

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA
Tuesday, November 21, 2017 at 7:30 pm in the staff lounge

The Board will conduct a Public Truth in Taxation Hearing on the proposed Levy Ordinance at 7:15 pm.
All trustees are encouraged to attend the hearing.

The purpose of the hearing is to provide time for members of the public to comment on the Levy Ordinance prior to ratification. Hearing notices have been posted at Village Hall, at the Metra Station, and in the Wilmette Beacon. A copy of the proposed levy is on the legal bulletin board and on the website.

Board meeting notices have been posted at Village Hall.

The Board meeting agenda has been posted on the WPL legal bulletin board and at the Metra Station.

It has been distributed to WPL staff members and to the President of the Friends of the Library.

The agenda and most attachments are available on the web and in a binder at the Reference Desk.

- I. Call to Order and Roll Call.
- II. Public Comment. Meeting attendees who wish to address the WPL Board of Trustees do so here.
- III. Presentation. Roger Ritzman is the attorney for WPL. He will discuss the roles and responsibilities of library trustees.
- IV. October Board meeting minutes. **Attachment 1**
- V. Treasurer's Report.
 - A. Financial Reports for October. **Attachment 2**
 - B. Bills and Salaries for October. **Attachment 3**
- VI. Action Items.
 - A. Patron ban. **Attachment 4**
 - B. Revision of Patron Exclusion Policy. Revisions to the current policy are in **red**. **Attachment 5**
 - C. Ordinance No. 2017/18 – 186. An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2017/18. The proposed levy was approved at the September 2017 Board meeting. The Notice of Public Hearing is included here. The Truth in Taxation Hearing Notice was not required to be published. **Attachment 6**
 - D. Resolution No. 2017/18 – 190. Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2017 Levy. **Attachment 7**
 - E. Resolution No. 2017/18 – 191. Authorizing Membership in the Library Risk Agency. **Attachment 8**
 - F. Complete Cleaning Service Agreement for February 1, 2017 – February 1, 2018. Complete Cleaning Company, Inc. performs daily cleaning services. There is no fee increase for 2018. History of monthly charges: 2014, 2015, 2016 - \$4,070; 2017, 2018 - \$4,495. **Attachment 9**
 - G. Per Capita Grant Application for Fiscal Year 2018. The completed application and chapters 1-5 of the *Trustees Facts File* are attached. Please place particular attention to chapter 3. Deadline for submission of the application is Monday, January 15, 2018. **Attachment 10**
 - H. KI Proposal Office Furniture for Administration. **Attachment 11**

I. Cancellation of December 2017 Board meeting. The meeting is scheduled for Tuesday, December 19. If the December meeting is cancelled, the next Board meeting would be Tuesday, January 16, 2018.

VII. Discussion Items.

A. Sunday hours. **Attachment 12**

VIII. Director's Report. Strategic planning and landscaping updates are included here. **Attachment 13**

IX. Committee Reports.

A. ILA Representative. An article submitted by trustee Johnson is attached along with the ILA Newsletters dated October 23, November 7, and November 9. **Attachment 14**

X. Information Items.

A. For Thanksgiving, WPL will close at 5:00 on Wednesday, November 22 and remain closed on Thursday, November 23. For Christmas, WPL will be closed Sunday, December 24 and Monday, December 25. For the New Year, WPL will be closed Sunday, December 31 and Monday, January 1, 2018.

B. Adult Services will host the 2017 Holiday Party, scheduled for Tuesday, 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. **Attachment 15**

C. Fundraising letters will be mailed to all Wilmette and Kenilworth residents around December 1.

D. The Wilmette League of Women Voters' "State of the Village" event was held at the Lakeview Center in Gillson Park on Wednesday, November 1. President O'Laughlin discussed the top priorities of the WPL Board. Heather McCammond-Watts and Lisa McDonald also attended the event.

E. PLA is March 20 – 24, 2018 in Philadelphia. See www.placonference.org for additional information. Please talk with Director McCammond-Watts if you are interested in attending the conference.

F. The November 4 WPL garage sale was a great success. The majority of surplus furniture and equipment from Library storage areas and departments was sold. The proceeds from the sale (\$422.75) will be used toward the purchase of new furniture for the Library.

G. Cooperative Projects.

1. On November 1, Betty Giorgi, Head of Adult Services, met with staff members of *Our Place* to discuss cooperative programming ideas. The mission of *Our Place* is to support teens and adults with developmental disabilities so that they can live meaningful, productive, socially connected lives in their community. Ms. Giorgi stated that WPL will look into scheduling a time spot for the group. An *Our Place* staff person would facilitate the discussions.

H. Communication. **Attachment 16**

XI. New Business / Old Business.

XII. Adjournment.