

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

BOARD OF TRUSTEES MEETING MINUTES

July 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. 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, and Ginger Kearney
 - b. Absent: Kelly Simms
 - 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: Marti Sladek

- IV. Public Comment
 - a. No public comments were made.

- V. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt the agenda. Trustee Kearney 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, June 18, 2024
 1. Executive Director Luzeniecki noted a correction in name spelling on pages 2 and 3.
 - b. Approval of financial reports
 - i. Check Register dated June 30, 2024
 - ii. Cash and Investments Report dated June 30, 2024
 - iii. Revenue and Expenditures vs. Budget Report dated June 30, 2024
 - iv. Balance Sheet Previous Year Comparison as of June 30, 2024

- v. A page was missing from the financial reports, and which had been provided at the meeting for review. VP Wiggins moved to approve consent agenda items with amendments. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed.

VII. Committee reports

- a. Audit Committee
 - i. Trustee Kearney mentioned a meeting next week for the Audit Committee, but upon review, no meeting is scheduled until September.
- b. Decennial Committee
 - i. Did not meet as report was finalized previously. Anne confirmed that the report was submitted on June 7, 2024.
- c. Director Relations Committee
 - i. Trustee Erickson noted the Director Relations Committee is scheduled to meet on August 20, 2024 at 6:00 p.m. in the Staff Conference Room to discuss evaluations that have been sent out.
- d. Policy and Bylaws Committee
 - i. Secretary Kowalski-Schmidt stated the Policy and Bylaws Committee is scheduled to meet on July 24, 2024 at 10:00 a.m. in the Staff Conference Room.

VIII. Unfinished Business

- a. Discussion: Land Acknowledgement Statement
 - i. Trustee Kearney spoke to the Board's desire to make the Land Acknowledgement Statement more intentional and pursue frequent updates. The question of visibility of posting on the website was raised, and Executive Director Luzeniecki confirmed that it is high-profile at the top of the Board of Trustees page on the website above the "Meet Your Trustees" section. There are plans to contact local indigenous groups to see what additions would be appropriate with Secretary Kowalski-Schmidt noting the potential for highlighting items in our collection while building local cultural connections. Additional locations of posting on the website can be considered.

IX. New Business

- a. ACTION ITEM: Adopt a Tentative Budget and Appropriations Ordinance 2024-2025-002
 - i. VP Wiggins moved to approve Tentative Budget and Appropriations Ordinance 2024-2025-002. Trustee Kearney seconded motion.
 - 1. Executive Director Luzeniecki noted the following changes to the draft: Added "Tentative" to Ordinance, date updated to reflect adoption of Tentative Ordinance rather than final adoption slated for August, updated date information in footer on p1, error in original

Dues line and subsequent totals on pages after was addressed, and a legacy URL footer was removed.

2. A more conservative approach this year, per Executive Director Luzeniecki, as there is more experience in the new building and related expenses. In general, funds appropriated are set around 10% more than the Working Budget with some exceptions:
 - a. Collections (p2) – Memorials is set higher than typical 10% so we can make sure we can allocate donations that are larger and have more flexibility to spend.
 - b. Operations (p2) – Closer to 25% for higher budget comfort in expensive hardware and software.
 - c. Facilities (p2) – Closer to 25%, however Repair and Maintenance at 100% as, with the new building, it is a major question.
 - i. Trustee Kearney asked if many of the newer items and equipment in the building are under warranty. Anne and Alex Vancina confirmed that most items are under warranty for 2024, with most of the warranties being 2–5 years. Engberg Anderson (architects) are working with the Library to do a building assessment as a whole, slated to begin later this month. Plans will be established for long-term maintenance and building support. This process is already included in the Working Budget.
 - 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 – *Absent*
 - iii. Motion passed.
- b. ACTION ITEM: Set a date for public hearing to discuss tentative Budget and Appropriations Ordinance.
- i. Executive Director Luzeniecki noted that the Public Hearing date needs to be set a minimum of 30 days after approving the Tentative Budget and Appropriations Ordinance. Therefore, the date needs to be set after August 15, 2024. Anne recommended holding the Public Hearing on the same date as the August Board Meeting, August 20, 2024. The Trustees agreed and moved to approve the action item with the recommended date.

- ii. Secretary Kowalski-Schmidt moved to set August 20, 2024 as the Public Hearing date for the Tentative Budget and Appropriations Ordinance. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed.
 - 1. Hearing will precede the next Board Meeting at 7 p.m. on Tuesday, August 20, 2024.
- c. ACTION ITEM: Adopt Ordinance 2024-2025-003 to Transfer Funds from the Library Fund to the Special Reserve Fund
 - i. VP Wiggins moved to approve Ordinance 2024-2025-003 to Transfer Funds from the Library Fund to the Special Reserve Fund. Trustee Kearney seconded motion.
 - 1. Executive Director Luzeniecki confirmed that this is the annual transfer calculated and completed at the end of each fiscal year.
 - 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 – *Absent*
 - iii. Motion passed.
- d. ACTION ITEM: Adopt Ordinance 2024-2025-004 to Transfer Funds from the Library Fund to the Debt Service Fund
 - i. VP Wiggins moved to approve Adopt Ordinance 2024-2025-004 to Transfer Funds from the Library Fund to the Debt Service Fund. Trustee Kearney seconded motion.
 - 1. Executive Director Luzeniecki stated this is only spent on paying down the Library bonds.
 - 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 – *Absent*
 - iii. Motion passed.

X. Communications

- a. Secretary Kowalski-Schmidt reported nothing received.

XI. Library Director's Report

a. Buildings

- i. 110 W. Maple St – Executive Director Luzeniecki reported the last action item was installed (back flow preventer). As such, we're working on the title transfer; no set date to report for the transfer currently.
- ii. 411 S. Main St – Working with FQC to address unresolved issues and solutions to the HVAC system and sump pump. The sump pump issue resulted from the recent heavy rains, which caused some flooding. John from FQC assessed the issues and is working with Phil Lucas (Facility & Security Services Manager) on next steps for system improvements or changes to prevent issues in the future. Anne noted that nothing was damaged due to well-stored items by Facilities.
 1. The question was raised on whether power was lost which could have caused the pump issue. Alex Vancina noted that there were no registered outages on any monitoring systems. In addition, Anne related that staff and cautious patrons were given the option to shelter in the basement during the tornado sirens on Monday night after 9 p.m. and noted that they had power and internet for the duration.
- iii. Treasurer Aasmundstad Walsh brought up an issue encountered with the lights in The Hub not working properly during a recent visit. Anne commented that it is not resolved yet, but it's a continuing issue we are aware of.

- b. Executive Director Luzeniecki spoke to an email she sent previously in the day to inform and invite the Board to the United for Libraries virtual event – July 30th is the event day for trustees – and commented that they are welcome to participate in the Foundation and Friend Group content the other days the event runs.

XII. Departmental Reports

- a. Sue Wilsey noted a verbal correction to The Morton Arboretum Photographic Society (MAPS) reception date to September 20, 2024 on the Departmental Reports. She went on to describe the rails, adjustable hooks, and panels set to be installed and included throughout the Library which will be used for this, and future, special exhibits.
 - i. The MAPS representatives will be doing the work to hang, and coordinating drop-offs and pick-ups, with the Library facilitating. Most works will be featured on the east wall on 2nd floor, with more works placed adjacent to the elevator and to the right of the Plum Meeting Rooms. There will possibly up to 200 photos. A teaser in hallway on the movable exhibit panels will be used to encourage patrons to go upstairs.

1. Waivers will be updated and crosschecked with the Library's attorney to waive liability issues from the Library. MAPS has exhibited at other libraries prior, so they are bringing pertinent experience.
- b. Treasurer Aasmundstad Walsh circled back with a question regarding Foundations vs. Friends of the Library groups relating to their roles and history with the Plum Library.
 - i. Executive Director Luzeniecki stated that, at this time, the Library does not have a Friends group but there is a Foundation group.
 - ii. Trustee Kearney elaborated that Foundation groups are intended to establish and maintain large-scale amounts of money in a trust rather than the smaller funds many Friends groups provide through an affiliated-bookstore or small fundraisers. For example, a Foundation pays replace a building's worth of carpet or fund scholarships whereas Friends buy smaller items like promotional bookmarks. The Library used to have a Friends group similar to that of the Lombard Garden Club but dissolved a number of years ago. Anne noted that the Friends group, when it existed, helped sustain summer reading and years of the Library's Beanstack (reading motivation platform) previously. She commented that currently we do our own pop-up book sales for patrons eager to purchase used books.
 1. Discussion continued on approximate year and reasoning for the Friends group disbanding, and the question was raised if a Friends group would even be beneficial at this time.
 - c. VP Wiggins made a shout-out to Erin Bigger-Goldlust (Adult Services dept) on working with 66 people in her computer classes! Secretary Kowalski-Schmidt praised Erin's tech help, how she is so patient in the classes, and truly does an amazing job. Trustee Kearney also spoke to Erin's great ability at walking patrons through the learning process. Julie even mentioned that a local patron raved about Erin at a recent Farmer's Market in downtown Lombard!
 - d. President Pinkett-Flord commended Melisa Martinez in the Studio 411 after a recent class on learning the Cricut and Melisa helping everyone. Allison has received feedback that numerous patrons are so glad to see the space being used! Many would be interested in a future crafting club, if created.
 - e. Treasurer Aasmundstad Walsh was interested in the new resident postcard service from Springshare that was mentioned in the Marketing Report and how it's a great new-resident engagement concept for the Library.
 - f. The Board finds the new traffic counting system, FacilitySight, very cool and are eager to see the statistics when they are reported month-to-month.

APPROVED

XIII. Adjournment: 7:34 p.m.

- a. VP Wiggins moved to adjourn. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed. Meeting adjourned.

Approved: _____

Julie Kowalski-Schmidt

Board Secretary