

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

AUDIT COMMITTEE MEETING MINUTES

September 11, 2024  
1:00pm  
Staff Conference Room

- I. Call to order
  - a. Chair Simms called the Audit Committee meeting to order at 1:01pm in the Staff Conference Room.
  
- II. Pledge of Allegiance
  - a. All present recited the Pledge of Allegiance.
  
- III. Roll call
  - a. Present: Chair Kelly Simms, Vice President Sue Wiggins, Trustee Ginger Kearney
  - b. Absent: None
  - c. Staff members present: Executive Director Anne Luzeniecki, Executive Assistant Jenn Ferguson
  - d. Visitors: None
  
- IV. Public Comment
  - a. No public presentation was 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 carried.
  
- VI. Go into closed session to review closed session minutes
  - a. VP Wiggins moved to go into closed session at 1:03pm. Trustee Kearney seconded the motion. Roll call vote. All ayes, no nays. Motion carried.
  
- VII. Return to Open Session
  - a. VP Wiggins moved to go into open session at 1:08pm. Trustee Kearney seconded. Roll call vote. All ayes, no nays. Motion carried.
  
- VIII. ACTION ITEM: Vote to recommend to the full Board approval of opening of closed session minutes
  - a. After a thorough review of the closed session minutes, VP Wiggins moved, and Chair Simms seconded the motion to recommend to the full Board opening the following Closed Session Minutes:
    - i. January 9, 2024; Director Relations Committee*
    - ii. March 14, 2024; Audit Committee*
  - b. All ayes, no nays. Motion carried.

# APPROVED

- IX. Review of Secretary's records for January 1, 2024 to June 30, 2024
  - a. The committee agreed that all records for January 1, 2024 to June 30, 2024 were in good standing.
  
- X. ACTION ITEM: Vote to recommend to the full Board approval of report on Secretary's records for January 1, 2024 to June 30, 2024
  - a. VP Wiggins moved to recommend to the full Board approval of the Secretary's records for January 1, 2024 to June 30, 2024. Chair Simms seconded motion. All ayes, no nays. Motion carried.
  
- XI. ACTION ITEM: Vote to recommend to the full Board approval to destroy verbatim closed session recordings older than 18 months
  - a. VP Wiggins moved to recommend to the Board to destroy verbatim closed session recordings older than 18 months. Trustee Kearney seconded the motion. All ayes, no nays. Motion carried.
  
- XII. Adjournment:
  - a. There being no further business, VP Wiggins moved to adjourn. Chair Simms seconded motion. All ayes, no nays. Meeting adjourned at 1:16pm.

Notes taken by Jenn Ferguson.

Approved: \_\_\_\_\_  
Julie Kowalski-Schmidt  
Board Secretary