

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, January 16, 2018 at 7:30 pm in the staff lounge

PRESENT: Jan Barshis, Virginia George, Dan Johnson, Lisa McDonald, Kathleen O'Laughlin, Ronald Rodgers, Stuart Wolf
ABSENT: None
Trustee Johnson arrived at 8:00 pm

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:35 pm.
- II. Public Comment. None.
- III. Presentation. None.
- IV. November Board Meeting Minutes. There was no meeting in December. Trustee Wolf moved to approve the minutes of the November 2017 WPL Board meeting. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE
- V. Treasurer's Report.
 - A. Financial Reports for November and December. Treasurer Rodgers reviewed the reports included in agenda packets as attachment 2. At the end of December, Library revenue was 47.61% of budget and Library general fund expenditures were 41.92% of budget.
 - B. Bills and Salaries for November. Trustee Rodgers moved to approve the November bills and salaries. Trustee Wolf seconded the motion.
Aye – Barshis, George, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – Johnson
MOTION CARRIED
 - C. Bills and Salaries for December. Trustee Rodgers moved to approve the December bills and salaries. Trustee George seconded the motion.
Aye – Barshis, George, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – Johnson
MOTION CARRIED
- VI. Action Items.
 - A. Authorization for the Wilmette Public Library to Close for Staff Institute Day on March 9, 2018. Trustee Wolf moved to authorize that the Wilmette Public Library close on March 9, 2018 for Staff Institute Day. Trustee Rodgers seconded the motion.
MOTION CARRIED BY VOICE VOTE
 - B. Authorization for Trustee McDonald to attend PLA. Trustee Rodgers moved to authorize that trustee Lisa McDonald may attend the Public Library Association Conference in Philadelphia, Pa. from March 20-24. The Library will reimburse trustee McDonald for permissible fees which include registration fees, hotel accommodations, travel expenses, and meal costs. Trustee McDonald will submit the appropriate forms to the Library to receive reimbursement. Trustee Barshis seconded the motion.
Aye – Barshis, George, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – Johnson
MOTION CARRIED

C. Resolution No. 2017/18-193, Authorizing Transfer to Building/Equipment Reserve Fund. Explanatory materials were included in agenda packets as attachment 5. Trustee Rodgers moved to authorize the transfer of \$350,000.00 to the Building/Equipment Reserve Fund also known as the Special Reserve Fund. Trustee George seconded the motion.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED. *The resolution is attached*

D. Ordinance No. 2017/18-187, Ordinance Confirming Previous Approval of a Policy Prohibiting Harassment, Discrimination, and Retaliation. The ordinance was included in agenda packets as attachment 6. Director McCammond-Watts summarized the ordinance. WPL’s anti-harassment policy was included in the attachment. Trustee Wolf moved to approve Ordinance No. 2017/18-187. Trustee McDonald seconded the motion. At trustee Wolf’s suggestion, the ordinance and/or policy will be clarified at a later date regarding whom employees may contact regarding issues or problems.

MOTION CARRIED BY VOICE VOTE. *The ordinance is attached.*

E. KI Furniture Quotation for Renovation Plan. The quotation was included in agenda packets as attachment 7. Director McCammond-Watts stated that the quote represents the first stage in a flexible approach to space planning which has been developed with the input of architect Paul Steinbrecher of Interactive Design. The quote delineates pricing on furniture to be used in designated areas of WPL such as the first floor media room, the area outside the auditorium, and the lower level study rooms. The objective is to match furnishings of library spaces with patron use of these spaces. Trustee Rodgers moved to approve the KI furniture quotation for an amount not to exceed \$16,500.00. Trustee Johnson seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED.

VII. Discussion Items.

A. Library Advocacy Notices to the Public. Information was included in agenda packets as attachment 8. Trustee McDonald led the discussion which focused on the issue of whether these notices should be posted on the WPL website. Trustees determined that the Library should inform without advocating. Trustees will rely on and pay attention to information provided by ALA and ILA.

B. Install Electric Car Charging Stations on WPL Property. Information was included in agenda packets as attachment 9. After discussion, trustees decided that the Library may agree to be a community partner with the village for this project but will not commit at this time to dedicating a Library parking spot to install an electric car charging station.

C. Position Survey. The WPL Board of Trustees will meet as a Committee of the Whole with Director McCammond-Watts. The purpose of the meeting will be to discuss the position survey and to provide trustees with a revised Library organization chart. It will be scheduled before the February 20, 2018 WPL Board meeting.

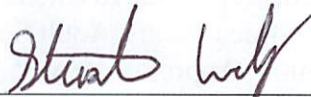
VIII. Director’s Report. Strategic planning and landscaping updates were included in agenda packets as attachment 10. The Landscaping Steering Committee Preliminary Plan was included here. Examples of signage were included in trustee folders. The Director reviewed the report and the signage examples. Vinyl letters on most of the signs will allow for flexibility. Electronic signs will display foreign languages and other information. Each floor will be designated by color. Purchase of the signs will be an action item on the February agenda.

- IX. Committee Reports.
- A. ILA Representative. ILA Newsletters dated January 4, December 20, 14, 7 and November 28 were included in agenda packets as attachment 11. ILA representative trustee Barshis reviewed these newsletters as well as newsletters included in the November agenda packets.
- X. Information Items.
- A. The Presidents' Day Legislative Breakfast 2018, sponsored by the Illinois Library Association, is Monday, February 19 at the Arboretum Club, 401 Half Day Road in Buffalo Grove. Breakfast begins at 7:45 am, programs begin at 8:30 am and conclude by 10:30 am. See www.ila.org. Please contact Heather if you wish to attend.
- B. PLA 2018 is March 20-24 in Philadelphia. See www.placonference.org. Early bird registration expires January 19. Trustee McDonald will attend. Please contact Heather if you wish to attend.
- C. Registration for National Library Legislative Day 2018 has opened. The event will be held in Washington, D.C on May 7 & 8. See www.ala.org/nlld. Please contact Heather if you wish to attend.
- D. The One Book, Everybody Reads (OBER) selection for 2018 is *A Gentleman in Moscow* by Amor Towles. The author will visit Wilmette and discuss his novel on Sunday, April 22 at 3:00 pm at the Wilmette Jr. High Auditorium, 620 Locust Rd. A full roster of related programs will take place in the weeks leading up to his visit. Watch for details at www.wilmettelibrary.info/onebook. One Book programming is funded by the Friends.
- E. The WPL Holiday Party was December 12, 2017 and was hosted by Adult Services staff members. Current and retired WPL staff members, WPL Library Board members, and Friends of WPL Board members were invited. Depot Nuevo catered the event and provided Mexican fajitas with vegetarian gluten-free, and dairy-free options. Adult Services staff provided many desserts and decorated the Staff Lounge in fiesta fashion. Approximately 85 people attended.
- F. On Monday, February 5 at 7:00 pm, Genealogist Karen Stanbary will discuss DNA testing, including the types of DNA tests and the three major testing companies.
- G. The Winter Reading Club for Kids, *Smitten with Books*, runs from January 2 to March 4. Kids who read at least 10 days during this time period will receive a free book and be entered into the grand prize drawing. The last day to pick up a reading log at the Youth Services desk is February 23.
- H. Cooperative Projects.
1. On November 16, Heather McCammond-Watts, Ruth Bell and Alice Joseph read stories to Central School students grades K-4 as part of Children's Book Week.
 2. On November 16, Youth Services Librarian Alice Joseph attended Family Reading Night at St. Francis Xavier School; Ms. Joseph brought books for check out and library cards for the almost 200 people who attended the event.
 3. From December 4 through December 7, Youth Services staff members Ruth Bell, Diane Dos Santos, Sheri Reda, and Keren Joshi presented programs (stories, songs, rhymes, flannel boards, and information about the WPL Winter Reading Club) to 12 pre-school classes of 152 children and 22 adults at the Wilmette Park District – Early Childhood Center.
- I. Communication. Trustees reviewed communication items included in agenda packets as attachment 12.

- XI. New Business / Old Business. None.
- XII. Close Regular Meeting. Trustee Wolf moved to close the regular Board meeting and to reconvene in a closed meeting to review minutes from previous closed meetings in compliance with 5 ILCS 120/2.06(d) of the Open Meetings Act. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED. The regular meeting closed at 9:08 pm.
- XIII. 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. She stated that trustees reviewed a draft of minutes from the June 20, 2017 closed meeting, approved the draft as meeting minutes, and is recommending that these minutes be non-confidential. Trustee Wolf moved to endorse in open meeting the recommendations of the WPL Board in closed meeting. Trustee Rodgers seconded the motion.
MOTION CARRIED BY VOICE VOTE.
- XIV. Adjourn Open Meeting. Trustee McDonald moved to adjourn the open meeting. Trustee Rodgers seconded the motion.
Aye – Barshis, George, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – Johnson
MOTION CARRIED. The meeting adjourned at 9:16 pm. The closed meeting was recorded.



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

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

RESOLUTION NO. 2017/18-193

RESOLUTION AUTHORIZING TRANSFER TO BUILDING / EQUIPMENT RESERVE FUND

WHEREAS, this Board has on July 8, 1975, by Ordinance No. 1975/76-2 "AN ORDINANCE RESOLVING TO ADOPT A PLAN TO ERECT A BUILDING TO BE USED AS A LIBRARY, OR TO PURCHASE A SITE THEREFOR, OR TO PURCHASE A BUILDING, OR TO REPAIR, REMODEL, OR IMPROVE THE EXISTING LIBRARY BUILDING, OR TO BUILD AN ADDITION THERETO, OR TO FURNISH NECESSARY EQUIPMENT THEREFOR, AND PROVIDING FOR ACCUMULATIONS AND ESTABLISHING A SPECIAL RESERVE FUND THEREFOR," pursuant to ILCS, Chap. 75, Sec. 16/40-5, et seq., established a special reserve fund for building and capital improvements; and

WHEREAS, this Board has resolved to develop, and has adopted a plan pursuant to the provisions of the aforesaid statute; and the Board has provided in its annual appropriation ordinance for the accumulation of unexpended balances of the annual public library taxes not in excess of statutory limits;

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby transfer the sum of **THREE HUNDRED FIFTY THOUSAND DOLLARS** being the unexpended balances of the proceeds received annually from the annual public library taxes not in excess of statutory limits, to the aforesaid Special Reserve Fund established on July 8, 1975 by Ordinance No. 1975/76-2 pursuant to the statutes aforesaid.

This Resolution shall be in full force and effect from and after its passage and approval according to law, and should any part of this Resolution 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 Resolution.

PASSED by the BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, at the regular meeting on this 16th day of January 2018, by a vote of:

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

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Johnson

APPROVED:



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

ATTEST:



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

ORDINANCE NO. 2017/18-187

ORDINANCE CONFIRMING PREVIOUS APPROVAL OF A POLICY PROHIBITING HARASSMENT, DISCRIMINATION, AND RETALIATION
(and procedures for reporting and investigating complaints)

WHEREAS, the Wilmette Public Library District is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 100-0554 effective November 16, 2017, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5, ILCS 430/1-1 et seq.; and

WHEREAS, the provisions of P.A. 100-0554 relevant to the Library (5 ILCS 430/70-5) are the following:

No later than 60 days after the effective date of the amendatory Act of the 100th General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

WHEREAS, the attached Policy previously approved by the Library is believed by the Library to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554,

NOW, THEREFORE IT IS ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, WILMETTE, ILLINOIS:

1. The attached Policy previously approved by the Library is confirmed and ratified.
2. This Ordinance is effective immediately.

Passed by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois on the 16th day of January, 2018, by a vote of:

AYES: Barshis, George, McDonald, O'Loughlin, Rodgers, Wolf

NAYS: None

ABSENT OR NOT VOTING: Johnson

APPROVED:

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

ATTEST:

Jan B. Barshis
Secretary or Secretary pro-tem
The Board of Library Trustees of the Wilmette Public Library District
Cook County Illinois

● EMPLOYMENT PRACTICES

Equal Employment Opportunity Statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Wilmette Public Library will be based on merit, qualifications, and the needs of the Library.

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, gender, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, sexual orientation, gender identity, or any other category protected by applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including immediate termination.

Anti-Harassment and Anti-Discrimination (Including Sexual Harassment)

It is the policy of the Library to maintain a work environment free from all forms of harassment and discrimination and to insist that all employees be treated with dignity, respect, and courtesy.

It will be a violation of Library policy for any employee to harass or discriminate against another individual in the workplace based upon race, color, religion, sex, gender, national origin, age, mental or physical disability, genetic information, ancestry, pregnancy, sexual orientation, gender

identity, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law. The Library will not tolerate harassment of Library employees by anyone, including any supervisor, co-worker, vendor, contractor, patron, or other regular visitor the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge.

Definition of Sexual Harassment

“Sexual harassment” consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual’s dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.

Definition of Other Harassment

Inappropriate conduct in the workplace, based upon an individual’s race, color, religion, sex, gender, national origin, age, mental or physical disability, ancestry, pregnancy, sexual orientation, gender identity, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative, stereotyping, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

Investigation Procedure

All Library employees are responsible to help assure that harassment is avoided. Any individual who believes that he or she has been subjected to harassment or discrimination as prohibited by this policy or who has witnessed or otherwise becomes aware of harassment or discrimination may bring his/her concern to the attention of his/her supervisor, or designee, or any other manager or supervisor, in accordance with the following procedures. If a manager or supervisor receives a concern about harassment or discrimination directly from an employee, or becomes aware of such conduct, the *concern* shall be immediately reported to the Director, or designee.

1. Any employee wishing to raise a concern may submit a written statement to or otherwise inform his or her supervisor, or alternatively, the Director, or designee, in the event that the supervisor is the alleged harasser/discriminator. The concern should provide the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such concerns should be submitted as soon as possible after the incident or act which gives rise to the concern.
2. The supervisor or designee shall promptly investigate the concern. The supervisor or designee shall make all reasonable efforts, including but not limited to convening a conference, individually or collectively, with the person(s) raising the concern, the person(s) most directly affected by the concern, or the accused harasser/discriminator, to discuss the complaint and the results of the investigation, to resolve the matter informally.
3. If the person most directly affected by the concern or the accused is not satisfied with the disposition of the investigation, he/she may submit in writing an appeal to the Director or designee, who will review the investigation report and make a final decision. At the Director's/designee's option, further investigation may be conducted, if necessary.
4. Reporting harassment, discrimination or retaliation or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge.
5. The rights to confidentiality, both of the person raising the concern and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action.

6. If an investigation results in a finding that the person raising the concern falsely accused another of harassment or discrimination knowingly or in a malicious manner, the person raising the concern will be subject to appropriate discipline, including the possibility of discharge.

A substantiated concern regarding an employee will subject the employee to disciplinary action, up to and including discharge.

The raising of a concern under the procedures described herein shall not limit, extend, replace or delay the right of any person to file a complaint or charge with any appropriate local, State, or federal agency or court.

Dissemination

The Library shall take reasonable measures to assure that employees are informed of this policy and procedure by inclusion in the Employee Handbook and by posting. A copy is also available in Administration.

Reasonable Accommodations

The Library supports the Americans with Disabilities Act as amended and the Illinois Human Rights Act and will attempt to provide reasonable accommodations for employees with disabilities and pregnant individuals in the workplace unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all covered employees and applicants and include, but are not limited to, hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures.

A qualified individual with a disability is any individual with a medically recognized disability. A pregnant individual includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. In both cases, the individual must, with or without reasonable accommodation, be qualified for and able to perform the essential functions of the job the individual has or wants, and not pose a direct threat to the health or safety of himself or herself or other individuals in the workplace.

Contact the Library Director for further clarification regarding the Library's policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

Whistleblower Protection

A whistleblower is defined as an employee of the Library who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate Library officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Library Director or the Board of Trustees. Examples of an illegal or dishonest activity are activities which violate federal, state or local laws or financial wrongdoing.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained.

However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The Library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

Any whistleblower who believes he or she is being retaliated against must contact the Library immediately.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Library Director who is responsible for investigating and coordinating corrective action, or her/his designee, in the event the Library Director is the accused.

Employees with any questions regarding these guidelines should contact the Library Director/ Board of Trustees.

Drug and Alcohol Use

Whenever employees are working for the Library, they are prohibited from:

1. using, possessing, buying, selling, manufacturing, or dispensing illegal drugs;
2. being under the influence of alcohol or illegal drugs or having the presence in one's system of a detectable amount of an illegal drug; and
3. possessing or consuming alcohol, except alcoholic beverages may be reasonably consumed on Library premises upon such occasion and for such reason as the management team, in their sole discretion, may authorize, provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a