



## MEETING MINUTES

### I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:30pm. Trustee Di Lorenzo called the roll.

PRESENT: Trustees Cox, Di Lorenzo, Fishman, Nealon, O'Keefe, Sennett, Sommer, Director Auston

ABSENT: None

VISITORS: Liz Seager – League of Women Voters

STAFF: Marti Bellefontaine, Cathleen Blair, Andrea Vaughn Johnson, Marcos Levy, Linnea Lundberg

### II. Review draft of November 21, 2023 Regular Board Meeting Minutes. Trustee O'Keefe moved approval of the November 21, 2023 Regular Board Meeting Minutes, as presented. Trustee Sommer seconded the motion. There was no discussion.

Aye- Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay- None

Absent or not voting - None

MOTION CARRIED.

### III. Public Comment. None.

### IV. Presentations. Strategic Facilities Plan Project Proposal. Joe Huberty of Engberg Anderson Architects presented their Strategic Facilities Plan Project Proposal, in response to the library's FY23-24 Strategic Plan goal to complete a responsive space needs assessment to inform and establish priorities for service design and capital planning. This project, part of our Sustainable Future goals to meet and anticipate future needs of the library and our community, is also directed by our Library Facilities policy 6-10: Space Needs Assessment of Library Facilities, which sets the following expectation: Periodically, and not less than every 10 years, an assessment of the space needs of the Library's facilities is conducted to respond to the evolving needs of the community.

### V. Treasurer's Report.

#### A. Financial Reports for November and December 2023. Trustee Sommer shared her report:

- As tax bills were due December 1, 2023, the library received almost \$1 million in tax revenue in November and \$1.5 million in December.
- In November there were no Special Reserve Fund expenditures.
- Director Auston purchased two CDs for the General Fund. They are the last 2 listed on the GF CD listing at 5.3 and 5.5% with 18 month and 24 month maturity dates.

- There are a number of CDs that come due in February and Director Auston and I will talk about the possible needs for these funds and determine how and if they will be reinvested in CDs.
- As requested, the finance consultants cleaned up the equity section of the balance sheet by rolling the prior year's income into the Beginning Fund Balances.
- As noted at the November meeting, in July there was Miscellaneous Income for \$13,499 and, as determined in a prior meeting, this is actually income from the Friends and should have been on line #48500 (where we budgeted for this) and not #47071. This was corrected for the November statements.
- In December, there was a check to Interactive Building Solutions in the amount of \$105,435 which is a partial payment for the Building Automation System (BAS). We approved a total of \$151,800 for this project.
- In addition, in December, there was a small check in the amount of \$750 to Engberg Anderson for their work on the BAS project.
- On the Balance sheet for December 2023, when compared to that from November 2023, the net loss decreased from \$1.2 million to \$400k as a result of receiving the tax revenue.
- In December, there were three payrolls.
- You will note in the checks, in November and December, there were two checks to Comcast each month in the amounts of \$1252.57 and \$377.15. Per Director Auston, We're not cutting over the phones until early February, so the Comcast voice bill is still in effect for the next 2 cycles from what you're seeing. They'll still be our ISP and emergency landline phone provider for the elevator going forward.
- In December, there was a check to Bernard Lane in the amount of \$15,520 for Building Maintenance. Bernard Lane is "doing business as" Monarch Electric. This check is for the coring, electrical/data, and labor for the updated/relocated computers near the newly combined Reference/Technology Desk and along the west wall under the mezzanine.

B. Bills and Salaries Check Detail for November and December 2023. Trustee Cox moved approval of the November and December 2023 Bills and Salaries Check Detail, as presented. Trustee Di Lorenzo seconded the motion.

Aye- Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay- None

Absent or not voting - None

MOTION CARRIED.

## VI. Action Items.

A. Space Needs Assessment Project Recommendation: Review and approval of Strategic Facilities Plan proposal from Engberg Anderson in an amount not to exceed \$25,000. It is anticipated that the space needs assessment project will take about 6 months to complete, with deliverables available in fall 2024. The Strategic Facility Plan would then inform the next step in our process to fulfill the Strategic Plan priority to *Revitalize and reimagine the first floor and lower level of the library*. Trustee O'Keefe moved approval of the Strategic Facilities Plan proposal from Engberg Anderson in an amount not to exceed \$25,000. Trustee Sommer seconded.

Aye- Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay- None  
Absent or not voting - None  
MOTION CARRIED.

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

- Physical circulation was strong in November/December, keeping near identical pace with FY22-23, and digital circulation continues with its stronger than average trend (December set a WPL record for OverDrive with 9,571 items loaned)
- Door counts are remarkable, and increasing to over 700 users each day - rebounding strongly from our pandemic years, though still off the mark from our 2019 traffic
- Staff have begun tracking their public service contacts via our new data management system, Gimlet
- Several large collections were weeded and shifted at year-end, including the CDs, lower level 800s and 900s, the Oversized collections, and periodicals
- Youth Services launched a new boutique collection bridging Early Readers and J Fiction, called Beginning Chapter Books. Staff worked together to create the section with help from Youth Services, Technical Services, Shelving, and Circulation teams all contributing
- New items in Library of Things include 4 Rokus, an external DVD/CD player, a video capture kit, a solar panel, and a microscope for kids
- The library welcomed 132 new patrons in November, and 147 in December
- At year-end, 87 patrons have opted into our recent policy update allowing patrons to authorize a friend, neighbor, or family member to pick up their hold materials
- Staff developed and launched our exciting new community engagement reading initiative titled Wilmette Reads, which will run through January and February
- Youth Services staff continued an impressive run of community engagement and outreach events and visits to area schools and partners
- 6 departments collaborated on Welcome Tours, including our partnership with North Shore Special Recreation Association (NSSRA), which yielded 7 visits to the library in November and December
- Our annual New Year's Eve jazz concert with Bobby Lewis drew 100 attendees and served as a surprise early launch of Wilmette Reads with gifts for all attendees

VIII. Committees – Report on Meetings.

- A. ILA/RAILS Update. No Report.
- B. Intergovernmental Cooperation Committee Report. Trustee Nealon reported the next meeting will be Monday, March 4 at 5:00pm.

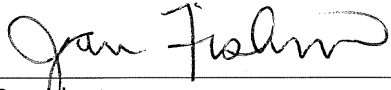
IX. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.

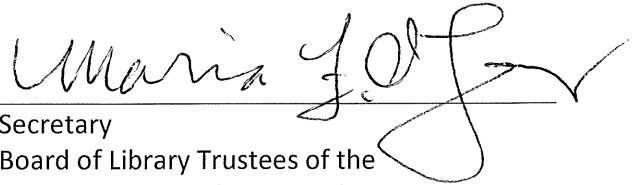
X. New Business. None.

XI. Adjournment. Trustee Di Lorenzo moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 8:06pm.



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President  
Board of Library Trustees of the  
Wilmette Public Library, Cook County, IL



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Secretary  
Board of Library Trustees of the  
Wilmette Public Library, Cook County, IL