

## WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, February 18, 2020 at 7:30 pm in the staff lounge

PRESENT: Trustees Barshis, Fishman, McDonald, Rodgers, Wolf

ABSENT: Trustee Riddle

ELECTRONIC ATTENDANCE: Trustee Johnson

VISITORS: Liz Seager (League of Women Voters – Wilmette)

ELECTRONIC ATTENDANCE: Prior to the meeting, Trustee Johnson contacted the Library Director to request that he be able to attend the February monthly Board meeting via telephone due to work obligations. Trustee Fishman moved that Trustee Johnson be able to attend the February 18, 2020 Board meeting via telephone. Trustee Barshis seconded the motion. The motion was carried by voice vote of all trustees attending the meeting. A trustee attending a meeting electronically may vote on all issues before the Board at the meeting.

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

President McDonald called the meeting to order at 7:32 pm. Secretary Barshis called the roll.

### II. Public Comment.

There was no public comment. President McDonald congratulated the League of Women Voters on the 100<sup>th</sup> anniversary of the organization.

### III. Monthly Board Meeting Minutes for January.

Trustee Wolf moved approval of the minutes of the January 21, 2020 Board meeting as presented. Trustee Fishman seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

### IV. Special Board Meeting Minutes for January.

Trustee Wolf moved approval of the minutes of the January 21, 2020 Special Meeting as presented. Trustee Fishman seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

### V. Presentation.

Stephen Koebel, Digital Services Manager. Mr. Koebel summarized the functions of the Digital Services Department and outlined how his role and the digital services environment have changed during his 10 years at the Library. He provided an overview of electronic resources, classes, statistical trending, and Computer Room services available at the Library. He compared the circulation of e-books in fiscal year 2014-2015 and fiscal year 2019-2020 to illustrate how digital services have become a core value of the Library. Mr. Koebel is chair of the Equity, Diversity, and Inclusion Committee at the Library and is a member of several other Library committees. In response to a trustee question, he stated that he enjoys fostering the talent of members of the Computer Room staff. Mr. Koebel stated that his goal and that of his department is to continue to provide excellent technical service and to make the use of digital resources as user-friendly as possible.

VI. Treasurer's Report.

A. Financial Reports for January 2020.

Treasurer Rodgers summarized the January 2020 financial reports. The two largest sources of General Fund Revenue were General Fund Interest and Replacement Taxes. Total General Fund expenses at 56.35% were below the expected seven-month rate of 58.33%. There were no significant or unanticipated expenses for the month. There was no discussion.

B. Bills and Salaries Check Detail for January 2020.

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

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

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

VII. Action Items. None.

VIII. Discussion Items.

Chapters 1 and 2 of *Serving Our Public 4.0 – Standards for Illinois Public Libraries* were included in Attachment 5 of Agenda Board Packets for trustee review. Director Auston summarized Chapter 1 (Core Standards) and Chapter 2 (Governance and Administration) and stated that trustees will review chapters of the publication at monthly Board meetings until all 13 chapters have been covered. The purpose of the review is to meet the requirements for the Illinois State Library Fiscal Year 2021 Per Capita Grant. Director Auston stated that, while the Library consistently complies with all of the standards, he is requesting that trustees consider ways to enhance the Library's effectiveness in serving the community through the standards presented in all of the chapters. There were no trustee questions regarding Chapters 1 and 2. Trustee McDonald and Director Auston agreed that another community survey soon would be necessary.

IX. Director's Report.

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 are included in this section. In addition to the above, Director Auston discussed the following topics:

- Strategic Plan Updates. These were included in the report.
- PACE Public Hearing. The hearing was conducted at the Library prior to the Board meeting. Director Auston attended and spoke at the hearing. He is concerned that the changes to bus schedules and routes recommended by Pace will adversely affect patron and staff access to the Library. He encourages Pace to reach out to community stakeholders, including libraries, in planning discussions about service changes.
- Library Partnerships. He discussed the Library partnering with the League of Women Voters Wilmette and the Village regarding the Census 2020 initiative.
- One Book Everybody Reads 2020. The Director discussed the Library's position and response following the publisher's decision to cancel the author's *American Dirt* book tour. The Library website and forthcoming *Off The Shelf* newsletter contain an updated schedule of events and additional information regarding the book and its subject matter.
- Staff Recognitions. Director Auston highlighted activities of WPLD staff members.
- Public Library Association (PLA) Conference. The Director will attend the conference in Nashville and the Library will broadcast the virtual conference webinar in the Board Room.
- Trustees discussed various sections of the statistical reports included in the Director's Report :
  - Trustee McDonald noted the increase in Youth Services attendance during January.
  - Trustee Rodgers noted that books accounted for ½ the circulation activity during January, noting there is a great deal of circulation activity in non-book materials.

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

Trustee Barshis provided updates on ILA articles and meetings. Trustee McDonald and Director Auston attended the ILA Legislative Breakfast at which they discussed issues with local legislators and/or representatives from the legislators' offices. Trustee McDonald and Director Auston stated that attendees expressed their strong support of libraries.

XI. New Business / Old Business.

None.

XII. Adjournment.

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

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

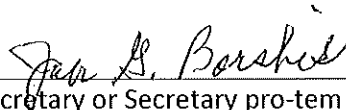
Nay – None

Absent or not voting – Riddle

MOTION CARRIED. The meeting adjourned at 8:50 pm.



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



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