

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 17, 2018 at 7:30 pm in the staff lounge

A1

PRESENT: Jan Barshis, Virginia George, Kathleen O'Laughlin, Ronald Rodgers, Stuart Wolf.  
ABSENT: Dan Johnson, Lisa McDonald

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:39 pm.
- II. Approve March Minutes. Trustee Wolf moved to approve the minutes of the March 2018 WPL Board meeting. Trustee Barshis seconded the motion.  
MOTION CARRIED BY VOICE VOTE
- III. Presentation. This is Director McCammond-Watts last WPL Board meeting. President O'Laughlin thanked the Director for the job she has done over the past 1¼ years. President O'Laughlin also thanked the WPL staff as well as ~~Gail~~ <sup>Gayle</sup> Rosenberg Justman and Betty Giorgi who have agreed to be co-directors during this time of change.
- IV. Public Comment. None.
- V. Treasurer's Report
  - A. Financial Reports for March. Treasurer Rodgers summarized the March financial reports. The two largest sources of revenue were from Real Estate taxes and from the Kenilworth Library District. Total General fund expenses are below the nine month rate of 75%.
  - B. Bills and Salaries for March. Trustee Rodgers moved to approve the March bills and salaries. Trustee George seconded the motion.  
Aye – Barshis, George, O'Laughlin, Rodgers, Wolf  
Nay – None  
Absent or not voting – Johnson, McDonald  
MOTION CARRIED
- VI. Action Items. None.
- VII. Discussion Items.
  - A. Proposal from Old World Bricks Paving to repair uneven and separated pavers, remove and re-install existing pavers, install new foundation, and sand over approximately 3,771 square feet of the WPL parking lot for a cost of \$19,500. The proposal was included in agenda packets as attachment 4. At the meeting, it was decided that WPL staff will attempt to get additional proposals for this project.
  - B. Resolution Amending a Plan and Estimating Costs. The proposed resolution was included in agenda packets as attachment 5. At the meeting the resolution was reviewed for budget considerations and was compared to the previous resolution.
- VIII. Director's Report. Monthly statistics and additional information from the Director were included in agenda packets as attachment 6. Director McCammond-Watts reviewed all sections of the report. The director thanked the trustees for all of their efforts during her tenure at WPL. She stated that the first part of the compensation review will be done immediately. This will bring staff whose salary is currently below the minimum salary for their category up to the minimum indicated on the review. The director also clarified the proposed landscaping plan. She recommends that the co-directors assign staff to over-see different parts of the Strategic Plan.
- IX. Committee Reports.
  - A. ILA Representative. Illinois Library Association Newsletters dated March 22, March 28, and April 6 were included in agenda packets as attachment 7. Trustee Barshis reviewed the newsletters at the meeting. Trustee Barshis distributed an article on Librarian of Congress Carla Hayden.



B. Finance Committee. Committee members are trustees Rodgers (chair), Johnson, McDonald, and O'Laughlin as ex-officio. The committee will meet prior to the May WPL Board meeting. The purpose of the meeting is to discuss the WPL budget and the Budget and Appropriation Ordinance (B&AO) for fiscal year 2018-19 (July 1, 2018 – June 30, 2019). The B&AO includes the WPL budget. The committee may make changes to the budget and ordinance. At the May WPL Board meeting, the Finance Committee recommends passage of the B&AO in tentative form. Once passed in tentative form, the B&AO may be reviewed by the attorney and the public. It is mailed to the WPL attorney and posted on the WPL legal bulletin board and on the WPL web page. A public hearing is conducted 15 minutes before the June or July WPL Board meeting. The purpose of the hearing is to allow public discussion of the B&AO before it is finalized. A quorum of Board members must attend the hearing. At least 30 days prior to the hearing, a notice is published in the legal section of the local newspaper. After the hearing, WPL Board members approve the B&AO in final form. The final B&AO is filed at the County Clerk's office within 30 days of passage.

X. Information Items.

- A. Director Heather McCammond-Watts last day at WPL is Friday, April 20, 2018. Betty Giorgi and Gayle Rosenberg Justman will be interim co-directors until a new director has been selected. The firm Bradbury Miller Associates will assist the WPL Board in the search for a new director. Trustees will meet with members of the search firm from 3:00 pm – 4:30 pm on Wednesday, May 9. Leadership Team members and WPL staff also will meet with the search firm on Wednesday, May 9.
- B. Please remember that the Statement of Economic Interest (SEI) for 2017 is due by May 1, 2018. SEIs are filled out and filed online at: <http://www.cookcountyclerk.com/ethics/econinterest>. You should have received Filer ID/Username information via email from the Cook County Clerk's Ethics Department.
- C. Amor Towle's discussion of One Book, Everybody Reads (OBER) selection *A Gentleman in Moscow* is scheduled for Sunday, April 22 at 3:00 pm at the Wilmette Jr. High Auditorium, 620 Locust Rd. The Library has offered a full roster of related programs. Details are at [www.wilmettelibrary.info/onebook](http://www.wilmettelibrary.info/onebook). One Book programming is funded by the Friends.
- D. National Library Week was observed April 8-14, 2018 with the theme, "Libraries Lead." First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. Circulation and Youth Services provided giveaways. Youth Services also had information about Book Mark contest winners.
- E. Registration for National Library Legislative Day 2018 has opened. The event will be held in Washington, D.C. on May 7 & 8. For more information, see [www.ala.org/nlld](http://www.ala.org/nlld).
- F. The LACONI Annual Trustee Banquet is Friday, May 18, 6 – 9 pm at the Carleton of Oak Park Hotel, Grand Ballroom. The evening will include a buffet style dinner and networking. Every Library Executive Director John Chrastka will discuss "How People Listen Determines what Stories to Tell". The cost is \$60.00 per person. LACONI is the Library Administrators Conference of Northern Illinois. For more information, visit <https://www.eventbrite.com/e/laconi-trustee-banquet-2018-tickets-43671350184>.
- G. The ALA Annual Conference is June 21 – 26, 2018 in New Orleans. No WPL staff members will attend. Please see [www.ala.org/annual](http://www.ala.org/annual) for additional information.

H. Cooperative Projects

1. On March 5, Youth Services staff members Ruth Bell and Amanda Jacover attended Screen Break Week – "Fun with Monarch" at the Wilmette Park District Community Rec. Center. They designed and ran eight activity stations related to books from the 2018 Monarch Children's Choice Award nominees. In addition to making spider cookies and offering lion yoga, they had all of the Monarch Books available for kids to look at and check out. The event was open to the public and six classes from the After Rec. program attended as well.



2. On March 11, Ruth Bell and Jillian McKeown represented Youth Services and Adult Services at the *Going Green Matters* fair at the Michigan Shores Club. They distributed forms for the children's book mark contest, discussed library services including e-books and upcoming programs, and discussed green-themed books. They also held a raffle to give away Dr. Bronner's cleaning products for those attendees who answered the question, "If you could have everyone on the planet's attention for one minute, what would you say about the environment?" Over 30 attendees participated in the raffle.
3. On March 12 and March 19, Ruth Bell led the Wilmette Park District Afterschool Recreation Program. The subject was Wind Tunnel Experimentation. She read the story *Rosie Revere, Engineer* by Andrea Beaty and led a short discussion about engineering, experimentation and perseverance with the kids. They then designed, built, and experimented with objects to fly in wind tunnels.
4. On March 21, Ruth Bell visited two morning preschool classes at Joyful Noise Preschool. The subject was Color Storytime. She read books and led members of the classes in dancing and singing.

I. Communication. Trustees reviewed communication items included in agenda packets as attachment 8.

XI. New Business / Old Business. None.

XII. Close Open Meeting and Convene in Closed Meeting. Trustee Wolf moved to close the regular meeting and to convene in a closed meeting to discuss the Director search. Trustee Barshis seconded the motion.

Aye – Barshis, George, O'Laughlin, Rodgers, Wolf

Nay – None

Absent or not voting – Johnson, McDonald

MOTION CARRIED. The regular meeting closed at 8:21 pm.

XIII. Close Closed Meeting and Convene in Open Meeting. In compliance with the Open Meetings Act, WPL Board President Kathleen O'Laughlin called the Open Meeting to order and announced the recommendation made by WPL Board members in closed meeting which is that co-directors Betty Giorgi and Gayle Rosenberg Justman receive an additional \$7,500.00 from their start date as co-directors, April 21, 2018, through the date the new director starts. Trustee Rodgers moved to endorse in open meeting the recommendation to the Board made in closed meeting. Trustee Wolf seconded the motion.

MOTION CARRIED BY VOICE VOTE

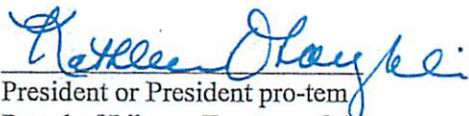
XIV. Adjourn Open Meeting. Trustee Wolf moved to adjourn the open meeting. Trustee Barshis seconded the motion.

Aye – Barshis, George, O'Laughlin, Rodgers, Wolf

Nay – None

Absent or not voting – Johnson, McDonald

MOTION CARRIED. The meeting was adjourned at 8:45 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