

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

BOARD OF TRUSTEES MEETING MINUTES

April 16, 2024
7:00 p.m.
Conference Room

- I. Call to order
 - a. Allison Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:00 p.m. in the Conference Room of the Plum Library.
- 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 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, Director of Strategic Communications and Marketing Sue Wilsey, Technology and Metadata Services Manager Alex Vancina, Executive Assistant Sara Plasman
 - d. Guests present: Bob Sulla
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. Secretary Kowalski-Schmidt moved to adopt the agenda. Trustee Kearney seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, March 19, 2024
 - b. Approval of financial reports
 - i. Cash and Investments Report dated March 31, 2024
 - ii. Revenue and Expenditures vs. Budget Report dated March 31, 2024
 - iii. Check Register dated March 31, 2024
 - iv. Balance Sheet Previous Year Comparison as of March 31, 2024
 - c. Secretary Kowalski-Schmidt moved to approve consent agenda items. Trustee Kearney seconded motion.
 - i. Secretary Kowalski-Schmidt asked why the ILL Lost Materials amount on the Revenue and Expenses report was so much higher this month. Anne will investigate and get back to the board.
 - ii. All ayes, no nays. Motion passed.

- VII. Committee reports
 - a. Audit Committee
 - i. Trustee Simms reported that the committee did not meet.
 - b. Decennial Committee
 - i. President Pinkett-Floyd reported that the committee plans to meet on May 6.
 - c. Director Relations Committee
 - i. Trustee Erickson reported that the committee did not meet.
 - d. Policy and Bylaws Committee
 - i. Secretary Kowalski-Schmidt reported that a meeting was scheduled for April 2 but had to be rescheduled for a later date.

- VIII. Unfinished Business
 - a. No unfinished business to report.

- IX. New Business
 - a. No new business to report.

- X. Communications
 - a. Secretary Kowalski-Schmidt reported that we received one email from a foundation member about community displays.

- XI. Library Director's Report
 - a. LACONI Banquet – Anne has received RSVPs from most trustees for this event.
 - b. 110 W Maple Update - Handrail and concrete work completed at old building site.
 - c. 411 Main Update – HVAC repairs were completed this afternoon.
 - d. Board Emails Received – Director Luzeniecki noted that going forward, if an email is directed at the Board and her (plus any number of staff members), she will respond to the sender confirming receipt of the communication. If she is not copied, the Board President and/or Secretary should reply to the sender.
 - e. Culture Code – Director Luzeniecki reported that our Culture Code will be reviewed and updated in time for the staff recognition event in December 2024.
 - f. ILA Reporter – Director Luzeniecki shared with the board that our new building is featured on the March 2024 cover of the ILA Reporter magazine publication!

- XII. Departmental Reports
 - a. Board members commented on how much they love the Lilac Parade Bingo cards.
 - b. Board members complimented staff on the community postcards that were sent out commemorating the 1-year anniversary of being in our new building.
 - i. Treasurer Aasmundstad Walsh noted that the new building stats were very exciting!
 - c. VP Wiggins commended the elementary student who interviewed a HPL staff member for an article about the library she wrote for her elementary school paper.
 - d. Trustee Erickson asked how long the community survey will be kept open. Sue Wilsey and Anne Luzeniecki noted that it will be kept open through May.

- XIII. Adjournment: 7:16 p.m.
 - a. VP Wiggins moved to adjourn. Secretary Kowalski-Schmidt seconded motion. All ayes, no nays.

APPROVED

Approved: _____
Julie Kowalski-Schmidt
Board Secretary