

# APPROVED

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

## AUDIT COMMITTEE MEETING MINUTES

March 14, 2024  
1:00pm  
Conference Room

- I. Call to order
  - a. Chair Kelly Simms called the Audit Committee meeting to order at 1:00pm in the 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 Sara Plasman
  - d. Visitors: none
- IV. Public Comment
  - a. No public presentation was made.
- V. ACTION ITEM: Adoption of the Agenda
  - a. Trustee Kearney moved to adopt the agenda. VP Wiggins seconded the motion. All ayes, no nays. Motion passed.
- VI. Go into closed session to review closed session minutes
  - a. Trustee Kearney moved to go into closed session. VP Wiggins seconded motion. Roll call vote. All ayes, no nays. Motion passed.
- VII. The committee returned to Open Session at 1:03pm.
- 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, Chair Simms moved, and Trustee Kearney seconded the motion to recommend to the full Board opening the following closed session minutes:
    - i. March 11, 2023 – Director Relations Committee Closed Session
    - ii. July 18, 2023 – Board Meeting Closed Session
    - iii. September 22, 2023 – Audit Committee Closed Session
  - b. All ayes, no nays. Motion passed.

# APPROVED

- IX. Review of Secretary's records for July 1, 2023 through December 31, 2023:
  - a. The committee agreed that all records for July 1, 2023 through December 31, 2023 were in good standing.
  
- X. ACTION ITEM: Vote to recommend to the full Board approval of report on Secretary's records for July 1, 2023 through December 31, 2023
  - a. Trustee Kearney moved to recommend to the full Board approval of the Secretary's records for July 1, 2023 through December 31, 2023. VP Wiggins seconded motion. All ayes, no nays. Motion passed.
  
- 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 full Board approval to destroy verbatim closed session recordings older than 18 months. Chair Simms seconded motion.
  
- XII. Adjournment:
  - a. There being no further business, VP Wiggins moved to adjourn. Trustee Kearney seconded motion. All ayes, no nays. Meeting adjourned at 1:10pm.

Notes taken by Sara Plasman.

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