WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, June 18, 2019 at 7:30 pm in the staff lounge

PRESENT: Trustees Barshis, Johnson, McDonald, Riddle, Rodgers, Wolf
ABSENT: Trustee Fishman
VISITORS: Fouad Egbaria (*Wilmette Beacon*), Georgia Gebhardt (League of Women Voters-Wilmette)

I. Call to Order and Roll Call. President McDonald called the meeting to order at 7:35 pm.

II. May Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the May 21, 2019 WPLD Board meeting. Trustee Barshis seconded the motion. Trustee Riddle would like more detail in the meeting minutes.
Aye – Barshis, Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent – Fishman
MOTION CARRIED

III. Presentation. None.

IV. Public Comment. None.

V. Treasurer's Report

A. Financial Reports for May. Treasurer Rodgers summarized the May financial reports. The two largest sources of General Fund revenue were Real Estate Taxes and Interest. For the eleven months of activity, total General Fund expenditures were 86.72% of budget; the budgeted expenditure rate is 91.66% of budget. There were no unanticipated expenses for the month.

B. Bills and Salaries for May. Trustee Rodgers moved to approve the May bills and salaries. Trustee Wolf seconded the motion.
Aye – Barshis, Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent – Fishman
MOTION CARRIED

VI. Action Items.

A. Consent in Lieu of Joint Annual Meeting of the Sole Member and the Directors of the WPLD Endowment Fund. Trustees of the Wilmette Public Library District are also officers and directors of the Wilmette Public Library District Endowment Fund. The WPLD Endowment Fund is a legally recognized 501C-3 Not-for-Profit Corporation in Illinois. The consent form designates directors and officers for the Endowment Fund and approves actions and minutes that the directors and officers may have taken for the Endowment Fund. Approval of the consent form replaces the need to have an annual meeting for the Endowment Fund. President McDonald explained the purpose of the fund. Trustee Rodgers moved to approve the Consent in Lieu of Joint Annual Meeting of the Sole Member and the Directors of the WPL Endowment Fund. Trustee McDonald seconded the motion. Summary of discussion: Trustee Rodgers responded to trustee Johnson's query about whether the $37,679.06 in the WPLD Endowment Fund could be transferred to the WPLD General Fund. Trustee Johnson then requested that Director Auston determine what to do with the WPLD Endowment Fund. This topic will be discussed at a future Finance Committee meeting.
Aye – Barshis, Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent – Fishman
MOTION CARRIED. *A copy of the form is attached. The original form signed by all trustees present at the meeting will be placed in the Endowment Fund file.*

B. WPLD Annual Budget for Fiscal Year 2019-20 (07.01.19 – 06.30.20). The Finance Committee met on June 11, 2019 to review a draft of the budget. Finance Committee members are Trustees Rodgers (committee chair), Johnson, and McDonald. Trustees Rodgers, McDonald, Barshis, and Riddle, Library Director Auston, and Business Manager Barbara Griffiths attended the meeting. Trustee Rodgers summarized the meeting and stated that the Finance Committee recommends approval of the FY 2019-20 budget as presented in Attachment 5 of the agenda binders. The budget includes a 3% cost of living adjustment for salaries of WPLD staff members. Trustee Rodgers moved to accept the Finance Committee recommendation to approve the WPLD annual budget for FY 2019-20. Trustee Barshis seconded the motion. Summary of discussion: At the request of Trustee Johnson, Director Auston explained the proposed staff salary adjustments; information regarding this topic had been presented and discussed at previous Finance Committee meetings. Trustee Johnson expressed concern about the variance between actual and budgeted expenditure amounts. Trustees McDonald, Riddle, and Rodgers discussed the need to have budgeted figures that are close to actual expenditures but that also allow for unexpected expenses. Trustee Johnson stated that at the end of the fiscal year, he would like the Library to reduce or eliminate the amount transferred from the General Fund to the Special Reserve Fund.
Aye – Barshis, McDonald, Riddle, Rodgers, Wolf
Nay – Johnson
Abstain – None
Absent – Fishman
MOTION CARRIED

C. Resolution No. 2018/19-201, Amending a Plan and Estimating Costs. This resolution which outlines potential long-range capital fund expenditures in the Special Reserve Fund was presented in Attachment 6 of agenda binders. Director Auston reviewed each item in the resolution. Trustee Rodgers stated that the Finance Committee discussed the resolution at the June 11, 2019 meeting and recommended its approval. Trustee McDonald moved to approve Resolution No. 2018/19-201, Amending a Plan and Estimating Costs. Trustee Wolf seconded the motion. Summary of discussion: Trustee Johnson questioned the origin of the costs included in the resolution line items. Trustee Rodgers cited the authority of past resolutions from previous administrations and cost estimates provided by current and previous contractors, as well as architectural reports including the 2018 Capital Needs Assessment. Trustee Johnson requested that a third party justify the cost estimates. Director Auston offered the possibility of hiring a third-party consultant to provide further cost estimates. Trustees McDonald and Wolf expressed concern that the additional time and expense required to research estimated project expenditures was not exhibiting fiscal responsibility; they stated that the resolution as presented provides best estimates based upon available information. Trustee Riddle suggested prioritizing the projects. Trustees discussed specific projects that were mentioned in the resolution.
Aye – Barshis, McDonald, Rodgers, Wolf
Nay – Johnson, Riddle
Abstain – None
Absent – Fishman
MOTION CARRIED. *The resolution is attached.*

VII. Discussion Items.

A. Village Proposal for Storm Water Sewer Usage Fee. The Village of Wilmette discussed this topic at their Committee of the Whole meeting on June 13, 2019 meeting. Trustee Barshis attended the meeting and provided a summary for trustees. The purpose of meeting was to compare two funding proposals: one of which would increase storm water sewer fee costs over three years, and the other of which would charge the storm water fee separately for all residential and non-residential properties. Trustees discussed the impact of the proposals on Library expenditures and mentioned the relatively small footprint of the Library and the permeable pavers used in the Library parking lot. Trustee Barshis stressed the importance of attending meetings regarding this topic. WPL will monitor the initiative and respond if agreed by the trustees when the usage fee proposal is finalized.

VIII. Director's Report. An update on the outdoor renovation project, community engagement reports, monthly statistics, and other information were included in Attachment 7 of agenda binders. Director Auston reviewed the report, provided additional information on the outdoor renovation project, and summarized staff updates to the WPLD Strategic Plan. Trustees commented on various aspects of the report.

IX. Committee Reports.

A. ILA Representative. Illinois Library Association Newsletters have been emailed to trustees. Trustee Barshis reviewed these newsletters and legislative activity affecting libraries.

B. Policy Committee. All members of the Policy Committee, trustee McDonald (chair), Rodgers, and Wolf, attended the June 3, 2019 meeting. Trustee Barshis and Director Auston also attended. Trustee McDonald summarized the meeting. The committee will reconvene on July 2 to continue the review of Library policies. Trustee McDonald stated that all trustees are encouraged to attend all committee meetings.

C. Finance Committee. Chair Rodgers summarized the most recent meeting of the Finance Committee in VI-B.

D. Assign Board Committees and Committee Members. President McDonald reviewed committee assignments as presented in Attachment 8 of agenda binders and answered trustee questions. The Board President is an ex-officio member of all committees. In order for a committee to meet, a quorum of committee members must be physically present at the meeting. A quorum consists of the majority of committee members.

X. Information Items.

A. Summer Sunday hours began June 16, 2019. WPL will be open 1pm to 5pm on Sundays until August 25, 2019.

B. For Independence Day, WPL will close Wednesday, July 3 at 5 pm and be closed all day Thursday, July 4.

C. As a requirement of IPLAR, the Illinois Public Library Annual Report, the Board Minutes Audit Committee must review the FY 2018-19 minutes of the WPLD Board of Trustees meetings. This review should occur prior to the August 2019 WPLD Board of Trustees meeting.

D. The ILA Annual Conference will be held October 22 – 24, 2019 at the Tinley Park Convention Center in Tinley Park, Illinois. Registration is now open. For additional information, please visit the ILA website, www.ila.org.

E. Communication. Trustees reviewed communication presented in Attachment 9 of agenda binders. Patron comments were distributed at the meeting.

XI. New Business / Old Business.

A. Kenilworth Public Library District (KPLD) Proposal for Book Drop Service. Director Auston summarized the proposal and distributed relevant information. He has discussed the proposal and the location of the book drop with the Kenilworth Village Manager and Kenilworth Park District. With funding from donors, KPLD would pay for the drop box and contract with WPL to maintain regular service for the box. Trustee Johnson stated that the Advocacy and Partners Committee of the WPLD Board of Trustees could meet with relevant parties to discuss the proposal.

Trustees decided to convene the Closed Meeting to perform the annual review of the Director's performance and to review minutes from previous closed/confidential meetings in compliance with 5 ILCS 120/2.06(d) and 5 ILCS 120/2c(1) of the Illinois Open Meetings Act on Monday, June 24, 2019 at 10:00 am.

XII. Adjournment. Trustee Wolf moved adjournment of the meeting. Trustee Barshis seconded the motion.
Aye – Barshis, Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent – Fishman
MOTION CARRIED. The meeting adjourned at 9:58 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

CONSENT IN LIEU OF JOINT ANNUAL MEETING
OF THE SOLE MEMBER AND THE DIRECTORS OF
WILMETTE PUBLIC LIBRARY DISTRICT ENDOWMENT FUND

The undersigned, being the sole member and the directors of the above corporation, a corporation duly organized and legally existing under the laws of the State of Illinois (the "Corporation"), do hereby, pursuant to the Illinois General Not for Profit Corporation Act and pursuant to the bylaws of the Corporation, give their consent to the taking of the following action:

1. The following resolution, electing directors of the Corporation, is hereby adopted:

   RESOLVED, that the following persons are duly nominated and elected as directors of the Corporation, to serve until the next annual meeting of the sole member, until their respective successors are elected and have qualified, or until their resignations:

   Jan Barshis, Joan Fishman, Dan Johnson, Lisa McDonald, Fina Riddle, Ronald Rodgers, Stuart Wolf.

2. The following resolution, electing officers of the Corporation, is hereby adopted:

   RESOLVED, that the following persons are duly nominated and elected to the offices set before their respective names, to serve until the next annual meeting of the directors, until their respective successors are elected and shall have qualified, or until their resignations:

President	Lisa McDonald
Secretary	Jan Barshis
Treasurer	Ronald Rodgers

3. The following resolutions, approving minutes of past meetings of the sole member and directors and past actions of the directors and officers of the Corporation, are hereby adopted:

   RESOLVED, that the minutes of all of the meetings of the sole member and directors, and all consents in lieu of such meetings held or approved since the initial meeting of the directors, be and the same hereby are ratified, confirmed and approved as written; and

   FURTHER RESOLVED, that all actions taken by the directors and officers of the Corporation since its incorporation be and the same hereby are ratified, confirmed and approved.

   The original of this consent, after execution by each of the undersigned sole member and directors, shall be filed in the appropriate order in the Minutes Book of the Corporation.

Dated: June 18, 2019

WILMETTE PUBLIC LIBRARY DISTRICT, sole member

By:

Jan Barshis, director	Jan Barshis
Joan Fishman, director	
Dan Johnson, director	
Lisa McDonald, director	Lisa McDonald
Fina Riddle, director	
Ronald Rodgers, director	
Stuart Wolf, director	

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

RESOLUTION NO. 2018/19-201

RESOLUTION AMENDING A PLAN AND ESTIMATING COSTS

WHEREAS, on July 8, 1975, this Board established a reserve for the purpose of erecting a library building, purchasing a site therefore, and furnishing necessary equipment and materials, as evidenced by Ordinance No. 1975/6-2; and has from time to time provided accumulations of finances pursuant to said special reserve fund ordinance; and

WHEREAS, on August 21, 1990, this Board passed Resolution No. 1990/91-64, Resolution Developing and Preparing a Plan and Estimating Costs, which provided for a plan consisting of three parts detailed in Attachments A, B, and C to that Resolution; and

WHEREAS, on August 20, 1991, this Board passed Resolution No. 1991/92-67, Resolution Amending a Plan and Estimating Costs, which amended the plan by adding a fourth part detailed in an Attachment D;

WHEREAS, on July 21, 1992, on July 20, 1993, on April 26, 1994, on September 16, 1997, and on March 17, 1998 this Board passed amendments to Attachment C;

WHEREAS, the Board has determined that all four attachments (A, B, C, and D) can be replaced by a new Attachment A, which deals with remodeling, repairing, or improving the existing library building and purchasing necessary equipment;

NOW, THEREFORE, BE IT RESOLVED that the amended plan and the corresponding estimate of costs are hereby amended to consist solely of a new Attachment A. This plan as amended constitutes the official plan of this Library District. This Resolution shall be in full force and effect from and after its passage and approval, and should any part of this Resolution be adjudged invalid or unconstitutional, such adjudication will 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, on June 18, 2019 by vote of:

AYES - Barshis, McDonald, Rodgers, Wolf

NAYS - Johnson, Riddle

ABSTAIN - None

PRESENT - None

ABSENT OR NOT VOTING - Fishman

APPROVED:

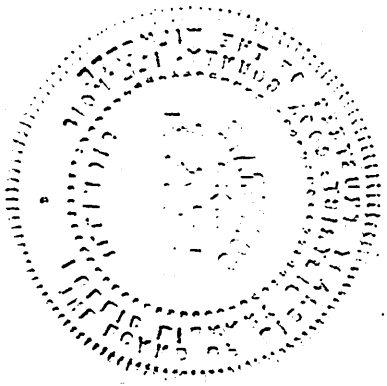
Lisa Gaines McDonald

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

ATTEST:

Jan B. Barshis

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



ATTACHMENT A
A Plan for Remodeling, Repairing and/or Improving the Existing Library Building and Purchasing Necessary Equipment and Estimating Costs for the Wilmette Public Library District, Cook County, Illinois

The Wilmette Public Library District shall accumulate a fund to remodel, repair and/or improve the existing library building and purchase necessary equipment, including but not limited to, the following:

A. Expand and upgrade library's computer network, including but not limited to, fiber optic connectivity, wifi access, replacing obsolete servers, upgrading computers and peripherals and other equipment to be technologically current and effective information resource.
(Estimated cost $300,000)

B. Update, provision, install, and maintain the integrated automated materials handling system, either independently or as part of the Cooperative Computer Systems (CCS) consortium, including the cost of tagging the collection with RFID technology.
(Estimated cost $300,000)

C. Implement improvements to the building, including but not limited to, HVAC, security systems, lighting, electrical, galvanized plumbing, new or upgraded elevators, and purchasing necessary equipment based upon the FQC capital needs assessment report and unexpected maintenance needs.
(Estimated cost $400,000)

D. Replace and/or update furnishings to address environmental, ergonomic, safety and/or programming concerns, including but not limited to, floors and carpeting, lighting, staff work stations and/or public areas.
(Estimated cost $300,000)

E. Modify building entrances/exits to adapt to parking/traffic flow changes or safety concerns, including modifications potentially to add off-site services for patron use.
(Estimated cost $300,000)

F. Improve interior and exterior wayfinding, signage, and communications.
(Estimated cost $100,000)

G. Upgrade and/or improve landscape and hardscape on library property to address safety, environmental, or aesthetic concerns, including but not limited to, replacing public walkways.
(Estimated cost $1,000,000 - including FY 18-19 Outdoor Renovation Project at approximately $875,000)

H. Expand, upgrade, and/or maintain library parking areas, including permeable pavers.
(Estimated cost $300,000)

I. Renovate the library's interior space (including the lower level) and/or structure to improve access, utility, and to include features to comply with ADA and Village codes, to undergo any necessary abatement, and to create an interior master plan.
(Estimated cost $3,000,000)