

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

HEARING ON FINAL BUDGET AND APPROPRIATION ORDINANCE AND BOARD MEETING MINUTES
August 20, 2024

HEARING ON FINAL BUDGET AND APPROPRIATION ORDINANCE
August 20, 2024
7:00 p.m.
Conference Room

1. Call to order
 - a. Allison Pinkett-Floyd called the Hearing on Final Budget and Appropriation Ordinance to order at 7:00 p.m. in the Conference Room of the Plum Library.
2. Pledge of Allegiance
 - a. The Pledge of Allegiance was recited.
3. 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, Technology and Metadata Services Manager Alex Vancina, Youth Services Manager Tabatha Anderson, Executive Assistant Jenn Ferguson
 - d. Guests present: None
4. Hearing on Ordinance: Final Budget and Appropriation Ordinance 2024-2025-002
 - a. Public Comment on Budget and Appropriation Ordinance
 - i. No public comments were made.
5. Adjournment of Hearing: 7:01 p.m.
 - a. VP Wiggins moved to adjourn the hearing. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed. Hearing adjourned.

BOARD OF TRUSTEES MEETING MINUTES

August 20, 2024

7:01 p.m.

Conference Room

- I. Call to order
 - a. Allison Pinkett-Floyd called the meeting of the Board of Trustees to order at 7:01 p.m. in the Conference Room of the Plum Library.

- II. 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, Technology and Metadata Services Manager Alex Vancina, Youth Services Manager Tabatha Anderson, Executive Assistant Jenn Ferguson
 - d. Guests present: None

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

- IV. ACTION ITEM: Adoption of the Agenda
 - a. VP Wiggins moved to adopt the agenda. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed.

- V. ACTION ITEM: Approval of consent agenda items
 - a. Approval of minutes
 1. Regular Board meeting, July 16, 2024
 - b. Approval of financial reports
 1. Check Register dated July 31, 2024
 2. Cash and Investments Report dated July 31, 2024
 3. Revenue and Expenditures vs. Budget Report dated July 31, 2024
 4. Balance Sheet Previous Year Comparison as of July 31, 2024
 - c. VP Wiggins moved to approve consent agenda items. Treasurer Aasmundstad Walsh seconded the motion. All ayes, no nays. Motion passed.

- VI. Committee reports
 - a. Audit Committee
 1. Trustee Simms reported the committee plans to meet in September.
 - b. Director Relations Committee
 1. Trustee Erickson reported a meeting on August 20, 2024 and progress on Trustee self-evaluations, looking to have results at September's Board meeting
 - c. Policy and Bylaws Committee

1. Secretary Kowalski-Schmidt reported a meeting on July 24, 2024 to review and approve the following Policies for adoption by the board: C-1, C-2, P-5, P-6, P-9, P-10, P-16, P-22, P-31, U-12.
 - d. Helen Plum Library Foundation
 1. Trustee Kearney reported that the President and Vice President of the Foundation will be stepping down from their positions and are looking for replacements by October 1st. If no replacements are found, the Foundation will have to provide dissolution information and dissolve the Foundation. Any suggested replacements can be directed to Ginger or Raleigh Floyd, ideally in time for them to attend the next meeting.
- VII. Unfinished Business
- a. Trustee Kearney and Secretary Kowalski-Schmidt provided updates related to library card access.
 1. Julie and Ginger reported that after the June Board Meeting there were follow-up questions regarding payment structures available for library cards. They met with IL State Rep Terra Costa Howard and IL State Senator Laura Ellman to discuss the process of statute update options. There was consensus that the statute, originally written in 1970's, could use a legislative update. Derek Blaida from the ILA's (Illinois Library Association) Advocacy Team was brought into the discussion for next steps.
 1. There was discussion around the current metrics, if tracked, for inquiries on non-resident cards vs current total issued. Executive Director Luzeniecki reported that inquiries that result in non-residents declining a library card based on payment as a barrier are not tracked, but there are currently 109 Unexpired Non-resident Cards.
- VIII. New Business
- a. ACTION ITEM: Adopt Final Budget and Appropriations Ordinance 2024-2025-002.
 1. VP Wiggins moved to approve the Budget and Appropriations Ordinance 2024-2025-002. Secretary Kowalski-Schmidt 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. Motion passed.
 - b. ACTION ITEM: Approval of Certified Estimates of Revenues by Source.
 1. VP Wiggins moved to approve the Certified Estimates of Revenues by Source. Trustee Simms seconded the motion. All ayes, no nays. Motion passed.
 - c. ACTION ITEM: Adoption of Resolution 2024-2025-005 Authorizing Intervention in Property Tax Assessment Appeals
 1. VP Wiggins moved to approve Resolution 2024-2025-005. Trustee Simms seconded the motion.
 1. Executive Director Luzeniecki explained that this is a new requirement from the DuPage County Board of Review. In the past, an

authorization letter was employed, and this is simply more binding. A short discussion on the tax rate appeals process and who reviews on the Library's behalf followed.

2. All ayes, no nays. Motion passed.
- d. ACTION ITEM: Approval of FY 2023-2024 Illinois Public Library Annual Report (IPLAR).
 1. VP Wiggins moved to approve the FY 2023-2024 IPLAR. Trustee Simms seconded the motion.
 1. Executive Director Luzeniecki reminded that this report feeds into state reporting which goes into federal reporting providing the annual story of what libraries do in numbers.
 2. All ayes, no nays. Motion passed.
- e. ACTION ITEM: Adoption of updated policies.
 1. C-1 Exhibits
 1. Executive Director Luzeniecki noted that the goal of the changes is to reorganize and improve language for clarity within the policy. It expands expectations and defines permissions as the Library opens walls for large scale exhibits. It does require an exhibit proposal form to be created to adhere to policy.
 - a. There was discussion on the size restrictions of exhibits as it is not a clear distinction in the language. Anne noted that the exhibit proposal form will ask questions on scale, and leaving generalized language on scale for the policy is beneficial at this point. She noted that having more requests will allow us to finesse the guidelines with practical application.
 2. C-2 Petitions and Surveys
 1. Anne noted that the changes establish Library vs Public property along with language updates for clarity. Legal review was sought in rewrite.
 3. P-5 Insurance
 1. Anne noted this is a more detailed policy for clarity. It adds dependent premium percentage paid by the Library, which was compared to other organizations' rates. Added cost was anticipated in the budget already. There will be more information available for future budgeting after the fall's opt-in period.
 - a. Treasurer Aasmundstad Walsh asked what the dependent coverage was before. Anne confirmed there was no previous coverage for Dependents. There was agreement that benefits are a huge concern for prospective employees and employee retention, and the positive impact this should bring for staff.
 - b. Trustee Kearney asked after Part-Time coverage but it is not an option through our insurance group, per Anne.
 4. P-6 Retirement Plans
 1. Anne noted updated language to current titles and adding references to employee classifications.
 5. P-9 Personal Time
 1. Anne called attention to consistent chart additions for clarity in policies. Having a specific date for expiration of personal time was changed due to the HR coordination process making it impractical.

6. P-10 Sick Time – Paid
 1. Anne stated changes adopt gender neutral language in updates for clarity and inclusivity as well as updating language to current position titles, adding additional classifications for clarity in staff understanding.
7. P-16 Professional Development, Travel and Training
 1. Anne said changes add Assistant Managers for qualified payment of annual dues, as these professional development opportunities aid in employee retention. Expectations align with roles at the Library to have purposeful professional development.
8. P-22 Personnel Records and Updates
 1. Anne noted no major changes, just a clearer format with updated titles and terminology.
9. P-31 Termination Voluntary or Involuntary
 1. Anne called attention to the added chart for clarity and clear expectations. The changes give context for exit interviews, define payment for eligible PTO payouts, and refer to other policies for consistency.
10. U-12 Security Cameras
 1. Anne noted that this was needed, being mostly pulled from the RAILS policy. Changes were made for consistency with the language we use at the Helen Plum Library.
11. VP Wiggins moved to adopt the policies reviewed. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed.
 1. President Pinkett-Floyd expressed a Thank You to the committee for work on these policies!

IX. Communications

- a. Secretary Kowalski-Schmidt reported none received. Executive Director Luzeniecki brought in a Thank You from Keith Giagnorio, Village President, for hosting the recent Blood Drive.

X. Library Director's Report

- a. Maple St. Building Updates – Executive Director Luzeniecki stated there are only a few action items left on the punch list that must be completed for the title transfer. The start date on these is to be scheduled. If Closing is set for after August based on scheduling, Anne will bring a memo of understanding regarding the Maple St Parking Lot to ratify at the next meeting.
- b. 411 Building/Maintenance Updates – Needed HVAC components have arrived and are currently being installed. Glass panels in the Meeting Rooms have finally been replaced, and the 3rd round of water testing will be completed. Anne gave a shoutout to Facility & Security Services Manager Phil Lucas on being direct with contractors to make sure everything was completed and to a satisfactory end. Anne noted that “normal use” building needs are starting to come up, which is a pleasant encounter, showing how the construction project is nearing its end!
 1. Trustee Aasmundstad Walsh questioned the HVAC compressor issue, and Anne noted that manufacturing rates impacted the timeline as these have been a need since installed. Anne stated that FQC has been very responsive and helpful in coordinate completion.

- c. Friday Nov 1st, the Library will be closed to Patrons at 1:00pm for Staff Emergency Training, supervised by the Lombard Fire Department. This includes staff reviews of the Emergency Manual, inclement weather drill, and a Code Adam drill. Another callout to Phil for coordinating!
- d. Staffing update – Patron Services Manager Michelle Petersen is resigning, moving to the Pickerington Public Library in Ohio mid-September. The PS Manager opening will be posted by the end of this week. Management and department staff have already been partnering with Michelle P. on the transition process.
- e. Anne highlighted changes to the statistics reporting provided to the Board based on consistency with IPLAR reporting and terminology.

XI. Departmental Reports

- a. Secretary Kowalski-Schmidt asked after the microfiche project progress noted and how many batches of film the Library has. Technology and Metadata Services Manager Alex Vancina reported that the Library has 410 rolls in total, so this is a multi-year process. There will be an overview of the digitization website at next month's Board Meeting if it is ready.
- b. Trustee Erickson expressed excitement about the results of the Summer Reading program. There was also discussion on the statistics of Study Room bookings, and there was consensus that it offers a needed service at the Library while keeping community members in the building.

XII. Adjournment: 7:30 p.m.

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

Approved: _____

Julie Kowalski-Schmidt
Board Secretary