

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, October 16, 2018 at 7:30 pm in the Staff Lounge**

**PRESENT:** Trustees Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf

**ABSENT:** None

**VISITORS:** Beacon reporter, League of Women Voters observer

- I. Call to Order and Roll Call. President O’Laughlin called the meeting to order at 7:30 pm.
- II. Sept. Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the Sept. 2018 WPL Board meeting as corrected. Trustee George seconded the motion.  
MOTION CARRIED BY VOICE VOTE
- III. Presentation. None.
- IV. Treasurer’s Report
  - A. Financial Reports for Sept. Treasurer Rodgers summarized the Sept. financial reports. The two largest sources of General Fund revenue were the Kenilworth Library District and Gifts and Donations. Total General Fund expenditures for September were 24.95 % of budget; the three-month rate for expenditures is 25.00%. The largest General Fund check was written to Wellness Insurance Network.
  - B. Bills and Salaries for Sept. Trustee Rodgers moved to approve the Sept. bills and salaries. Trustee McDonald seconded the motion.  
Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf  
Nay - None  
Abstain – None  
Absent or not voting – None  
MOTION CARRIED
- V. Public Comment. None.
- VI. Action Items
  - A. Holiday Closings for Calendar Year 2019. Trustees reviewed the holiday calendar as presented in Attachment 4 of agenda binders. Trustee Rodgers moved to approve the holiday closings for calendar year 2019. Trustee Wolf seconded the motion  
MOTION CARRIED BY VOICE VOTE.
  - B. Resolution 2018/19-194, Notice of Appointment of Authorized Agent for IMRF. A copy of the resolution was included in agenda binders as Attachment 5. Trustee Wolf moved to approve Resolution 2018/19-194 which appoints interim co-director Gayle Rosenberg Justman as the authorized agent for IMRF. Trustee Rodgers seconded the motion.  
MOTION CARRIED BY VOICE VOTE. *A copy of the signed resolution is attached.*
  - C. Amount of Levy. Attachment 6 of agenda binders included pages 1-3 of the PROPOSED Levy Ordinance No. 2018/19-191, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2018-2019. The attachment also included the levy document with 2017-18 final levy amounts and 2018-19 proposed levy amounts. The ordinance includes a levy for general fund expenses plus an additional levy specifically for insurance, audit, retirement, and social security expenses. Trustee Rodgers, chair of the Finance Committee, summarized the committee’s October 10<sup>th</sup> meeting at which the levy was reviewed. He presented and reviewed additional information at the Board meeting. As recommended by the Finance Committee, the 2018-19 proposed levy reflects a 6% decrease from last year’s General Fund levy and no change from last year’s Special Funds levy. The proposed levy figure for the aggregate of all funds is \$5,428,251 which includes a Total General Fund Levy of \$4,995,351 and a Special Funds Levy of \$432,900. A public hearing will be conducted before the levy is adopted. Trustee Rodgers moved to approve proposed Levy Ordinance No. 2018/19-191. Trustee Wolf seconded the motion.  
Aye – Barshis, George, McDonald, O’Laughlin, Rodgers, Wolf  
Nay – Johnson  
Absent or not voting – none  
MOTION CARRIED

D. Amend the Budget & Appropriation Ordinance. Trustee Johnson has requested the following: Amend the budget ordinance and remove item V on page 3 of the Budget and Appropriation Ordinance – the appropriation of \$300,000 in a transfer to the B/E Special Reserve Fund. Trustee Johnson moved to approve the amendment to the B& AO. There was no second to the motion. Trustees O’Laughlin Rodgers, and Johnson discussed the suggested amendment.

## VII. Discussion Items

- A. Outdoor Renovation Project and Other Projects. Interim co-director Betty Giorgi updated trustees on this project. Ms. Giorgi stated that the Request for Qualification has been drafted, reviewed by the Library’s attorney, published in the local newspaper and posted on the website. The Library will host a walk-through for interested contractors on Thurs., Oct. 25. Ms. Giorgi also stated that the CTA is reviewing the Library’s proposal to install a drop box at Fourth and Linden CTA Station, and that trustee McDonald will provide opening remarks for author Abdi Nor Iftin and his book *Call Me American* at 7:00 pm on Thurs., Oct. 18 at the Wilmette Jr. High School.
- B. Draft of the WPL FY 2017-18 Annual Report (text only). The final report will be mailed late Nov. or early Dec. and will be available to patrons online and at the Library. A copy of the draft was included in agenda binders as attachment 7. The final report will include photos. Trustees will email comments to Ms. Justman.
- C. Draft of Fundraising Letter. Trustees reviewed the draft which was included in agenda binders as attachment 8. The letter, card and envelope will be mailed to Wilmette and Kenilworth households in Dec. At the Oct. meeting, members of the Finance Committee decided to implement the fundraising effort this year. At the meeting, trustees O’Laughlin and Rodgers discussed the value and benefits of fundraising.
- D. FY2019 Per Capita Grant. Attachment 9 of agenda binders included chapters 6-10 of the *Trustees Facts File Third Edition* which the grant requires trustees to review.

## VIII. Director’s Report

- A. Director’s Report. Statistics and other information were included in agenda binders as attachment 9. Interim co-director Gayle Rosenberg Justman reviewed the report. She demonstrated a VOX book which Youth Services is adding to their read-along collection. The report included IPLAR statistics over several years. Ms. Justman also reviewed general circulation, Kanopy, ebook, and programming activity. Signage for trustee elections will be increased.

## IX. Committee / Trustee Reports

- A. ILA Representative. Trustee Barshis highlighted articles from ILA newsletters dated Sept. 26, Oct. 1, and Oct. 5.

## X. Information Items

- A. Timeline for the FY 2018-19 Levy Ordinance – WPL Oct. Board meeting: the proposed levy ordinance was an action item on the agenda. WPL Nov. Board meeting: (1) a public hearing to discuss the levy will be conducted before the meeting (2) a representative from Sikich LLC, the firm that performed the audit of WPL’s financial statements for the fiscal year ending June 30, 2018, will review the audit (3) the final levy ordinance will be an action item on the agenda. The deadline for passing the levy ordinance is the first Tues. in Dec. The deadline for filing the levy ordinance with the County Clerk is the last Tues. in Dec.
- B. Shelving and Switchboard will host the 2018 Holiday Party, scheduled for Wed., Dec.12. The event will be a luncheon. Details will be provided at a later date.
- C. During Banned Books Week (Sept. 23 – 29), Youth Services and Adult Services displayed banned books and encouraged patrons to celebrate the freedom to read and to acknowledge that banning books is not a thing of the past by checking out these books.
- D. Cooperative Projects & Community Services. Trustees reviewed reports presented in attachment 12 of agenda binders.
- E. Communication. Trustees reviewed comments presented in folders and agenda binders.

XI. New Business / Old Business. None.

XII. Adjournment. Trustee Rodgers moved to adjourn the meeting. Trustee George seconded the motion.

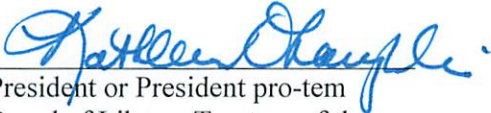
Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

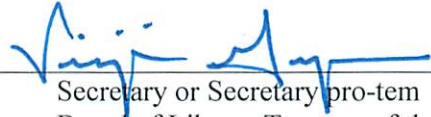
Abstain – None

Absent or not voting – None

MOTION CARRIED. The meeting adjourned at 8:35 pm.



President or President pro-tem  
Board of Library Trustees of the  
Wilmette Public Library District



Secretary or Secretary pro-tem  
Board of Library Trustees of the  
Wilmette Public Library District



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

Resolution 2018-19/194

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Wilmette Public Library District		EMPLOYER IMRF I.D. NUMBER 05206	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	LAST NAME Justman	FIRST NAME Gayle	MIDDLE INITIAL JR., SR., II, ETC. R.
TYPE OF GOVERNING BODY Board of Trustees			
DATE APPOINTMENT MADE (MM/DD/YYYY) 10/16/2018	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 10/16/2018	POSITION TITLE Interim Co-Director	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE <i>Gayle R. Justman</i>		DATE (MM/DD/YYYY) 10.16.18	
<b>CERTIFICATION</b>			
I, <u>Jan Barshis</u> , do hereby certify that I am <u>Secretary</u>			
NAME		CLERK OR SECRETARY	
of the <u>Wilmette Public Library District Board of Trustees</u>			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		<i>Jan G. Barshis</i>	
		SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE) <u>Ms.</u> rs. <input type="checkbox"/> Ms. Gayle R. Justman			
BUSINESS ADDRESS 1242 Wilmette Ave.			
CITY STATE AND ZIP + 4 Wilmette, IL 60091			
DAYTIME TELEPHONE NO. (with Area Code) (847) 256-6920		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code) (847) 256-6944		EMAIL ADDRESS grjustman@wilmettelibrary.info	

IMRF

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