

WILMETTE PUBLIC LIBRARY DISTRICT (WPLD)
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, July 20, 2021 at 6:30pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, McDonald, O’Keefe, Riddle, Sommer, Director Auston. Trustee Nealon was absent. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Andrew Kim (PMA Securities), Georgia Gebhardt (League of Women Voters-Wilmette), Mary Lawlor, Renee Cox

STAFF: Marti Bellefontaine, Patsy De Vuono, Gayle Justman, Kim Hegelund, Marcos Levy, John Risko, Jessica Thomson

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:31 pm. Director Auston called the roll.

II. Public Comment.

There was no public comment.

III. Review draft of Minutes.

A. June 15, 2021 Regular Board Meeting Minutes. Trustee Barshis moved approval of the minutes of the June 15, 2021 Regular Meeting Minutes. Trustee Sommer seconded. There was no discussion.

Aye – Barshis, Fishman, McDonald, Riddle, Sommer

Nay – None

Abstain – O’Keefe

Absent or not voting – Nealon

MOTION CARRIED

IV. Presentations. Andrew Kim, Director of Public Finance (PMA Securities) on WPLD’s 20 Year Financial Projection Model. The Board received documentation and a presentation from Andrew Kim (Director of Public Finance for PMA Securities) regarding long range financial projections for the Library’s levy, general fund, and special reserve fund. The draft financial model estimates the Library’s key financial activities for the next 20 years, incorporating the 2020 Capital Reserve Study and Special Reserve Fund plans.

V. Treasurer’s Report.

A. Financial Reports for June 2021.

Trustee Sommer noted the Financial Report for June 2021 as well as the Financial Statement for the year ending June 30, 2021 were included in the board packet. Trustee Sommer noted the June 2021 check detail included a third payroll. It was also noted that the fiscal year ended with a total estimated loss of \$496,000 in equity across all funds, due in part to Capital Reserve Fund expenditures.

B. Bills and Salaries Check Detail for June 2021.

Trustee Sommer moved approval of the June 2021 Bills and Salaries Check Detail. Trustee Fishman seconded. There was no discussion.

Aye – Barshis, Fishman, McDonald, O’Keefe, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – Nealon

MOTION CARRIED

VI. Action Items.

A. Ordinance No. 2021/22-200, Annual Budget and Appropriation Ordinance for Library Purposes for the fiscal Year 2021-22 in Tentative Form. A substantial narrative overview of this formality was included in the Board Packet. This ordinance effectively authorizes the District to expend its funds for the FY2021-22 Working Budget, approved at the June 15, 2021 WPLD Board Meeting. Once the tentative ordinance is passed, it will be sent to the WPLD attorney and posted on the WPLD legal bulletin board and web page. The final ordinance will be on the August meeting agenda as an action item. Trustees conduct a public hearing 15 minutes before the August Board meeting to allow public discussion of the ordinance before finalization. At least 30 days before the hearing, a notice is published in the local newspaper (July 15 edition of Wilmette Life) and is posted on the WPLD legal bulletin board and web page, and at Wilmette Village Hall. Trustee Fishman motioned approval of Ordinance No. 2021/22-200, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2021-22 in Tentative Form. Trustee Sommer seconded.

Aye – Barshis, Fishman, McDonald, O’Keefe, Sommer

Nay – Riddle

Abstain – None

Absent or not voting – Nealon

MOTION CARRIED

B. Resolution No. 2021/22-207, Amending a Plan and Estimating Costs. The resolution outlines potential long-range capital fund expenditures in the Special Reserve fund, incorporating maintenance projects identified in the 2020 Capital Reserve Study for building maintenance over the next 20 years and includes an estimate for our anticipated next renovation project (the first and lower levels), slated for FY2024. Trustee Fishman motioned approval of Resolution No. 2021/22-207, Amending a Plan and Estimating Costs. Trustee Barshis seconded.

Aye – Barshis, Fishman, McDonald, O’Keefe, Sommer

Nay – Riddle

Abstain – None

Absent or not voting – Nealon

MOTION CARRIED

VII. Discussion Items.

Capital Repair Project/August 15-31 Construction Closure Update:

- Masonry and tuck-pointing work (90% complete by June): Remainder of work to be completed during and after the electrical shutdown.

- Roofing work (95% complete by July): Contractor is working to address punch list items.
- Drain Tile Work (in progress): Shelving relocation and temporary site protections are in place; drywall/flooring demolition is complete. Saw cutting and removal concrete floors is complete. Installation of underground drain tile plumbing begins July 19.
- Security/Access Control/Fire Alarm Work: Demolition of existing systems began July 6. Installation of new wiring begins the week of July 19.
- Electrical Distribution Work: Installation of temporary/backup electrical service is complete pending inspection.
- Electrical Shutdown for “main” replacement is scheduled for August 15-31.
- Parking Lot repairs/shutdown scheduled to be completed concurrently with electrical “main” project, August 15-31.

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

- New service model includes a Welcome Desk in the circulation area.
- The Website Redesign Project continues with library staff making key final decisions regarding the layout. Demo and feedback sessions will be available in early September with launch expected mid-September.
- Digital and physical circulation continue to be strong. Doors counts are returning to pre-pandemic trending. Holds are increasing and parking lot pickup is trending down. About 40% of total circulation is from self-checkout units, predominantly in Youth Services.
- Annual statistics are being compiled for IPLAR (Illinois Public Library Annual Report).
- The RFID tagging project is complete! Circulation staff have started using RFID; more communication will be forthcoming before for the public’s use of RFID is launched this fall.
- Summer Reading Clubs are in full swing and will run through September 4.
- Print newsletter will resume in September.
- HR is looking to fill a number of vacancies.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA will hold their virtual conference October 12-14, 2021. Trustee Forum workshops are scheduled for October 14. Learn more about the workshops and speakers at <https://www.ila.org/events/annual-conference>.
- B. Community Connection Committee. Trustee Fishman reported the new Committee met on July 13 and is chaired by Trustee Nealon. They approved the former Advocacy & Partners Committee’s minutes from November 11, 2019, and explored their direction and goals.

X. Information Items.

- A. Communication. President McDonald noted there were no communications.
- B. As a requirement of the Illinois Public Library Annual Report (IPLAR), the Board Minutes Secretary’s Audit Committee is required to review minutes of WPL Board of Trustees meetings of FY 2020-21 prior to the August 2021 Board meeting. Trustees O’Keefe and Nealon are on the Secretary’s Audit Committee.

XI. New Business / Old Business.

- A. President McDonald reminded trustees that the August 17, 2021 Regular Meeting and B&AO Hearing will be in person at 6:30pm at the Wilmette Village Hall, Council Chambers, 1200

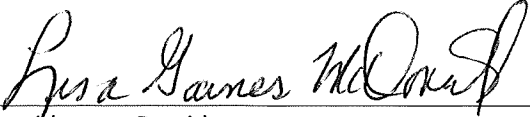
Wilmette Ave., Wilmette, and thereafter WPLD board meetings will be held in the WPLD Auditorium at 6:30pm on the third Tuesday of each month (unless otherwise noted).

XII. Adjournment.

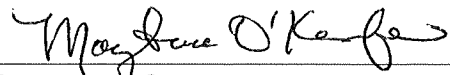
Trustee Fishman moved to adjourn the meeting. Seconded by Trustee Barshis.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:23 pm.



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



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