

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

BOARD OF TRUSTEES MEETING MINUTES

June 18, 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. The Pledge of Allegiance was recited.
- 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 Jenn Ferguson
 - d. Guests present: None
- IV. Public Comment
 - a. No public presentations were made.
- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt the agenda. Treasurer Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.
- VI. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 - i. Regular Board meeting, May 21, 2024
 - b. Approval of financial reports
 - i. Check Register dated May 31, 2024
 - ii. Cash and Investments Report dated May 31, 2024
 - iii. Revenue and Expenditures vs. Budget Report dated May 31, 2024
 - iv. Balance Sheet Previous Year Comparison as of May 31, 2024
 - c. Treasurer Aasmundstad Walsh moved to approve consent agenda items. VP Wiggins seconded motion. All ayes, no nays. Motion passed.
- VII. Committee reports
 - a. Audit Committee
 - i. Did not meet.

- b. Director Relations Committee
 - i. Planned to but did not meet. Plan to reschedule in July if found necessary, date TBD.
 - c. Policy and Bylaws Committee
 - i. Did not meet.
- VIII. Unfinished Business
- a. No unfinished business to report.
- IX. New Business
- a. ACTION ITEM: Adoption of Resolution 2024-2025-001 Authorizing Non-Resident Cards for the 2024-2025 fiscal year, 7/1/24 – 6/30/25.
 - i. VP Wiggins moved to approve Resolution 2024-2025-001 Authorizing Non-Resident Cards for the 2024-2025 fiscal year, 7/1/24 – 6/30/25. Trustee Kearney seconded motion.
 - 1. A question was raised on non-residents purchasing cards in installments.
 - a. Anne noted that it is based on statutes and the Library does not have autonomy to offer the option.
 - ii. Roll call vote.
 - 1. Allison Pinkett-Floyd – Yes
 - 2. Sue Wiggins – Yes
 - 3. Julie Kowalski-Schmidt – Yes
 - 4. Kristin Aasmundstad Walsh – Yes
 - 5. Jenny Erickson – Yes
 - 6. Ginger Kearney – Yes
 - 7. Kelly Simms – Yes
 - iii. Motion passed.
 - b. ACTION ITEM: Approval of Second Addendum to Memorandum of Understanding from the Village of Lombard for Use of Portion of Parking Lot for Commuter Parking Spaces
 - i. VP Wiggins moved to approve Second Addendum to Memorandum of Understanding from the Village of Lombard for Use of Portion of Parking Lot for Commuter Parking Spaces. Treasurer Aasmundstad Walsh seconded motion. All ayes, no nays. Motion passed.
 - 1. Expect to be done by date but extension made in case
 - c. ACTION ITEM: Approval of 2024 – 2025 Working Budget. Roll Call.
 - i. VP Wiggins moved to approve 2024 – 2025 Working Budget. Treasurer Aasmundstad Walsh seconded motion.
 - ii. Page 1, 582 – Anne noted that this carryover is reflecting the Maple St property transfer remaining.
 - iii. Page 2, 621 – Secretary Kowalski-Schmidt had a question on the increase between this year and last year. Anne noted that the budget is set based on the number of staff who qualify for the coverage (currently 36), not those who are currently enrolled. She noted that the overall enrollment (around 23) is below the number allocated for.
 - iv. Page 6, 715–717 - Anne noted the rising cost of materials and 36% increase reflects the larger available space for the teen collection.

- v. Page 7, 811 and Page 11, 831 – Anne noted there are expenses adjusting between supplies and copier with the current pay-per-print plan. These have also increased due to increase in traffic and inflation.
 - vi. Page 7, 811 – It was noted that RFID tags were purchased in surplus the previous FY to avoid annual ordering.
 - vii. Page 9, 822 and 823 – Anne stated the increase to Adult and Youth Services programming reflects the increase available space for more programming and increased attendance by patrons. For Youth Services, this includes expanding middle school and grade school programs.
 - viii. Page 13, 851 – Anne noted that many of the items are still under warranty so that creates a buffer for the building budget.
 - ix. Page 15, 867 VP Wiggins asked for clarification on the furniture budget and art installation. The Library is responding to patron needs as they are evolving and plans are in place for a fall art display.
 - x. Page 8, 819 and Page 9, 821 – Increase in budget for the Lilac Parade and outreach efforts.
 - xi. Roll call vote.
 - 1. Allison Pinkett-Floyd – Yes
 - 2. Sue Wiggins – Yes
 - 3. Julie Kowalski-Schmidt – Yes
 - 4. Kristin Aasmundstad Walsh – Yes
 - 5. Jenny Erickson – Yes
 - 6. Ginger Kearney – Yes
 - 7. Kelly Simms – Yes
 - xii. Motion passed.
- d. ACTION ITEM: Board of Trustees Building Tour
- i. Trustee Erikson moved to approve a Board of Trustees Building Tour at the end of the meeting following a 10 minute recess. VP Wiggins seconded motion.
 - ii. All ayes, no nays. Motion passed.
- X. Communications
- a. Secretary Kowalski-Schmidt reported receiving communication from a local girl scout troop on establishing a policy on group use of the computer lab.
- XI. Library Director's Report
- a. Patron Survey Summary
 - i. Anne emphasized that this is a "learning period" – this is the first of four surveys for information gathering, not yet action.
 - 1. Staff present commented that there were no surprises on the Library end, but it was lovely to receive the amount of patron support noted in the open-ended question that appeared at the end of the survey.
 - 2. The Board was interested in the potential for future surveys to distinguish the reported increase in patrons in the Library, i.e., is the Library serving more patrons or are patrons staying longer?
 - 3. All present agreed it was nice to see survey feedback on action items the Board previously discussed, and that the presented infographic summary would make an appealing social media post.
 - ii. Strategic Planning timeline is in place

- XII. Departmental Reports
 - a. A replacement coffee machine is incoming for the Hub.
 - b. Decals for directional and privacy have been installed in the study rooms.
 - c. Secretary Kowalski-Schmidt commented on the KultureCity Venue designation for the Library. The Library will plan to promote the designation in the future now that implementation is in progress and sensory bags are available to patrons.
 - d. LinkedIn Social Media highlight for Alex Vancina winning the 2024 Movers & Shakers award from Library Journal for his leadership, innovation, and tech implementation in the new building.
 - e. New Staff
 - i. 12 staff joining between May-July.
 - 1. Most are patron-facing positions.
 - 2. Some full- vs part-time positions have been restructured, from full-time to part-time.
- XIII. 7:30 p.m. – 10-minute recess taken. Recording stopped for recess and building tour.
- XIV. 7:40 p.m.–8:40 p.m. The Board toured the building interior and exterior, returning to the conference room upon completion.
- XV. Adjournment: 8:42 p.m.
 - a. VP Wiggins moved to adjourn. Secretary Kowalski-Schmidt seconded motion. All ayes, no nays.

Approved: _____
Julie Kowalski-Schmidt
Board Secretary