

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, February 16, 2021 at 6:00pm via remote audiovisual conference**

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf, Director Auston. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: LWV – Pam Lurie and Georgia Gebhardt; trustee candidates Tracy Sommer and MaryAnne O’Keefe; from Shales-McNutt – John Shales and Jason Perkunas; and from Engberg Anderson Nathan Van Zuidam

STAFF: Marti Bellefontaine, Gayle Justman, Marcos Levy, John Risko

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:02 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Review draft of Minutes.

A. January 19, 2021 Regular Board Meeting Minutes. Trustee Rodgers noted the year was missing from the January 19, 2021 Regular Board minutes. Trustee Wolf moved approval of the minutes of the January 19, 2021 Regular Meeting Minutes as amended. Trustee Rodgers seconded the motion. There was no discussion.

Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED

IV. Presentations.

None.

V. Treasurer’s Report.

A. Financial Reports for January 2021.

Trustee Rodgers reviewed the financial report for January 2021. WPLD received \$41,573.00 from Kenilworth Library District contract, \$9,851.18 in general fund interest, and \$9,057.21 of personal property tax proceeds. General Fund expenses are at 52% of budget, which is slightly under the 6-month rate of 58%. Normal expenditures included books, materials, computer support and health insurance. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for January 2021.

Trustee Rodgers moved approval of the January 2021 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf

Nay – Johnson

Abstain – None

Absent or not voting – None

MOTION CARRIED

VI. Action Items.

A. 2021 Capital Repair Project Bid Package #1. Review and award of contracts to recommended bidders for Masonry/Tuck-pointing and Roof Repairs for a contract total of \$461,400. Jason Perunas from Shales-McNutt reviewed the recommendation to award and bid tabulations which were included in the board packet. A favorable environment for receiving bids was noted and of the 30 bidders, 9 proposals were presented: 5 for masonry and 4 for roofing. Shales-McNutt reviewed the bids with each firm to confirm that the scope of work was understood, that each firm had relevant experience, that the schedule could be met, and that each firm had the ability to do the work. Shales-McNutt recommended the low bidder for both trades. From estimated design development budget, the roofing bids came in about \$23,000 under budget. The bid amounts include alternate #1, which is for the roofs from the mid-2000s and will include repairing anomalies and a coating which will be under warranty for 20 years, until 2041. The rest of the roofs will continue under the 2015 warranty, which expires in 2035. Trustee Wolf motioned approval of the bid for masonry/tuck-pointing to Berglund Construction Company and the roof repairs bid to L. Marshall Roofing in an amount not to exceed \$465,000. Trustee Johnson seconded.

Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED

B. Finance Committee Recommendation: Audit Services Contract with Lauterbach & Amen in amount of \$8,500 (FY21), \$8,800 (FY22), and \$9,100 (FY23), for a contract total of \$26,400. Trustee Rodgers stated the Finance Committee reviewed the proposals and recommended Lauterbach & Amen's 3-year audit services contract. As a protection for the library, WPLD generally goes out to bid for audit services every 5-7 years. Lauterbach & Amen were the lowest bidder and met the Finance Committee's criteria. Trustee Rodgers motioned approval of the 3-year contract for audit services with Lauterbach & Amen in an amount not to exceed \$26,400. Trustee Wolf seconded.

Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED

C. Proposed firewall upgrade project by Computer View Inc. in the amount of \$20,835. Director Auston stated that CVI is the WPLD's Local Area Network management vendor who work in collaboration with our IT department to provide management of our network as well as the control of our firewall. The firewall is the primary source of security for our data infrastructure and needs to be reviewed and updated on a regular basis. Trustees discussed the longevity and expected life of the equipment, whether to update the equipment replacement schedule, and any insurance impacts. Trustee Rodgers motioned to approve the contract with Computer View Inc. to proceed with upgrades to the firewall in an amount not to exceed \$21,000. Trustee Wolf seconded.

Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED

## VII. Discussion Items.

A. Updated Pandemic Response Plan. Director Auston noted WPLD was closed February 15 and 16 as over 16 inches of snow accumulated in Wilmette. Kudos to Facilities staff on having the snow cleared and pavement salted in a timely manner. Reopening is now targeted for Friday, February 19. The new open building service model will be similar to model in effect from last July 13 through November 14 (when the Library was forced to close again due to the rapid rise in cases of COVID-19 in Cook County and surrounding areas, and in response to a positive COVID test on staff). A few key changes include:

- Beginning February 20, Saturday hours will be expanded two additional hours, from 10am-5pm. Access on Saturday afternoon was a priority request in our patron survey late last year.
- To reduce cash handling, the coin towers on printers and copy machines are being disabled for reopening. As handling cash is not recommended during the pandemic, the first 20 pages of printing and copying will be free for the near future.
- Two new self-checkouts are now on the first floor to assist with social distancing and, when activated, will be RFID-ready.
- Open holds are now available and in compliance with the state statute to protect patron privacy.

Upon reopening, health and safety guidelines will continue with masks, hand sanitizing upon entry, keeping visits brief, and maintaining social distance. Other items which will continue because of the pandemic include no study rooms usage, work tables and seating have largely been removed, no room rentals, the periodicals room is closed (although magazines may be requested), no in-person programming, toys and games in Youth Services remain removed, no eating or drinking in the library, and Friends of the Library are not currently accepting material donations. Books Down Under remains closed. Parking Lot Pickup continues for the foreseeable future. The Library of Things collection will be available to be checked out once again.

## B. Library Project Updates.

RFID Project: Supply chain issues delayed delivery of our equipment and the start of the RFID tagging process by several weeks. The project is officially underway and staff is planning to finish tagging by the end of April. The collection will be about 85% tagged before the RFID readers will be enabled on the self-check machines to avoid confusion and loss. Since tagging started on February 3, the entire Recent Arrivals, Hot Picks, and Large Print collections have been tagged. Concurrently, new items are being tagged as well as items being returned. Cataloging Librarian Jessica Thompson created a procedures document for each item type to indicate where items will be tagged to guide staff. Three new checkout stations are expected to be configured and installed on each floor by the end of February. New security gates and the Automated Material Handling system will be installed towards the end of the project.

Website Redesign project: RFP is advertised and available. CCS completed a similar website redesign project recently and allowed us to review their planning documentation to help us prepare our request for proposal. Dozens of detailed questions from many looking to bid have been answered. Proposals are due on February 25. Staff expects to review, interview, and recommend a selected vendor at the March 16 Board meeting. Trustees discussed how the public can be engaged in the website redesign process and noted their preference of having a vendor who has dealt with public libraries in the past. Director Auston explained that the Library's website, CCS website, and the library catalog are three different units. The library website is not the same as the library catalog, which means some of the things which may be

requested to be improved are not actually within our control. If you are searching for books, movies, and music, that is the library catalog which is within Polaris, managed by Innovative Interfaces who contracts with CCS. CCS has a website their library clients use which is what they are redesigning, not the catalog.

VIII. Director's Report. Director Auston noted the following from his report:

- The Library continues to see strong circulation of our OverDrive, Hoopla, and Kanopy products. Libby, WPLD's OverDrive product, now includes all of our RBDigital magazine titles. Magazines have not been physically accessible during the pandemic. Kudos to the Digital Library of Illinois, the consortium who provides that content, in the expansion of the collection, which increased our purchasing power.
- The Hot Picks collection has expanded and moved. The non-fiction Hot Picks have moved to the former holds shelf, directly to the left as you enter the building. Immediately to the right are the expanded fiction Hot Picks, as well as new movies and Binge Box DVDs.
- Weeding and collection maintenance has enabled us to consolidate the lower level non-fiction DVDs and the Great Courses collection in the 900s Room making the collections more accessible and allowing for a retail model of display and promotion.
- The new Book Club Hub has moved into the former Friends Annex and includes info on how to run a book club, promotional materials, and the book club collection.
- Patrons will be able to pick up their own holds in the Recent Arrivals area upon reopening. While this is not the most ideal or permanent location for holds, it's the best option we had. Since all materials were held for patrons while we were closed, the number items being held increased dramatically making the change in location necessary for the time being.
- Winter Reading Clubs, sponsored by the Friends of the Library, continue through March 1 and includes a gift card to The Book Stall for finishers.
- Props to Community Services Sarah Beth Brown and Sarah Rose for the design of the new van. A naming contest will follow shortly.
- The FY21 Per Capita Grant application is complete and ready for submission.
- WPLD has received a letter from Congresswoman Jan Schakowsky congratulating WPLD on our recent *Library Journal* 5-star rating.
- Trustee McDonald is participating on the village's sesquicentennial celebration committee and is seeking input on ideas on how to celebrate 150 years in Wilmette. Trustee Rodgers noted that in 2022 the Library celebrates 120 years in Wilmette.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA continues to support Covid-19 vaccine for library staff. ALA's Midwinter conference had many powerful author speakers. Librarian of Congress Carla Hayden is putting together a task force with a grant from the Mellon Foundation to invest in community-based documentarians to make the Library of Congress more accessible. Trustee Barshis also noted EvaAnne Johnson presented a WPLD genealogy program in which her enthusiasm was contagious.

ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>  
RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>

X. Information Items.

A. Communication. None to report.

B. Three seats on the seven-member WPLD Board of Trustees will be on the local ballot for the Tuesday, April 6, 2021 election. All seats will be for a full four-year term expiring in April 2025. There are 6 candidates for the 3 seats (in the order received): Julie Cho, MaryAnne O’Keefe, Stuart Wolf (incumbent), Tracy E. Sommer, Patricia Nealon, and Ronald Rodgers (incumbent). The Library is partnering with the League of Women Voters to host candidate forums for all local races prior to this election. Village Board and Park Board candidates will be held Saturday, March 13: <http://wilmette.libnet.info/event/4884530>. Library Board, School District 39, and School District 203 will be held Saturday, March 20: <http://wilmette.libnet.info/event/4884528>.

C. The selection for WPLD’s “One Book Everyone Reads” (OBER) series, sponsored by the Friends of the Wilmette Public Library is Charles Yu’s National Book Award-winning 2020 novel *Interior Chinatown*. Mr. Yu will discuss the book via Zoom digital conference on Wednesday, April 14, 2021. Additional details are forthcoming.

XI. New Business / Old Business.

A. President McDonald noted the legislative breakfast on February 18 was via Zoom webinar this year, so there was no ability to network. Last year’s Per Capita Grant increased for the first time in 26 years was discussed with the hopes that the increased amount maintains the same level. Infrastructure projects for areas without libraries was a main topic of discussion. Trustee Wolf noted the discussion of libraries post-Covid19 and how things have and will change. All who attended missed having actual dialog with officials.

B. Trustee Wolf noted that Go Green Wilmette’s program Dark Skies dealt with how light pollution affects migratory birds and how the Chicago area has the worst light pollution in the country. Also noted was WPLD’s responsible lighting around the building and grounds. A recap can be found at [www.darksky.org](http://www.darksky.org).

C. President McDonald noted the Finance Committee met and reviewed policies. Another meeting will be scheduled but it has been agreed that combining the Finance Committee with the Policy Review Committee in the next meeting may help facilitate getting any changes before the Board’s March 16 meeting.

XII. Adjournment.

Trustee Wolf moved to adjourn the meeting. Trustee Barshis seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:09 pm.



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President or President pro-tem  
Board of Library Trustees of the  
Wilmette Public Library District, Cook County, IL



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Secretary or Secretary pro-tem  
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