

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

BOARD OF TRUSTEES MEETING MINUTES
October 15, 2024
7:00 p.m.
Conference Room

- I. Call to order
 - a. President Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:01 p.m. in the Conference Room.
- II. Pledge of Allegiance
 - a. The Pledge of Allegiance was recited.
- III. Roll call, recording both present and absent members, with approved virtual attendance noted with an *
 - 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: Executive Director Anne Luzeniecki, Strategic Communications & Marketing Director Sue Wilsey, Technology and Metadata Services Manager Alex Vancina, Executive Assistant Jenn Ferguson
 - d. Guests present: None
- IV. Public Comment
 - a. No public comments were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt the agenda. Treasurer Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.
- VI. Board of Trustees' 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.
- VII. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, September 17, 2024
 - b. Approval of financial reports
 - i. Check Register dated September 30, 2024
 - ii. Cash and Investments Report dated September 30, 2024

- iii. Revenue and Expenditures vs. Budget Report dated September 30, 2024
- iv. Balance Sheet Previous Year Comparison as of September 30, 2024
- c. VP Wiggins moved to approve consent agenda items. Trustee Kearney seconded the motion.
 - i. Executive Director Luzeniecki offered clarification on the tracking of the Notary Service, which was addressed at the previous meeting. The Notary Service is being tracked as a program, like SHIP counseling, rather than as an Additional Service.
 - ii. Trustee Aasmundstad Walsh requested “Kelly” be replaced with “Trustee Simms” in section V.c.i.
- d. All ayes, no nays. Motion passed as amended.

VIII. Committee and Foundation reports

- a. Audit Committee
 - i. No meeting was held.
- b. Director Relations Committee
 - i. Chair Erickson reported no meeting was held. She extended thanks for completing all trustee evaluations. Meeting Oct 29 to discuss results.
- c. Policy and Bylaws Committee
 - i. No meeting was held.
- d. Helen Plum Library Foundation
 - i. Foundation Board Updates
 - 1. Trustee Kearney reported the group has not met but the individuals for open President and VP positions have been found. A meeting is scheduled for the 28th where they will fill the positions. The Library Board looks forward to collaborating on future endeavors with the Foundation.
 - ii. Discussion: Helen Plum Portrait Conservation Report and Recommendations
 - 1. Executive Director Luzeniecki reviewed the recent conservation analysis and recommendation for the pastel Helen Plum portrait in our collection, noting a partnership opportunity for the Library and Foundation.
 - a. VP Wiggins asked for more information about The Conservation Center, which will be forwarded to the trustees.
 - b. The age of the portrait was asked about (for dating of the potentially original frame) and is estimated to the late 1800s based on Helen’s age in the portrait.

IX. Unfinished Business

- a. None

X. New Business

- a. ACTION ITEM: Adopt Resolution 2024-2025-007 to Determine Estimate of Funds Needed for 2024–2025 Fiscal Year.
 - i. VP Wiggins moved to adopt Resolution 2024-2025-007 to Determine Estimate of Funds Needed for 2024-2025 Fiscal Year. Trustee Kearney seconded.

1. Per Executive Director Luzeniecki, this document provides clarification to the community that we will not ask for more than 5% on the levy extension. This level means we do not need to have a TITA hearing.
- ii. All ayes, no nays. Motion passed.
- b. DISCUSSION: Illinois Library Association (ILA) Conference Highlights
 - i. Trustee Kearney gave a brief report on the ILA Conference and the programming and education she found impactful and actionable.
 1. Ginger was intrigued by the virtual session structure for Nick Offerman’s presentation, and said it was great to hear about the individuals in libraries that play[ed] such a large role in his life. She also noted a highlight was a keynote presentation from librarian Mychal Threets—she is pleased to report that he is the same in-person as he is online, and his joy for libraries is truly palpable.
 2. Ginger brought up the RAILS (Reaching Across Illinois Library System) response team for libraries experiencing difficulties. It brings together libraries and/or librarians to utilize their applicable strengths, building a support network between our Illinois libraries.
 3. Ginger shared information to the trustees regarding researching challenged books, which can streamline the review process when/if books within our collection are challenged.
 4. Ginger highlighted the closing keynote which focused on working with individuals with disabilities or mobility issues. People with disabilities or mobility issues have trouble with accessibility of items/tools in their environments, not just accessible furniture. She brought up the possibility to expand our collection to assistive items patrons can test out before personally committing to the expense, as many of these items can be costly and not universally effective for accessibility. She also suggested making an item like a can/bottle opener available in The Hub for patrons who cannot open the drinks from the vending machines.

XI. Communications

- a. Secretary Kowalski-Schmidt reported no communications received.

XII. Library Director’s Report

- a. Discussion: Helen Plum Library Customer Service Community Survey Summary
 - i. Executive Director Luzeniecki reported on the results of the survey. There were 185 responses, many from frequent library visitors; most were adults and seniors. Most respondents reported receiving high levels of customer service, but there were some inconsistent experiences. More comfort seating was requested, and sound-carrying was a frustration, though these are items already being investigated. Study rooms remain in high demand and there was excitement over programming quality and future possibilities.
 1. VP Wiggins inquired as to why response volume was so low versus the overall number of cardholders. Strategic Communications & Marketing Director Wilsey explained that this survey wasn’t promoted in the newsletter, targeted more towards those who were

frequent visitors and experiencers of customer service. Responses collected may not have been high in volume but contained much more detailed answers from participating patrons.

2. Anne stated the next survey topic will be materials, followed by program assessment. Considerations on promotion of these surveys is tailored to where the users are. The previous survey that utilized a postcard mailer for promotion resulted in almost 500 responses. Trustee Simms noted disappointment that families with children were underrepresented in the customer service survey, and there was consensus that those patrons will be targeted when promoting the program assessment survey.
 3. Treasurer Aasmundstad Walsh brought up the sound issue and asked after making visually distinct conversation spaces to localize louder locations. Anne noted the comfort seating changes being investigated align with this, like adding seats outside Studio 411. Sound does carry from the first to second floor, so we are looking into decorative partitions or sound tiles to dampen sound where able. Single-user pods were mentioned and are being considered, though they are very expensive.
 - ii. VP Wiggins brought up the rolling chairs in Studio 411. With the tile floor and the wheels moving quickly, falling is a larger concern for older patrons. Anne said she will connect with Melisa in Studio 411 to discuss options.
 - iii. Trustee Erickson asked what the most urgent action item(s) to focus on, and how can the Board help. Anne expressed that this is the learning phase, so we're taking our time to process the information, and are looking at Q1 or Q2 2025 to do compilation and decisive plans from collected community information and responses. Nothing actionable at this time, but a lot for the Board to consider as the survey process winds down.
- b. Drives
- i. Love Purse Drive: Donations of new purses with toiletries will be accepted throughout October as it is domestic violence awareness month. Local legislatures are partnering to organize this drive in support of Metropolitan Family Services.
 - ii. Lombard Fire Dept Toy Drive: Date TBD
 - iii. College of DuPage Fuel Pantry: December 2–30
 - iv. Versiti Blood Drive: December 12.
- c. Maple Street Updates
- i. Met for an inspection on October 9, with four items appearing on the Village's inspection report:
 1. Complete grade restoration along sidewalks and curbing at Maple St
 2. Restore grade at bottom of the stairs near the Coach House (Park Responsibility)
 3. Remove construction fencing, silt fencing, and materials
 4. Re-stripe Handicap Parking Stall on Maple St
- d. Staffing Updates
- i. Currently there are 2 open positions: Assistant Director and PT Maker Library Associate for Studio 411.

- ii. We are welcoming Katie Horner on October 21 as PS Manager!

XIII. Departmental Reports

- a. Trustee Kearney had kudos to Phil, Facilities, and the MAPS volunteers for the wonderful art installation job for the MAPS exhibit.
- b. VP Wiggins noted her attendance at the recent Senior Fair where she was pleased to see Strategic Communications & Marketing Director Sue Wilsey representing the Library. VP Wiggins asked for any feedback Sue received, to which Sue [Wilsey] noted very positive reviews of the Library. This was the largest Senior Fair to date, held at the Madison Meadows Athletic Center (MMAC).
- c. It was noted that Engberg Anderson and Frederick Quinn Corp had tables at the ILA Conference where they showcased the new building to great feedback. It provided great promotion of the HPL to the wider Illinois library community.

XIV. Adjournment: 7:41 p.m.

- a. VP Wiggins moved to adjourn the meeting. Secretary Kowalski-Schmidt seconded. All ayes, no nays. Motion passed. Meeting adjourned.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary