

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, November 20, 2018 at 7:30 pm in the Staff Lounge

A public hearing on the Levy Ordinance was conducted from 7:15 pm to 7:30 pm in the Staff Lounge. Members of the public attended the hearing but made no comments.

TRUSTEES present at the hearing and the meeting: Trustees George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf

TRUSTEES ABSENT at the hearing and the meeting: Trustee Barshis

VISITORS present at the hearing and the meeting: Charlotte Adelman, Joan Fishman, Tom Gutman, Mary Lawlor (League of Women Voters observer), Gayle Rosenberg Justman, Betty Giorgi.

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:30 pm and appointed trustee George as Secretary Pro-tem.
- II. Public Comment. Ms. Adelman expressed her concerns about the Library's proposed Outdoor Renovation Project. She requests that the project and the associated landscaping plan address the impact of climate change, create a landscape that retains native plants, absorbs carbon, and retains memorial items. Ms. Adelman stated that she is available to work with anyone on the WPL Board of Trustees who wants to achieve these objectives. She stated that she was addressing the WPL Board of Trustees at the request of trustee Barshis.
- III. Presentation – Financial Audit. Daniel A. Berg, CPA and partner in Sikich LLP attended the meeting. Sikich LLP is the firm that performed the audit of WPL's financial statements for the fiscal year ending June 30, 2018. All trustees received copies of the audit prior to the meeting. Audit presentation to the WPL Board was delayed because of the new government regulation requiring actuarial review of some sections of the audit; the actuarial review has been completed. Mr. Berg discussed the Annual Financial Report for the Year Ending June 30, 2018 and the Auditor's Communication to the Board of Trustees with trustees and answered trustee's questions. He stated that the audit went smoothly and that there were no disagreements with Library management.
- IV. October Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the October 2018 WPL Board meeting. Trustee Rodgers seconded the motion.
MOTION CARRIED BY VOICE VOTE
- V. Treasurer's Report
 - A. Financial Reports for October. Treasurer Rodgers summarized the October financial reports. The two largest sources of General Fund revenue were Real Estate Taxes and General Fund Interest. Total General Fund expenditures for October were 32.68 % of budget; the four-month rate for expenditures is 33.33%. The largest General Fund check was written to Wellness Insurance Network.
 - B. Bills and Salaries for October. Trustee Rodgers moved to approve the October bills and salaries. Trustee Wolf seconded the motion.
Aye – George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf
Nay - None
Abstain – None
Absent or not voting – Barshis
MOTION CARRIED
- VI. Action Items
 - A. Close Library on March 1, 2019 for Staff Institute Day. This date was not included in the Closings for Calendar Year 2019 approved by the Board at the October meeting. Trustee Wolf moved to approve the closing of the Library on March 1, 2019 for Staff Institute Day. Trustee McDonald seconded the motion
MOTION CARRIED BY VOICE VOTE

B. Ordinance No. 2018/19-191, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2018/19. A copy of the ordinance was included in agenda binders as Attachment 4. The ordinance establishes the tax levy used to defray expenses for the current fiscal year. It will be levied on all taxable properties. The proposed levy was approved at the October 2018 Board meeting. The total levied in fiscal year 2017/18 was \$5,747,103. The total levied in fiscal year 2018/19 is \$5,428,251. A public hearing at which residents may discuss the levy was conducted prior to the regular November Board meeting. Members of the public attended the hearing but made no comment. Trustee Wolf moved to approve Ordinance No. 2018/19-191, An Ordinance Levying Taxes for Library Purposes for the Fiscal year 2018/19. Trustee Rodgers seconded the motion.

Aye – George, McDonald, O’Laughlin, Rodgers, Wolf

Nay – Johnson

Abstain – None

Absent or not voting – Barshis

MOTION CARRIED. *The signed ordinance is attached.*

C. Resolution No. 2018/19-195, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District’s 2018 Levy. A copy of the resolution was included in agenda binders as Attachment 5. The resolution limits any reductions in the levy amount that may be applied by the Cook County Clerk to the Corporate (General) Fund which is the largest levy fund. Trustee Wolf moved to approve Resolution 2018/19-195, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District’s 2018 Levy. Trustee George seconded the motion

Aye – George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Absent or not voting – Barshis

MOTION CARRIED. *The signed resolution is attached.*

D. Fiscal Year 2017-18 Annual Report. A copy of the report was included in agenda binders as Attachment 6. Trustees reviewed the report. It was decided that the report would be reviewed by the Board Communication Committee. The Annual Report will be presented at the December meeting. The final report will be mailed to all Wilmette and Kenilworth residents. Please let Anthony know of changes. No action was taken at this meeting.

E. Complete Cleaning Company, Inc. Service Agreement for Feb. 1, 2019 – Feb. 1, 2020. The company provides daily cleaning services. A copy of the Complete Cleaning Company proposal was included in agenda binders as Attachment 7. The monthly charge has not been increased. History of monthly charges: 2014, 2015, 2016 - \$4,070; 2017, 2018, 2019 - \$4,495. Trustee Rodgers moved to approve the Complete Cleaning Company, Inc. Service Agreement for Feb. 1, 2019 – Feb. 1, 2020 at a cost not to exceed of \$5,000 per month. Trustee Wolf seconded the motion.

Aye – George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Nay – none

Absent or not voting – Barshis

MOTION CARRIED

At this time in the meeting, President O’Laughlin welcomed Anthony Auston as the new Director of the Wilmette Public Library District.

VII. Discussion Items

A. By-laws and Policy Manual. The Policy Manual and By-Laws of the WPL District Board of Trustees are required to be reviewed, revised as necessary, and approved by the Board of Trustees no less than biennially. Director Auston has reviewed sections of the Policy Manual and suggested that Board review of policies and by-laws begin in January 2019 and continue throughout the year. Trustees were in agreement with this approach.

B. Fundraising Letter. It was agreed by a consensus of trustees attending the meeting that no fundraising letter be sent this year. Information regarding donations to the Library is on the website <http://wilmettelibrary.info> > About > Donations (<https://www.epayillinois.com/Home/ShowSiteLandingPage/4908>).

VIII. Director’s Report

A. Director’s Report. Statistics and other information were included in agenda binders as attachment 8. Director Auston reviewed the report.

IX. Committee Reports

A. ILA Representative. Copies of ILA Newsletters from October 15 to November 15 were included in agenda binders as Attachment 9.

B. Facilities & Equipment Committee. Trustee George, committee chair, summarized the November 8, 2018 meeting of the F&E Committee with the Landscaping Steering Committee. Wilmette residents Charlotte Adelman and Edie Rowell attended the meeting. Trustee George stated that several outstanding issues were resolved at the meeting and that while some members of the public do not agree with some of the decisions, committee members had put a lot of thought into the plan and care deeply about environmental issues. The committees have been working on this project for over a year. Objectives of the plan include the following: to include native plants wherever feasible, to promote sustainability, to improve access to the Library, to honor the memorials, and to provide better use of outdoor space. The plan will be on the Library website and additional communication regarding the plan will be forthcoming. The Library has received two in response to the Request for Qualifications, published in the October 11, 2018 *Wilmette Life*. The Director is reviewing the proposals.

X. Information Items

A. For Thanksgiving, WPL will close at 5:00 on Wednesday, November 21 and remain closed on Thursday, November 22. For Christmas, WPL will be closed Monday and Tuesday, December 24 and 25. For the New Year, WPL will be closed Monday, December 31 and Tuesday, January 1, 2019.

B. Shelving and Switchboard will host the 2018 Holiday Party, scheduled for Wednesday, December 12. The event will be a luncheon. WPL trustees, WPL retirees, Friends of WPL Board members, and all WPL staff members will be invited.

C. A community welcome for WPL's new director Anthony Auston was held on Saturday, November 10 from 2:00 pm – 4:00 pm

D. A community good-bye for Keren Joshi, Head of Youth Services, will be held on Thursday, November 29 from 4 – 5:30 in Youth Services.

E. Four seats on the seven-member WPL Board of Trustees will be open for the Tuesday, April 2, 2019 election. All seats will be for a full four-year term expiring in April 2023. Election packets containing petition forms and instructions are available in Administration. Completed nomination papers may be filed on weekdays from Monday, December 10 through Monday, December 17 from 9:00 am – 5:30 pm in Administration.

F. Cooperative Projects and Community Services Reports. Trustees reviewed reports presented in Attachment 11 of agenda binders.

G. Communication. Trustees reviewed comments presented in Attachment 12 of agenda binders.

XI. New Business / Old Business. None.

XII. Adjournment. Trustee Rodgers moved to adjourn the meeting. Trustee Johnson seconded the motion.

Aye – George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – Barshis

MOTION CARRIED. The meeting adjourned at 8:59 pm.

THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

ORDINANCE NO. 2018/2019-191

AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2018-2019

WHEREAS, the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 330/1, *et seq.*, as amended, requires all Illinois municipal corporations to adopt a Combined Annual Budget and Appropriation Ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, ILCS, Chap. 75, Paras. 16/35-5 and 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and

WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action thereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published within the District; and said Ordinance was passed more than seven (7) days prior to passage of this Levy Ordinance; and a certified copy of said Ordinance has been published not less than seven (7) days prior to the adoption of this Ordinance; and said Budget and Appropriation Ordinance was filed with the County Clerks of all Counties affected thereby; and a "Certified Estimate of Anticipated Revenues" was filed within thirty (30) days of their adoption;

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, as follows:

Section 1. Ordinance No. 2017/2018-189 of this Board, "Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2018-2019" is hereby incorporated by reference.

Section 2. A tax in the sum of FIVE MILLION FOUR HUNDRED TWENTY EIGHT THOUSAND TWO HUNDRED FIFTY ONE AND NO/100 DOLLARS (\$5,428,251) be and hereby is levied upon all taxable property within the corporate limits of this District, in accordance with the Appropriation Ordinance previously enacted; said tax to be levied to defray the expenses and liabilities of this District for the fiscal year beginning July 1, 2018 and ending June 30, 2019, for the specific objects and purposes indicated as follows:

2018-2019 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY

I. PATRON MATERIALS/SERVICES – GENERAL FUND	
A. Books/Continuations	297,510
B. Library of Things	7,520
C. Audio Visual Materials	110,920
D. Periodicals	65,800
E. Electronic Resources	319,600
F. Computer Software	14,100
G. Electronic Service Providers	101,520
H. Programming	42,300
I. Interlibrary Loan	-0-
J. Newsletter	44,180
K. Promotion	14,100
L. Grant	-0-
M. Rutherford Trust	-0-
N. Friends Purchases	-0-
TOTAL PATRON MATERIALS/SERVICES	1,017,550

II. PERSONNEL – GENERAL FUND	
A. Librarian Salaries	1,367,504
B. Non-Librarian Salaries	1,295,420
C. Custodial Salaries	173,484
D. Professional Memberships	6,580
E. Continuing Education/Meetings	9,400
F. Mileage/Travel	18,800
G. Staff Development	37,600
H. Insurance-Employee	470,708
TOTAL PERSONNEL	3,379,496
III. OPERATION – GENERAL FUND	
A. Fees (p/r, bank, credit card)	8,460
B. Professional Fees	19,740
C. Library Supplies	37,600
D. Office Supplies	28,200
E. Copiers	26,320
F. Printing	11,280
G. Postage/Shipping	13,160
H. Telephone	9,400
I. Equipment/Furnishings/Computers	70,500
J. Equipment/Computer Maintenance	84,600
K. Insurance-Property/Casualty	23,500
L. Building Improvement	18,800
M. Building Supplies	23,500
N. Building Maintenance	80,835
O. Building Maintenance Contracts	94,000
P. Grounds Maintenance	24,910
Q. Parking Lot Rent	11,280
R. Utilities	12,220
S. Sales and Use Tax	-0-
TOTAL OPERATION	598,305
IV. CONTINGENCY – GENERAL FUND	-0-
V. TRANSFER TO B/E SPECIAL RESERVE FUND FROM GENERAL FUND	
Specific Fund for library site, building & equipment accumulated according to ordinance pursuant to 75 ILCS16/40-50	-0-
VI. B/E SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS	-0-
TOTAL GENERAL FUND LEVY	4,995,351
VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND	
A. Municipal Retirement-Social Security. (Pursuant to 40 ILCS 5/7-171)	
1. Municipal Retirement	240,000
2. Social Security	150,000
B. Audit Expense (Pursuant to 50 ILCS 310/9)	8,775
C. Liability Insurance, including Worker's Comp. & Unemployment Ins. (Pursuant to 745 ILCS 10/9-107)	34,125
 TOTAL SPECIAL FUNDS LEVY	 432,900
 AGGREGATE TOTAL LEVIED - ALL FUNDS	 5,428,251

Section 3. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to ILCS, Chap. 75, Para. 16/40-50, pursuant to plans developed and adopted by this Board, and said unexpended balances shall be accumulated in this Fund for the purpose of erecting or purchasing a new library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment and materials therefor.

Section 4. Except as otherwise provided by law, no further appropriations shall be made at any other time within such fiscal year, provided that this Board may from time to time make transfers between the various items in any Fund, or appropriations in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency by a two-thirds (2/3) vote of all the trustees, as provided by ILCS, Chap. 75, Para. 16/30-90, et seq., and this Board may amend said Budget and Appropriation Ordinance from time to time by the same procedure as prescribed by statute for the original adoption of a Budget and Appropriation Ordinance, provided that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of the fiscal year shall be available until August 30th for the authorization of the payment of obligations incurred prior to the close of the fiscal year, and until September 30th for the payment of such obligations or for the transfer of unexpendable balances thereof to be accumulated, as provided by ILCS, Chap. 75, Para. 16/30-90.

Section 5. The Secretary of this Board shall file, on or before the last Tuesday in December, a certified copy of this Levy Ordinance with the County Clerk of each county affected by this Levy; and the Secretary of this Board shall also file, on or before the last Tuesday in December, certified copies of this Ordinance and of the Budget and Appropriation Ordinance, with the Library or Libraries operated by this District, and make such Ordinances available for public inspection at all times.

Section 6. Upon filing said certified copy hereof with such County Clerk, the rate percent shall be ascertained and the tax extended as provided by law against property in this District; and the tax so levied and assessed shall be collected and enforced in the same manner and by the same officers as the general taxes in this District and County, and shall be paid over to the Treasurer of this Board by the officers collecting the same.

Section 7. This Board hereby certifies that all applicable provisions of ILCS, Chap. 35, Para. 215/1, et seq., as amended ("the Illinois Truth-in-Taxation Statute"), have been complied with.

Section 8. Pursuant to ILCS, Chap. 35, Para. 205/157a and related statutes, this Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction provisions of the Personal Property Tax Replacement Fund Act are not applicable hereto.

Section 9. This Ordinance is passed pursuant to statutory authority, including the Illinois Public Library District Act, ILCS, Chap. 75, Para. 16/35-5, et seq., Para. 16/30-85, et seq., and Para. 16/40-50, and the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 330/1, et seq., the Illinois Revenue Code, ILCS, Chap. 35, Para. 205/157, et seq. and other statutes hereunto appertaining.

Section 10. This Ordinance shall be in full force and effect from and after its passage and approval according to law, and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provisions or parts of this act, but shall be severable therefrom.

LEVY ORDINANCE – ORIGINAL SIGNATURE PAGE

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on this November 20, 2018 by a vote of:

AYES: George, McDermald, O'Laughlin, Rodgers, Wolf

NAYS: Johnson

ABSTAIN: None

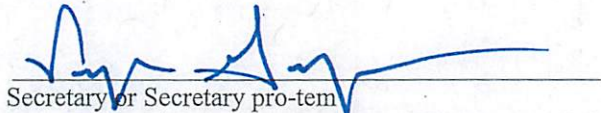
ABSENT OR NOT VOTING: Barshis

APPROVED:



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

ATTEST:



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

LEVY ORDINANCE – SECRETARY CERTIFICATE

SECRETARY CERTIFICATE

I, Virginia George, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary or Secretary pro-tem and as such am keeper of the books and records of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2018-2019" is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting on November 20, 2018 by a vote of:


AYES: George, McDonald, O'Laughlin, Rodgers, Wolf

NAYS: Johnson

ABSTAIN: None

ABSENT OR NOT VOTING: Barshis

Dated this 20th day of November, 2018.



Secretary or Secretary pro-tem

The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

LEVY ORDINANCE – CERTIFICATE OF LEVIES

THE BOARD OF LIBRARY TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

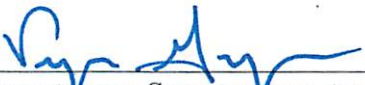
CERTIFICATE OF LEVIES

I, *Virginia George* DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary or Secretary pro-tem, and as such am keeper of the books and records of the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the following levies were passed by this Board by "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2018-2019" and are to be levied upon all taxable property within the corporate limits of the District according to applicable statutes:

GENERAL FUND LEVY	4,995,351
RETIREMENT FUND LEVY	
1. Municipal Retirement	240,000
2. Social Security	150,000
AUDIT FUND LEVY	8,775
LIABILITY INSURANCE FUND LEVY	34,125
RETIREMENT OF GENERAL OBLIGATION REFUNDING BONDS, Series 2001 (interest and/or principal) pursuant to Ordinance No. 2001/02-110 filed September 19, 2001	<u>-0-</u>
TOTAL	<u>\$5,428,251</u>

DATED this 20th day of November, 2018.



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

THE BOARD OF TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

RESOLUTION 2018/19-195

INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING
THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2018-19 LEVY

The Cook County Clerk is instructed to apply any limitation on the Wilmette Public Library District's 2018-19 levy to the corporate fund only, leaving the other funds intact.

PASSED by the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois this November 20, 2018 by vote of:

AYES: *George, Johnson, McDonald, O'Loughlin, Rodgers, Wolf*

NAYS: *None*

ABSTAIN: *None*

ABSENT: *Barchis*



President or President pro-tem

The Board of Library Trustees of the Wilmette Public Library District,
Cook County, Illinois

ATTEST:



Secretary or Secretary pro-tem

The Board of Library Trustees of the Wilmette Public Library District,
Cook County, Illinois

LEVY RESOLUTION SECRETARY CERTIFICATE.

SECRETARY CERTIFICATE

I, *Virginia George*, DO HEREBY CERTIFY that I am the duly appointed, qualified, and serving Secretary or Secretary Pro-tem and as such keeper of the books and records of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached RESOLUTION 2018/19-195, INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2018-19 LEVY, is a true and correct copy of said Resolution which was presented, passed, and recorded by said Board at their meeting, on November 20, 2018 by a vote of:

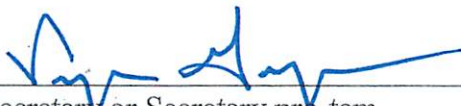
AYES: *George, Johnson, McDonald, O'Loughlin, Rodgers, Wolf*

NAYS: *None*

ABSTAIN: *None*

ABSENT OR NOT VOTING: *Barshis*

DATED this November 20, 2018



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