - i. Trustee Wiggins moved to approve. Trustee Erickson seconded motion. All ayes, no nays. Motion passed.
 - d. ACTION ITEM: Adoption of Resolution 2022-2023-008 Authorizing and Directing Sale of Certain Property of the Helen M. Plum Memorial Public Library District to the Lombard Park District and Adopting the Real Estate Purchase and Sales Agreement with the Lombard Park District.
 - i. Trustee Wiggins moved to approve. Secretary Kowalski-Schmidt seconded motion.
 - ii. VP Marshall read a statement in support of the Resolution and Real Estate Purchase and Sale Agreement. Exhibit A Attachment.

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- iii. Treasurer Aasmundstad Walsh asked several questions about the Real Estate Purchase and Sales Agreement with the Lombard Park District.
 - 1. Does the sales contract specify when the Lombard Park District would be required to pay the demolition fee? Howard Metz with Robbins Schwartz responded that we will receive payment from the Park District when we get the final pay request from the demolition contractor. He also noted we would not transfer the property until we receive the payment. Claudia stated that this is consistent with how contractors on our building project are paid.
 - 2. Was there a different draft of the sales contract that spelled out how the Park District would be involved with the process? Claudia responded that those were her notes to the board and not a part of the sales contract. Howard Metz noted that none of these points was in any part of the sales contract. Claudia responded that we should be able to collaborate moving forward.
 - 3. When will the final execution of the contract happen? Howard responded that it would be at the closing.
- iv. Roll call vote. 7 ayes, 0 nays, 0 absent, 0 abstained. Motion passed.
 - 1. Allison Pinkett-Floyd – yes
 - 2. Ken Marshall – yes
 - 3. Kristin Aasmundstad Walsh – yes
 - 4. Julie Kowalski-Schmidt – yes
 - 5. Jennifer Erickson – yes
 - 6. Kelly Simms – yes
 - 7. Sue Wiggins – yes
- e. ACTION ITEM: Adoption of Resolution 2022-2023-009 Authorizing and Directing Sale of Certain Property of the Helen M. Plum Memorial Public Library District to the Village of Lombard and Adopting the Real Estate Purchase and Sales Agreement with the Village of Lombard.
 - i. Trustee Wiggins moved to approve. Secretary Kowalski-Schmidt seconded motion.
 - ii. Roll call vote. 7 ayes, 0 nays, 0 absent, 0 abstained. Motion passed.
 - 1. Allison Pinkett-Floyd – yes
 - 2. Ken Marshall – yes
 - 3. Kristin Aasmundstad Walsh – yes
 - 4. Julie Kowalski-Schmidt – yes
 - 5. Jennifer Erickson – yes
 - 6. Kelly Simms – yes
 - 7. Sue Wiggins – yes
- f. ACTION ITEM: Adoption of Ordinance 2022-2023-010 Annexing Territory to the Helen M. Plum Memorial Public Library District.
 - i. Trustee Wiggins moved to approve. Trustee Erickson seconded motion.
 - ii. VP Marshall asked if the annexation would cost the library any money. Claudia noted that it's quite the opposite. The library district would receive taxpayer dollars from each new residence. She also noted that being in the library district is also a selling point for buyers of these homes.
 - iii. Roll call vote. 7 ayes, 0 nays, 0 absent, 0 abstained. Motion passed.
 - 1. Allison Pinkett-Floyd – yes

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2. Ken Marshall – yes
 3. Kristin Aasmundstad Walsh – yes
 4. Julie Kowalski-Schmidt – yes
 5. Jennifer Erickson – yes
 6. Kelly Simms – yes
 7. Sue Wiggins – yes
- X. Communications
- a. No communications to report.
- XI. Library Director’s Report
- a. Claudia provided the board with an Executive Team Overview document.
 - i. Trustee Wiggins asked if we are insured for all the computers, furnishings, and collection in the new building. Claudia reported that we met with our insurance agent Jeanne Nolan with the Nolan Agency. We have coverage on the furnishings, the collection contents, and the movers. Trustee Wiggins also asked about insurance on the stained-glass windows. Claudia noted this has not been brought up with our insurance agent yet.
 - ii. Secretary Kowalski-Schmidt asked about other vending options available in the new building. Sue Wilsey responded that coffee, soft drink, and snack vending will be available.
 - iii. VP Marshall asked if anything has changed with the construction and building deadlines mentioned in the Executive Team Overview report since Friday. Claudia noted that nothing has changed, and we may have more answers after this coming Friday’s construction meeting.
 - iv. Claudia noted that the generator arrived and is on the roof.
 - v. Trustee Wiggins asked if there will be signage about food and drink in the new building. Anne responded that we will add signage as needed.
- XII. Departmental Reports
- a. none
- XIII. Adjournment: 7:26 p.m.
- a. Trustee Wiggins moved to adjourn. Trustee Simms seconded motion. All ayes, no nays.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary

Exhibit A

Statement Regarding the Proposed Resolutions Concerning the Disposition of the Helen M. Plum Memorial Public Library District's Maple St. Land

In keeping with Colonel Plum's bequest of his land, as stated in his will, "for purposes of a Public Park and free public library", and in keeping with the intent of the 2016 referendum approving a new building, the Helen Plum Library board wanted that building to be constructed on the old library's site. The library tried to work with the Lombard Park District to accomplish that goal. Hamstrung by six prior legal agreements (some decades old) between the districts and by the Park District's demands, the library's efforts proved futile. Years of negotiations failed. The library board was left with few options. After considering them, that board decided to acquire the Main Street site.

The issue then became the future of the library's Maple Street property. The contracts incorporated in the resolutions this board is voting on tonight are the results of many discussions involving the Lombard library, park district, and village boards. Those discussions centered on what would be best for the Lombard community as it moves forward. Other considerations included legal, economic, and political realities (among others, the library land's appraised value, building demolition costs, zoning issues, and potential future uses of the property).

After much deliberation, I agree with my fellow board members that the proposed resolutions set out the most acceptable ways to dispose of the library land in a manner that best serves Lombard residents and allows the community to enjoy its beautiful new library free of ongoing controversy concerning the fate of the former library site.

In closing, I would add that the new building is a wonderful silver lining in the cloud of having to relocate the library. All Lombard residents can be proud of their updated and modern library and of the dedicated staff, led by Director Claudia Krauspe, which is taking the community into this new era.

I therefore will vote to approve both resolutions.

Ken Marshall
Vice President
Helen M. Plum Memorial Public Library District Board of Trustees
March 21, 2023