

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 21, 2020 at 12:30 pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Director Auston. Trustee Wolf arrived at 12:33pm.

ELECTRONIC VISITORS: Mary Lawlor and Liz Seager - League of Women Voters – Wilmette;

STAFF: Suzanne Arist, Amy Barrow, Joan Blecher, Shanti D’Costa, Patsy De Vuono, Rachel Garcia, Barbara Goodman, Amy Jung, Gayle Rosenberg Justman, Jennifer Klein, Louise Neidorf, John Risko, Jessica Thompson, Rebecca Vrana-Naquin, Nancy Wagner

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 12:30 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Monthly Board Meeting Minutes for February.

Trustee Wolf moved approval of the minutes of the February 18, 2020 Board meeting as presented. Trustee Barshis seconded the motion. There was no discussion.

Aye – Barshis, Fishman, Johnson, Riddle, Rodgers, Wolf, McDonald

Nay – None

Absent or not voting – None

MOTION CARRIED

IV. Presentations. None.

V. Treasurer’s Report.

A. Financial Reports for February and March 2020.

Treasurer Rodgers summarized the February and March 2020 financial reports. During the two-month period the library received just under \$2.6 million in real estate taxes, \$21,000 in general fund interest, and \$7,800 in miscellaneous income. As of the end of March, General Fund expenses were at 69% and below the nine-month rate of 75%. There were no significant or unanticipated expenses for the two months. There was no discussion.

B. Bills and Salaries Check Detail for February and March 2020.

Treasurer Rodgers moved approval of the February and March 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion.

Aye – Barshis, Fishman, Johnson, Riddle, Rodgers, Wolf, McDonald

Nay – None

Absent or not voting – None

MOTION CARRIED

VI. Action Items.

Entry Plaza Bluestone Proposal. Director Auston stated that a 30-ft section of turf off of Park Avenue near the flag pole has become troublesome as a consequence of the public using the area in an unintended way. During the Outdoor Renovation project the concrete by the flag pole was reshaped and patrons have been using a shorter path to gain entry to the Library thereby creating a muddy area and a potential hazard. Multiple quotes

were requested and Twin Oaks, who was the landscaping vendor for our Outdoor Renovation Project, submitted a proposal which was the only proposal to meet the prevailing wage labor requirement, can meet the specific timing requests, and can match the bluestone previously installed during the Outdoor Renovation Project. Trustee Riddle indicated she previously emailed questions to Director Auston regarding the size/space of the muddy area. Trustee Riddle presented suggestions for alternate use of muddy area and solutions to prevent cutting corners. To place extra landscaping/ shrubbery, to make it a rock garden with potential youth services participation, or to place a sign to not use the lawn for crossing were all given as alternatives to pavers. Trustee Rogers indicated that the liability exposure to someone falling or slipping on the mud was too great of a financial exposure and would exceed the cost of pavers. Trustee Riddle explained that liability exists on all property, even the parking lot, and the alternatives she suggested represented a cost saving approach. There was no further discussion. Trustee Wolf moved to approve the proposed Entry Plaza Bluestone Proposal for an amount not to exceed \$7,000. Trustee Rodgers seconded the motion.

Aye – Barshis, Fishman, Johnson, Rodgers, Wolf, McDonald

Nay – Riddle

Absent or not voting – None

MOTION CARRIED

VII. Discussion Items.

A. Pandemic Response, Staffing Proposal, and Reopening Plan. Director Auston reviewed the Pandemic Response Procedures document which was expected to be presented at the then canceled March Board meeting. The document was implemented directly after the March 13th pandemic closing. This document will be incorporated into the Disaster Planning materials and will continue to be adapted. A summary of the continuity of services during the closure document spoke to the ability of staff to scale services to the current environment. The Reopening Plan includes a summary of a list staff needs to consider when the Library is reopened. Leadership and staff are looking at the plan as well as considering details which relate to specific departments reopening including how to quarantine the 30,000+ items currently checked out to patrons. RAILS hosted a conference supplying info to largely inform our reopening activity. These included documents are not all inclusive and departments and staff will have concerns which will need to be addressed.

B. Serving our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 4 - Access, and Chapter 5 - Building Infrastructure and Maintenance. Director Auston stated the Library complies with all items stated in chapter 4, but several areas can be improved upon including parking, lighting, and arterial signage. Chapter 5 is a work in progress with the completion of the bluestone project and the capital reserve study. In addition, all blueprints and drawings of the building have recently been archived digitally helping future projects.

C. Schedule Finance Committee Meeting. The budget planning process may look different than prior years as the Library has a new Business Manager and the pandemic skews schedules. A budget planning committee meeting will be scheduled online to discuss the order of events and flexibility of said items. President McDonald noted Trustee Johnson resigned from the Finance Committee and Trustee Fishman will join the Finance Committee.

VIII. Director's Report.

The Board packet included a summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, community engagement reports, monthly statistics, and other information which has been conducted during the current health emergency.

IX. Committees – Report on Meetings and/or Schedule Meetings.

ILA / RAILS Update. No report. Director Auston noted that both ILA and RAILS had pertinent coronavirus information which can be found at the following:

ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>

RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>

X. Information Items

Communication. The Library will lean on state and local leaders regarding what types of orders need to be followed. Collectively as Libraries we are looking towards our systems to give us more guidance and to partner with our peer and neighboring Libraries to have a seamless transition to reopening.

XI. New Business / Old Business.

Trustee Riddle requested the WPL Board meetings be put on the public Library calendar.

XII. Adjournment.


Trustee Wolf moved to adjourn the meeting. Trustee Rodgers seconded the motion.

Aye – Barshis, Fishman, Johnson, Riddle, Rodgers, Wolf, McDonald

Nay – None

Absent or not voting – None

MOTION CARRIED. The meeting adjourned at 1:44 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