

WILMETTE PUBLIC LIBRARY DISTRICT (WPLD)
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, May 18, 2021 at 6:00pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf, Director Auston. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Pamela Lurie and Elizabeth Seager (League of Women Voters-Wilmette), and Trustees-elect Patricia Nealon, MaryAnne O'Keefe, and Tracy Sommer

STAFF: Marti Bellefontaine, Patsy De Vuono, Gayle Justman, Kim Hegelund, Marcos Levy, John Risko, Jessica Thomson

- I. Call to Order and Roll Call.
President McDonald called the meeting to order at 6:02 pm. Secretary Barshis called the roll.
- II. Secretary's Certification of Membership of the WPL Board of Trustees. The members of the WPL Board of Trustees were announced.
- III. Administration Oath of Office to Trustees Elected in the April 2021. WPL Board Secretary Barshis administered the Oath of Office individually to trustees elected in April 2021 – trustees Nealon, O'Keefe, Sommer. All were elected to full four-year terms expiring in April 2025. These trustees signed the Oath of Office – Library Trustee Form prior to the meeting.
- IV. Roll Call. Secretary Barshis called the roll. Trustees Barshis, Fishman, McDonald, Nealon, O'Keefe, Riddle, and Sommer were present.
- V. Report of Nominating Committee. Trustees Barshis (chair), Fishman, O'Keefe met individually during May to discuss the WPL Board of Trustees slate of officers for fiscal years 2021-23. Trustee Barshis presented the slate of officers recommended by the Nominating Committee: for the office of President – Trustee Lisa McDonald, for the office of Vice-President – Trustee Joan Fishman, for the office of Secretary – Trustee Jan Barshis, for the office of Treasurer – Trustee Tracy Sommer.
- VI. Elect Board Officers to Serve May 2021 to May 2023. President McDonald asked for nominations from the floor. There were no nominations from the floor. Trustee Nealon moved approval of the slate of officers recommended by the Nominating Committee. Trustee Fishman seconded.
Aye – Barshis, Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED
- VII. Public Comment.
There was no public comment.

VIII. Review draft of Minutes.

A. April 20, 2021 Regular Board Meeting Minutes. Trustee Sommer moved approval of the minutes of the April 20, 2021 Regular Meeting Minutes. Trustee Fishman seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Absent or not voting – None

MOTION CARRIED

IX. Presentations. None.

X. Treasurer’s Report.

A. Financial Reports for April 2021.

In light of the current transition month, Finance Manager John Risko reviewed the financial report on behalf of the Treasurer and noted that during April WPLD received \$187,228.51 in property taxes, \$15,290.24 in personal property replacement taxes, and \$7,745.58 in general fund interest. Total General Fund expenses at 74.77% are below the expected ten-month rate of 83.33%. Trustee Sommer noted personnel numbers are lower due to staff changes and retirements in which positions have yet to be filled which will likely cause the budget as a whole to be under original budget projections. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for April 2021.

Trustee Sommer moved approval of the April 2021 Bills and Salaries Check Detail. Trustee O’Keefe seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED

XI. Action Items.

A. Resolution No. 2020/21-204. Resolution Honoring Trustee Dan Johnson. President McDonald read the Resolution into the record.

B. Resolution No. 2020/21-205. Resolution Honoring Trustee Ronald Rodgers. President McDonald read the Resolution into the record.

C. Resolution No. 2020/21-206. Resolution Honoring Trustee Stuart Wolf. President McDonald read the Resolution into the record.

Trustee Fishman moved approval of Resolutions 2020/21-204, 205, and 206. Trustee Nealon seconded the motion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED

D. Ordinance No. 2020/21-199. 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. Trustees approved a time change to begin at 6:30pm. Trustee McDonald moved approval of Ordinance 2020/21-199 as amended. Trustee Fishman seconded the motion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED

E. 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. Director Auston summarized this annual decision. Trustee Nealon moved approval of library participation in the Public Library Non-Resident Services Program. Trustee Sommer seconded the motion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED

F. Purchase Approval: Automated Material Handling (AMH) System Update with Bibliotheca. The Board awarded Bibliotheca the contract for the first phase of the AMH portion of the RFID Project on October 20, 2020 in the amount of \$54,581. The Library is recommending concurrent/early adoption of the second phase installation for an additional \$80,842 at this time. Director Auston updated Trustees on the progress of the small-scale modular AMH handling system, which was approved with the intent of the system being expanded and moved in a future renovation. After contracting with and receiving equipment from Bibliotheca, it was noted that the final drawings called for a structural wall where there is none. Time, expense, and practicality ultimately prevent construction from the intended space. Staff regrouped and determined one solution would be to proceed with an amended proposal which allows us to take advantage of the full AMH system instead of waiting for full-scale usage in the future. This change means the AMH will be installed into the repurposed Shelving room, which is where 80% of returned materials are already received, and will become a staff-induced procedure as opposed to a patron-induced procedure. As it is a design-build system, pieces were created specifically for WPLD and as delivery was refused, a restocking fee applies per contract. The original bid pricing has been extended and Bibliotheca is absorbing some of the costs of shipping. Trustee Sommer noted the \$300,000 budgeted amount for the RFID/AMH project has been included in previous Special Reserve Fund planning. Trustees discussed the responsibilities of both Bibliotheca and WPLD and noted that the second phase installation will provide WPLD with a workable solution which will implement full usage of the system. Trustee Fishman moved approval of the concurrent/early adoption of the second phase installation for an additional \$80,842. Trustee McDonald seconded.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED

G. Contract Approval: Preventative Maintenance Agreement with Hill Mechanical Services. WPLD has maintained a working relationship with Hill Mechanical since the 2015-16 renovation. The proposed agreement covers the comprehensive management of HVAC equipment for one year (June 1, 2021 to May 31, 2022). The charge for the 12-month term is \$27,054. The current expiring agreement totaled \$26,232. Director Auston noted WPLD usually goes out for RFP approximately every 5 years and this 1-year contract extension will allow sufficient time to go out for bid. Trustee Sommer motioned approval of the 12-month contract extension with Hill Mechanical for comprehensive management of HVAC equipment in the amount of \$27,054. Trustee Fishman seconded.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED

XII. Discussion Items.

A. Pandemic Response Plan Update. Director Auston noted on May 13 the CDC updated mask guidelines for those who have been vaccinated, and the Governor’s updated Executive Order regarding the current Bridge Phase of the Restore Illinois plan followed on May 17. WPLD has been following guidance for businesses, non-profits, and educational institutions which notes those entities have the authority to establish their own rules. As operations are informed by the Department of Public Health, Cook County Board of Health, guidance from the state library, affiliated systems, the Illinois Board of Education, as well as monitoring our peer organizations, at this time we are recommending our service model remain the same through the end of the fiscal year, June 30, 2021. Phase 5 changes will inform future operations. Local governmental institutions, schools, and most local businesses are still requiring masks. As children under 12 at this time cannot receive the vaccine and comprise a large portion of our service model, WPLD will continue to enforce a mask requirement. Gradually reintroducing seating and expanding capacity are being implemented in the Bridge Phase. Challenges include meeting staffing levels for scheduling and reopening of regular hours.

B. Library Project Updates.

Capital Repair Project: Fencing has come down along Wilmette Avenue and the building masonry repairs are finished on the south side and the alley. Extra precautions are being taken on the brick work on the north side because of power lines. Masonry work is expected to be completed by the end of May, and roof work will begin thereafter in early June. In mid-June general trades will begin on the water infiltration/drain installation project on the lower level. Late June will bring low voltage electrical work. The main shutdown/parking lot paver repair will happen thereafter in August; more information to come.

RFID Project: Tagging is nearly complete on the lower level. The Media Room will be the last major collection to be tagged. All self-checkouts are now completely functional. The project is expected to be completed by the end of the fiscal year. Communication is being planned to

help patrons understand what RFID will mean for future checkouts.

- C. Review of May 5, 2021 Finance Committee Meeting, Draft FY21-22 Working Budget, and Schedule next Finance Committee meeting. Chair Rodgers presided over the first review of the draft FY21-22 Working Budget which includes a comprehensive look at actual trends and plans as well as personnel needs, and proposes a 1% overall decrease for the coming year. Director Auston noted that with the state moving into Phase 5 in June, we will likely escalate the reintroduction of our hours and services and a realignment of our plans targeted to the start of the fiscal year, July 1. Doodle polls will be sent out to schedule a future Finance Committee meeting and a Policy Committee meeting.
- XIII. Director's Report. Director Auston noted the following from his report:
- Physical circulation of collections continue to be exceptional. Despite reduced hours during the pandemic, physical circulation for April 2021 was just 9% below April 2019's circulation. Digital resources continue to be popularly in-demand with OverDrive, as well as downloadable services like Hoopla and Kanopy. Collections on the Mezzanine are moving in order to facilitate bringing back more reading and study spaces.
 - WPLD's partnership with D39 to register K-8 students for library cards has resulted in 334 new WPLD cards this school year.
 - Virtual programming continues and remains popular. April 2020 was the first month of virtual programming with 14 programs offered and 230 screens watching. In April 2021, 46 programs were offered with 1500 screens participating.
 - Summer newsletter will return as a print edition in 2021. Email newsletters will continue to feature programming and events throughout the summer. Postcards may be used for select events.
 - The Website Redesign Committee has officially kicked-off with our contractor Library Market. Patron and staff surveys will go out shortly, with focus group activity to follow in the summer, including opportunity for the Board to see a draft of the new site and provide feedback. Staff anticipates the new site to launch in September.
- XIV. Committees – Report on Meetings.
- A. ILA / RAILS Update. No report. Director Auston noted RAILS Pulse page has Bridge Phase and reopening plan updates for local libraries.
- ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>
RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>
- XV. Information Items.
- A. Communication. Director Auston noted he received calls regarding noise from the construction in the alley, a request for extending time in the computer room, and a question of when the Friends of the Wilmette Public Library will begin accepting donations again.
- B. President McDonald noted that United for Libraries may be holding their traditional trustee program at the ALA conference, however as of today nothing is scheduled.
- XVI. New Business / Old Business.
- A. Committee Chair assignments: Finance – Sommer; Policy – McDonald; Secretary's Audit –

Nealon and O'Keefe; Intergovernmental Coordinating Committee – TBD; Community Connections Committee – Nealon. Two committees have been replaced/updated: Advocacy & Partners has been replaced with Community Connections, and Building & Equipment has been incorporated into Finance.

B. Director Auston noted Trustee Manuals are being produced and printed for ease of use.

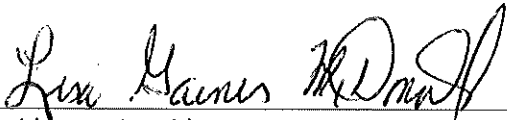
C. A reminder that the virtual Parliamentary Procedure workshop is Saturday, June 5 from 8:30am-12:30pm.

XVII. Adjournment.

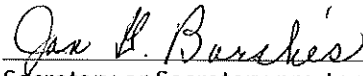
Trustee McDonald moved to adjourn the meeting. Trustee Barshis seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:17 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