

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

BOARD OF TRUSTEES MEETING MINUTES  
September 17, 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. 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, 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. Secretary Kowalski-Schmidt moved to adopt the agenda. Trustee Simms seconded the motion. All ayes, no nays. Motion passed.
  
- V. ACTION ITEM: Approval of consent agenda items
  - a. Approval of minutes
    - i. Regular Board meeting, August 20, 2024
  - b. Approval of financial reports
    - i. Check Register dated August 31, 2024
    - ii. Cash and Investments Report dated August 31, 2024
    - iii. Revenue and Expenditures vs. Budget Report dated August 31, 2024
    - iv. Balance Sheet Previous Year Comparison as of August 31, 2024
  - c. VP Wiggins moved to approve consent agenda items. Trustee Simms seconded the motion.
    - i. Trustee Simms noted requested changes to the minutes:
      1. P3 section d. Helen Plum Library Foundation, add the words “the Foundation” after “Vice President of”.
      2. P3 section VII.1.1, add “a library card” after “declining” for clarity.
  - d. All ayes, no nays. Motion passed as amended.

- VI. Committee and Foundation reports
  - a. Audit Committee
    - i. Chair Simms reported meeting on September 11<sup>th</sup> with their recommendations as Action Items later in this Board Meeting.
  - b. Director Relations Committee
    - i. Chair Erickson reported the committee did not meet. Self-evaluations have been finalized and sent out via email. Trustees are asked to complete the self-evaluation by Oct 1<sup>st</sup>.
  - c. Policy and Bylaws Committee
    - i. Chair Kowalski-Schmidt reported the committee did not meet.
  - d. Helen Plum Library Foundation
    - i. Trustee Kearney stated that the Foundation is still looking for a Director and Vice President, though there is now a short list of interested individuals. Treasurer Aasmundstad Walsh noted that she has some names of individuals to pass on to the Foundation.
    - ii. There was discussion on a previous MOU (Memo of Understanding) between the Library and the Foundation, but the MOU was never approved on either side. Secretary Kowalski-Schmidt stated that she can share the drafted language from her tenure with the Foundation. The intention of the MOU was direction on the role of the Foundation with the Library. President Pinkett-Floyd stated that the Foundation is its own entity and should be self-directed in the partnership, not directed by the Library Board, so the Board can review drafted language but should not be responsible for creating the MOU with the Foundation.
  
- VII. Unfinished Business
  - a. Trustee Kearney reported updates on the discussion on non-resident library cards. The proposed law change has been written, stated in act 75 ILCS 5/4-7 Ch. 81 par. 4-7, section 12: “Costs paid by persons residing outside of the city, incorporated town, village or township may be paid quarterly or biannually if permitted by local board regulations.” This allows for individual libraries to self-manage. If this law passes in its legislative session, it becomes law immediately. After becoming law, the Board would work with the Library to update the Policy/Ordinance and decide on payment structure.
    - i. VP Wiggins asked after the potential difficulty in policing payments. Executive Director Luzeniecki said that the non-resident cards would likely be set to expire concurrent with required payment dates, and easy to implement the expirations within the Library’s ILS.
  
- VIII. New Business
  - a. ACTION ITEM: Opening closed session minutes of:
    - i. January 9, 2024; Director Relations Committee
    - ii. March 14, 2024; Audit Committee
      - 1. VP Wiggins moved to open the closed session minutes of the January 9, 2024 Director Relations Committee and March 14, 2024 Audit Committee. Secretary Kowalski-Schmidt seconded the motion. All ayes, no nays. Motion passed.

- b. ACTION ITEM: Approval of report on Secretary’s records for January 1, 2024, through June 30, 2024.
    - i. VP Wiggins moved to approve report on Secretary’s records for January 1, 2024, through June 30, 2024. Trustee Kearney seconded the motion. All ayes, no nays. Motion passed.
  - c. ACTION ITEM: Approval of destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06).
    - i. VP Wiggins moved to approve destruction of closed session meeting audio recordings older than 18 months (5 ILCS 120/2.06). Trustee Kearney seconded the motion. All ayes, no nays. Motion passed.
  - d. ACTION ITEM: Ratify extension of IGA related to Memo of Understanding with the Village of Lombard
    - i. Secretary Kowalski-Schmidt moved to ratify the extension of IGA related to Memo of Understanding with the Village of Lombard. VP Wiggins seconded the motion.
      - 1. Executive Director Luzeniecki noted that the extension takes the expiration to October 31<sup>st</sup>.
    - ii. All ayes, no nays. Motion passed.
  - e. ACTION ITEM: Approval of holiday/closed schedule for 2025
    - i. VP Wiggins moved to approve the holiday/closed schedule for 2025. Trustee Kearney seconded the motion.
      - 1. Executive Director Luzeniecki commented there were no major changes between the 2024 and 2025 closure schedule. In-service and staff emergency training days are included.
    - ii. All ayes, no nays. Motion passed.
  - f. ACTION ITEM: Adoption of Ordinance 2024-2025-006 Establishing Regular Meetings of the Library Board of Trustees
    - i. VP Wiggins moved to approve Ordinance 2024-2025-006 Establishing Regular Meetings of the Library Board of Trustees. President Pinkett-Floyd seconded the motion.
      - 1. The ordinance maintains the current meeting schedule of the third Tuesday of the month.
    - ii. All ayes, no nays. Motion passed.
- IX. Communications
- a. Secretary Kowalski-Schmidt reported none received. Executive Director Luzeniecki reported that the Library received a thank you from the Village for participating in Lombard Cruise Nights.
- X. Library Director’s Report
- a. Executive Director Luzeniecki reported on the incoming MAPS (Morton Arboretum Photographic Society) reception and artwork exhibit, on display throughout the Library through November 1<sup>st</sup>. Per Anne, the exhibit is being grandfathered into being allowed to post pricing information, though the current policy prohibits pricing, as planning for the exhibit was already underway during the drafting of the new exhibit policy.

- i. VP Wiggins asked if neighboring residents had been notified regarding potential parking overflow for the reception. Anne stated they have not, but we will monitor the parking for communications on future events.
- b. Anne brought attention to a clarification on the August Statistics: under “Library Cardholders” the Total Cardholders (Unexpired) Fiscal Year Total should be 17,920. The cell summed the July and August counts in error.
  - i. Sue Wiggins stated appreciation for the new format for the statistics, noting they have greatly increased readability.
- c. Anne shared the news that the Patron Services Manager position has been filled.
- d. Secretary Kowalski-Schmidt asked after the current punch list of items that need to be completed for the property transfer of 110 W. Maple to the Lombard Park District.
  - i. Anne noted it is a very short list, attentive to the contractual obligation we have for the state of the property prior to transferring. Some of the work is scheduled for this week and next.

XI. Departmental Reports

- a. VP Wiggins inquired about the elevator work and water test mentioned in the Facilities report. Executive Director Luzeniecki stated the issue with the elevators does not make them unsafe to use and the elevators continue to pass inspection. The water test is for the Plum Meeting Room bifold doors, after contractors replaced the cracked panel and increased seals for weatherproofing.
  - i. Secretary Kowalski-Schmidt thanked Phil Lucas for keeping on top of the cleanliness of the building and managing services accordingly.
- b. Trustee Simms asked why the Notary service is not on the statistics. Anne noted that the notary is a volunteer service being offered, so the Library is not tracking it. If it becomes a Library service once again, it will be tracked.
- c. PRESENTATION: Advantage Archives newspaper digitization website preview/demo
  - i. Technology and Metadata Services Manager Vancina demonstrated the website of the Library’s newspaper collection.
    1. Currently the site has a custom HPL homepage, but it may change as it’s still a demo. Currently about one-third of the microfilm collection is on the site.
    2. Alex noted that there have been talks of partnering with the Lombard Historical Society to showcase their newspaper collection. If it happens, the site will be rebranded for the partnership. Currently, we’re unsure what materials they have currently that they are looking to digitize.
    3. To showcase the search function, Alex searched “helen plum” narrowed to 1928.
      - a. Lombard Spectator: November 15, 1928 – likely first mention of the Library as it had opened on November 12<sup>th</sup>. First opening only to children, the first cardholder, John Edward Roberts check out *Buffalo Bill and the Overland Trail*, which, though long since being removed from our circulation, can be found on Hoopla!
    4. Alex also pulled entertaining articles about the Library from 1987 – In November, the 6ft Paddington Bear that lived in the children’s area

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was KIDNAPPED! He was returned anonymously about a week later. Shown in an article with a photo, a resident had donated their large stuffed elephant to take the place of Paddington, and the elephant remained at the Library even after Paddington's return.

5. Treasurer Walsh asked after the difficulty of the digitization and website process. Alex notes that they packed and boxed the collection and sent them to Advantage Archives, and they do all the digitization work, so very minimal on Library staff.
6. Alex stated that the site is live but not publicized yet but invited the Board to try out the website themselves.

XII. Adjournment: 7:42 p.m.

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

Approved: \_\_\_\_\_

Julie Kowalski-Schmidt

Board Secretary