

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, May 19, 2020 at 6:30 pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf, Director Auston. Trustee Johnson was absent.

ELECTRONIC VISITORS: Liz Seager, Georgia Gebhardt - League of Women Voters – Wilmette;
STAFF: Suzanne Arist, Amy Barrow, Jennifer Bartel, Marti Bellefontaine, David Bliss, Sarah Beth Brown, Shanti D’Costa, Patsy De Vuono, Rosemarie Hohol, Amy Jung, Andrea Vaughn Johnson, Alice Joseph, Gayle Rosenberg Justman, Jillian McKeown, Louise Neidorf, Anne Prohov, John Risko, Jessica Thomson, Debra Thompson, Rebecca Vrana-Naquin

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:07 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Monthly Board Meeting Minutes for April. Trustee Riddle requested changes in the April minutes pertaining to the Entry Plaza Bluestone Proposal. The April minutes will be approved at the June Board meeting.

Trustee Rodgers moved that the April 21, 2020 minutes be deferred until the June board meeting. Trustee Wolf seconded. MOTION CARRIED BY VOICE VOTE.

IV. Presentations. None.

V. Treasurer’s Report.

A. Financial Reports for April 2020.

Treasurer Rodgers stated that the library received real estate tax revenues just under \$70,000, as expected. Also received was about \$11,000 in interest income and \$2,700 in miscellaneous income. As of the end of April, General Fund Expenses were at 76% of the annual budget, which is below the ten-month rate of 83%. There were no significant or unanticipated expenses. There was no discussion.

B. Bills and Salaries Check Detail for April 2020.

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

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

VI. Action Items.

A. Ordinance No. 2020/21-192, Ordinance Setting Schedule for Regular Meetings of the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois and Providing Repository of Certified Copies of Ordinances. A copy of the ordinance was included in the agenda materials as attachment 4.

Trustee Wolf moved approval of Ordinance 2020/21-192. Trustee Fishman seconded the motion.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED. *The signed ordinance is attached.*

B. Annual Decision to Participate in the Public Library Non-Resident Services Program. Copies of section 3050.20 of the Administrative Code, section 30-55.60 of the Illinois Compiled Statutes, and the Services to Patrons section of the WPLD Policy Manual were included in the agenda materials as attachment 5. Trustee Rodgers summarized this annual decision. Trustee Rodgers moved approval of Library participation in the Public Library Non-Resident Services Program. Trustee Wolf seconded the motion. MOTION CARRIED BY VOICE VOTE. Trustee Johnson was absent.

VII. Discussion Items.

A. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review of Chapter 6 - Safety. Director Auston noted that the library meets or exceeds all safety standards, however the security camera system is due to be upgraded concurrently with a future access control upgrade.

B. Pandemic Response and Reopening Plan. Much of the initial Pandemic Response Plan's content is current although the situation remains very fluid. As such the plan is to open the Library in stages, beginning with informing the public of when and how materials can be returned in a contactless manner. An IMLS study, supported by RAILS, indicates the duration to quarantine returned materials is longer than originally anticipated, from 3 days to 7 days. Having 30,000+ materials returned requires coordination of space for those materials. After returns begin, patrons who have materials on the hold shelf since the Library closed in March will be called to see if they still want the material. Beginning June 1st the Library will be open 4 hours each day, Monday-Saturday, for patrons to pick up designated items via contactless pickup in the parking lot. Each day we will have different teams working so that should someone get sick, other teams can be called in. June 8th starts the pick list holds, along with live phone reference service. The Parking Lot Pickup service will be provided for Wilmette and Kenilworth residents first. Trustee Rodgers moved the Library resume select onsite physical material services following the expiration of the Governor's stay at home order. Trustee Riddle seconded.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

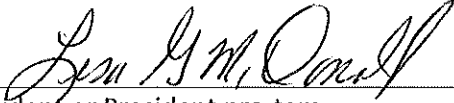
C. Review of May 11 Finance Committee Meeting, Draft FY20-21 Working Budget, and Scheduled next Finance Committee Meeting. Trustee Rodgers summarized how services are being delivered digitally currently and this draft budget anticipates and reflects that continued change. The next Finance Committee meeting will be scheduled before the Regular June Board meeting so as to bring details into sharper focus. Trustees discussed how the impending long range capital needs report will be part of the discussion of future building and space needs. Also noted was that Cook County may implement an interest-free period for payment of the 2nd installment of real estate taxes which may delay receipt of operational funding. If not for our reserve funds, this might have caused the need for an operational loan. Director Auston discussed the line-item removal of fines revenue. Fines account for .25% of annual revenues and were implemented as a motivation for patrons to return materials, although current trends tell us that it inhibits more than motivates. The Finance Committee will make a recommendation regarding fines at the Regular June Board meeting.

Nay – None
Absent or not voting – Johnson, Wolf
MOTION CARRIED

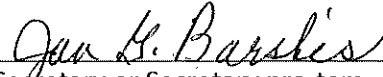
XIV. Adjourn Open Session.

Trustee Rodgers moved to adjourn the Open Session. Trustee Riddle seconded the motion. MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:36 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

VIII. Director's Report.

A. Kudos to the staff who have found creative ways to adapt during this challenging time. Highlights of the past month include how promoting access via removal of patron card blocks has been important to eliminating barriers, live chatting with patrons in new ways like chat and text services, and extending due dates to ensure blockages do not occur, as well as ensuring all resident library cards are live and active. Staff have been attending both department and Library-wide meetings via Zoom, as well as professional development and continuing education meetings in large numbers. Patrons increasingly have been receptive to a more digital format of material and program delivery. Programming has continued online, including gearing up for Summer Reading virtually. Staff is implementing Microsoft Teams, which includes chat and conferencing features that will help in communications and operation efficiency. Building improvement projects continue, including the completion of the additional blue stone pavers by the flagpole. Engberg Anderson Architects, who were retained for our Capital Reserve Study, indicated they are very close to giving us preliminary deliverables from the study, with the complete report likely arriving in July. A complete set of our blueprint drawings are now available digitally, which will greatly facilitate future projects. Lots of detail in HR, including the Families First Coronavirus Response Act (FFCRA) policy which the Library is adopting and sharing with staff.

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. Trustee Barshis noted that RAILS has indicated the number of days returned materials should be quarantined is dependent on how materials are acquired. ILA has cancelled their fall conference.

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

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

X. Information Items.

A. Communication. Director Auston noted the American Library Association (ALA) has cancelled their scheduled June conference however they will be conferring online June 24-26. Staff is being encouraged to attend.

XI. New Business / Old Business.

Trustees discussed times to meet as well as dates for both the Finance Committee and the next board meeting.

The Finance Committee meeting will be held Tuesday, June 16, 2020 at 6:00 pm via Zoom.

The Regular June Meeting will be held Tuesday, June 23, 2020 at 6:00 pm via Zoom.

Trustee Wolf left the meeting at 7:14 pm.

XII. Closed Session. Trustee Rodgers moved to close the regular Board meeting and to reconvene in a Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, 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. Trustee Barshis seconded.

Aye – Barshis, Fishman, Riddle, Rodgers, McDonald

Nay – None

Absent or not voting – Johnson, Wolf

MOTION CARRIED

XIII. Open Session. President McDonald reported at 8:34pm in Open Session that Trustee Rodgers moved to continue to keep the minutes closed from 1-17-06 through 10-19-10 for five years until 2025 and to open the minutes from 9-21-16 to 3-19-19. Trustee Fishman seconded.

Aye – Barshis, Fishman, Riddle, Rodgers, McDonald

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

ORDINANCE NO. 2019/20-196

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AND PROVIDING FOR
REPOSITORY OF CERTIFIED COPIES OF ORDINANCES

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-1 et seq., and the Illinois Open Meetings Statute, Chap. 5, Sec. 120/1, et seq., require this Board to establish a schedule of regular meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-7, provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all regular meetings of this Board shall be held at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, 60091, at the time of 7:30 p.m.

Section 2. The following is a schedule of the dates of regular meetings for the 2020-21 fiscal year:

July 21, 2020	January 19, 2021
August 18, 2020	February 16, 2021
September 15, 2020	March 16, 2021
October 20, 2020	April 20, 2021
November 17, 2020	May 18, 2021
December 15, 2020	June 15, 2021

Section 3. Any changes in this regular meeting date on a temporary or permanent basis shall be according to the aforesaid statutes, and with notices as set forth in said statutes.

Public notice of this schedule shall be given by posting a copy of the notice at the principal office of the Wilmette Public Library District, and copies of said notice shall be supplied to the *Wilmette Life*. This schedule shall be available at the Library for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository at which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Wilmette Public Library
1242 Wilmette Avenue
Wilmette, Illinois 60091

Section 5. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance 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 act.

Passed by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois
on the 19th day of May, 2020 by a vote of:

AYES: **Barshis, Fishman, Riddle, Rodgers, Wolf, McDonald**

NAYS: **none**

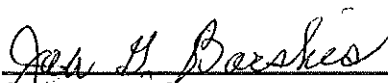
ABSENT OR NOT VOTING: **Johnson**

APPROVED:



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

ATTEST:



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

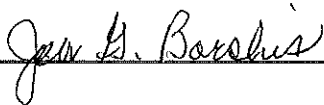
THE BOARD OF LIBRARY TRUSTEES OF
THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

NOTICE OF REGULAR MEETINGS

THE PUBLIC IS HEREBY NOTIFIED that pursuant to the Illinois Public Library District Act, ILCS, Chap. 75, Sec. 15/1-1 et seq., and the Illinois Open Meetings Act, Chap. 5, Sec. 120/1 et seq., the following are the time and place of the regular meetings of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois at 7:30 P.M. at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois 60091.

July 21, 2020	January 19, 2021
August 18, 2020	February 16, 2021
September 15, 2020	March 16, 2021
October 20, 2020	April 20, 2021
November 17, 2020	May 18, 2021
December 15, 2020	June 15, 2021

Dated this 19th day of May, 2020



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