

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

BOARD OF TRUSTEES MEETING MINUTES  
November 19, 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 7:00 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, Patron Services Manager Katie Horner, Content Coordinator Emily Bradshaw, and Executive Assistant Jenn Ferguson
  - d. Guests present: Jasleen Kaur from Lauterbach & Amen, LLP, Bijal Patel
- IV. Public Comment
  - a. Bijal Patel introduced herself and wished to express excitement for her candidacy for Library Board Trustee.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Secretary Kowalski-Schmidt moved to adopt the agenda. VP Wiggins 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, October 15, 2024
      1. Treasurer Aasmundstad Walsh noted corrections: p2, VII.c.i. – capitalize “Service” in second sentence; p3, X.b.i.2 – correct “brough” to “brought”
  - b. Approval of financial reports
    - i. Check Register dated October 31, 2024
    - ii. Cash and Investments Report dated October 31, 2024
    - iii. Revenue and Expenditures vs. Budget Report dated October 31, 2024
    - iv. Balance Sheet Previous Year Comparison as of October 31, 2024

- c. VP Wiggins moved to approve consent agenda items as amended. Treasurer Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.

## VII. Committee and Foundation Reports

- a. Audit Committee
  - i. Did not meet.
- b. Director Relations Committee
  - i. Chair Erickson shared responses from the trustee self-evaluations.
    - 1. The evaluations highlighted areas where enhanced resources and communication, including improved advocacy tools, access to library-related articles and laws, and clearer roles for trustees would be beneficial. The importance of relationships with local and state representatives was mentioned, and setting expectations for email usage, and organizing community event representation through a shared calendar were suggested. Trustees would appreciate more digital resources during/post onboarding, semi-annual legislative updates, and annual reviews of committee roles. Strengthening connections with the Village of Lombard Trustees and leveraging outreach opportunities were also noted, with a reminder that Director Luzeniecki serves as a point of contact for support and coordination with the Board.
    - 2. President Pinkett-Floyd reminded the trustees that any member can attend any of the committee meetings, even if they are not on the committee. Attending these can bring more clarity to the role and responsibilities of the committees and Board overall.
- c. Policy and Bylaws Committee
  - i. Did not meet.
- d. Helen Plum Library Foundation
  - i. Trustee Kearney reported that the new President and VP were elected at the last Foundation meeting, with the Secretary and Treasurer remaining in their roles. The Foundation will have a table at the Jingle Bell Jubilee for outreach, with information and volunteer opportunities.

## VIII. Unfinished Business

- a. Trustee Kearney connected with Rep. Terra Costa Howard regarding the pending legislation change regarding non-resident library cards. Rep. Howard confirmed that the legislation will be brought up in the new year, not at the current veto session.

## IX. New Business

- a. PRESENTATION: Jasleen Kaur from Lauterbach & Amen, LLP.
- b. ACTION ITEM: Approval of 2023-2024 Annual Audit.
  - i. VP Wiggins moved to approve the 2023-2024 Annual Audit. Trustee Kearney seconded the motion.
    - 1. Roll call vote:
      - a. Allison Pinkett-Floyd – Yes
      - b. Sue Wiggins – Yes
      - c. Kristin Aasmundstad Walsh – Yes
      - d. Julie Kowalski-Schmidt – Yes

- e. Jennifer Erickson – Yes
      - f. Ginger Kearney – Yes
      - g. Kelly Simms – Yes
    - 2. All ayes, no nays. Motion passed.
  - c. ACTION ITEM: Adopt Ordinance 2024-2025-008 Tax Levy Ordinance.
    - i. VP Wiggins moved to adopt Ordinance 2024-2025-008 Tax Levy Ordinance. Secretary Kowalski-Schmidt seconded the motion.
      - 1. Director Luzeniecki, after consideration and partnership with Engberg Anderson for a Capital Needs Assessment and our financial advisor, Jamie Rachlin, is advising that the Board does not increase the levy and instead opts for a 0% or flat levy.
      - 2. Roll call vote:
        - a. Allison Pinkett-Floyd – Yes
        - b. Sue Wiggins – Yes
        - c. Kristin Aasmundstad Walsh – Yes
        - d. Julie Kowalski-Schmidt – Yes
        - e. Jennifer Erickson – Yes
        - f. Ginger Kearney – Yes
        - g. Kelly Simms – Yes
      - 3. All ayes, no nays. Motion passed.
  - d. ACTION ITEM: Approval of filing with the County Clerk a Certificate of Eligibility to preserve the Library District's right to recapture levy amounts in accordance with statute ILCS 200/18-190.7.
    - i. VP Wiggins moved to approve filing with the County Clerk a Certificate of Eligibility to preserve the Library District's right to recapture levy amounts in accordance with statute ILCS 200/18-190.7. Trustee Kearney seconded the motion.
      - 1. Roll call vote:
        - a. Allison Pinkett-Floyd – Yes
        - b. Sue Wiggins – Yes
        - c. Kristin Aasmundstad Walsh – Yes
        - d. Julie Kowalski-Schmidt – Yes
        - e. Jennifer Erickson – Yes
        - f. Ginger Kearney – Yes
        - g. Kelly Simms – Yes
      - 2. All ayes, no nays. Motion passed.
  - e. ACTION ITEM: Adopt Ordinance 2024-2025-009 Abating Bond Debt.
    - i. Secretary Kowalski-Schmidt moved to adopt Ordinance 2024-2025-009 Abating Bond Debt. VP Wiggins seconded the motion.
      - 1. Roll call vote:
        - a. Allison Pinkett-Floyd – Yes
        - b. Sue Wiggins – Yes
        - c. Kristin Aasmundstad Walsh – Yes
        - d. Julie Kowalski-Schmidt – Yes
        - e. Jennifer Erickson – Yes
        - f. Ginger Kearney – Yes
        - g. Kelly Simms – Yes
      - 2. All ayes, no nays. Motion passed.

- f. PRESENTATION: Marketing communication preview.
  - i. Emily Bradshaw presented sneak peeks of videos for an upcoming social media series about how the Library works! Everyone loved the first four videos presented and expressed excitement over sharing a behind-the-scenes peek at what it takes to operate a library.
  
- X. Communications
  - a. Secretary Kowalski-Schmidt reported none received. Director Luzeniecki noted the receipt of a thank you from Village President Keith Giagnorio for hosting the recent blood drive – 23 units of blood for 69 lives saved.
  
- XI. Library Director’s Report
  - a. Welcome Katie Horner, Patron Services Manager!
  - b. Maple Street Property.
    - i. Director Luzeniecki reported that there is a Village of Lombard inspection tomorrow. We are currently working with the Park on the deed transfer.
  - c. Jingle Bell Jubilee
    - i. Library activities will run from 2–6pm. Activities include a photobooth, crafts, scavenger hunt, and Snow Princesses, and 2 performances by the East Winds Vocal Ensemble in the Hub. The shuttle stop location has been updated to the safer Hickory side of the Library. Board Trustees are encouraged to join Anne at the Welcome Booth anytime between 2–6pm, and she will send out an email with details for those interested in attending.
  
- XII. Departmental Reports
  - a. President Pinkett-Floyd wished goodbye to the MAPS exhibit.
  - b. Treasurer Aasmundstad Walsh asked after the Studio 411 podcast studio equipment. It is a work in progress as Melisa Martinez (Studio 411 Supervisor) is taking a course. The equipment is currently being used for VHS conversion.
  - c. Treasurer Aasmundstad Walsh inquired about the updated Culture Code. The update to the Culture Code launches at the Staff Recognition event on December 11, and will be brought to next board meeting.
  
- XIII. Adjournment: 8:04 p.m.
  - a. VP Wiggins moved to adjourn the meeting. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed. Meeting adjourned.

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