

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, October 20, 2020 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: Liz Seager and Pamela Lurie, League of Women Voters – Wilmette; Nathan Wunrow (Bibliotheca)

STAFF: Marti Bellefontaine, Gayle Rosenberg Justman, 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. Public Comment.

There was no public comment.

III. Review draft of Minutes.

A. September 15, 2020 Regular Board Meeting Minutes. Trustee Barshis moved approval of the minutes of the September 15, 2020 Regular Meeting Minutes as presented. Trustee Fishman seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for September 2020.

Trustee Rodgers reviewed the financial reports for September 2020. Trustee Rodgers noted that during September the WPL received \$93,754.89 in real estate taxes, \$12,181.80 in general fund interest, and \$41,573.00 in Kenilworth administration fees. General Fund expenses are at 23.97% which is below the expected three-month rate of 25.0%. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for September 2020.

Trustee Rodgers moved approval of the September 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Abstain – Riddle

Absent or not voting – None

MOTION CARRIED

VI. Action Items.

A. Contract Amendment: Shales-McNutt Construction (SMC). Amendment to AIA Document A134 – 2009 Dated January 22, 2019 Between Board of Trustees of the Wilmette Public Library District And Shales McNutt LLC

This Amendment Dated September 22, 2020 For 2021 Interior Renovations. Extension of January, 2019 construction agreement with Shales-McNutt Construction for construction management services. Our Outdoor Renovation Project construction manager Jason Perunas is available to once again be our construction manager for the 2021 Interior Renovation projects. Construction manager duties include preparing documentation for public bids, managing bidding processes, as well as managing construction services including coordinating trades. Trustee Rodgers moved to approve the contract amendment as stated with Shales-McNutt Construction in the amount of \$16,215 for pre-construction services for the interior renovations which will be concluded by the end of January 2021. President McDonald seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

B. Contract Approval: Engberg Anderson Architects, who conducted the 2020 Capital Reserve Study, have identified priority items including resolving roof repairs, tuck pointing, water infiltration, electrical panel replacements, access control, and a security camera system upgrade. The scope of work for Phase 1, the Preliminary Design portion of the projects, consists of drafting preliminary documents. Trustee Rodgers moved to approve the contract with Engberg Anderson Architects for the preliminary design phase of the 2021 capital projects in an amount not to exceed \$21,500. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

C. Contract Approval: LPS Pavement Co. The permeable paver parking lot requires drive lane maintenance to restore, enhance, and protect the permeable pavers. The scope of work requires removing the pavers, releveling the substrata, reinstalling and/or replacing the bricks, infilling with aggregate, and then restriping the parking lot. This project will require closing the parking lot for approximately 10 days and cannot be done during the winter. This contract allows WPLD to retain LPS Pavement Co. at the contracted rate so that this work can be completed when conditions allow during the 2020-21 fiscal year. Trustee Wolf moved to approve the LPS Pavement Co. parking lot contract not to exceed \$33,000. Trustee Rodgers seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

D. Contract Approval: Reliant Contract Glass Inc. Steel mullions at the west entrance curtainwall contain weeps which are intended to allow water to flow through them. In addition to other repairs to the glass wall system, those weeps have been found to be caulked, clogging the water elimination system, creating further water leaks. Trustee Rodgers moved to approve the contract with Reliant Contract Glass Inc. to address water leak remediation work on the west entrance curtainwall, and other window elevations, not to exceed \$7,000. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

E. Contract Renewal: Complete Cleaning Company, Inc. has provided daily cleaning services for several years and have been impressive in their communications and adjustments to schedules during this unprecedented year. History of monthly charges: 2014 - 2016: \$4,070; 2017 - 2019: \$4,495; 2020: \$4,629. Trustee Wolf moved to approve the Complete Cleaning Company, Inc. Service Agreement for February 1, 2021- February 1, 2022 at a cost not to exceed \$57,204 (\$4,767 per month for 12 months). Trustee Barshis seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

F. RFID RFP Recommendation: Approval of proposal from Bibliotheca for RFID tags, readers, self-checkout equipment, and an automated materials handling system in an amount not to exceed \$175,000. Radio frequency identification (RFID) is a method of managing inventories and maintenance of collections in libraries. RFID systems enhance the security, availability, inventory, data metrics, and accessibility of our materials for both staff and patrons. An RFID tag will be placed inside all materials to add metadata to better track usage of collections and to maintain an inventory of both what is on the shelf as well as what has left the building. RFID allows for a better handling of materials at checkout as well as when items are returned. Circulation staff will be able to stack materials on a digital pad, checking multiple items out simultaneously and removing repetitive motions. An automated material handler (AMH) allows items to be scanned and sorted when returned. For collection maintenance, a hand tool allows staff to scan a shelf to determine if items are out of order and also identifies usage metrics for collections. After looking into RFID for a number of years, the pandemic has created a unique opportunity for this special project in that 1) it will provide a more contactless way of handling the collection, 2) the system enhances self-checkout, and 3) the labor for putting the targets in materials may allow staff to continue working on a key initiative should the building need to close again. Bibliotheca’s modular AMH offering allows WPLD to reconfigure and grow into different solutions should we choose to move the AMH in a future renovation. It was noted that the price of this project has dropped considerably since first discussed years ago. Trustee Rodgers moved to approve the proposal for installation of the RFID system from Bibliotheca, including support, supplies, and hardware, for a cost not to exceed \$175,000. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

G. Ordinance No. 2020/21-198. Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020/21. Trustee Rodgers reported this is a continuation of a flat levy. While the zero increase levy will require shifting funds from operating reserves, those details will be addressed during upcoming Finance Committee meetings and with the fund balance policy currently under consideration for dealing with reserve funds. The proposed draft levy for 2020/21 was approved at the October 5, 2020 Finance Committee meeting, and reflects the same total as the 2018/19 and 2019/20 levies for a \$0 increase. At this time, capital needs identified in the 2020 Capital Reserve Study exceed the amount of our current reserves and long-range planning suggests residents prefer to maintain consistent services, which this levy will provide. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. Trustee Rodgers moved approval for the levy for the 2020/21 fiscal year in the amount of \$5,428,251. Trustee Wolf seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson, Riddle

Absent or not voting – None

MOTION CARRIED

H. Resolution No. 2020/21-203. Trustee Wolf motioned approval of Resolution No. 2020/21-203 Instructions to Cook County Clerk Instructions to the Cook County Clerk regarding Wilmette Public Library's 2020/21 Levy. Trustee Fishman seconded.

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

Nay – None

Abstain - Riddle

Absent or not voting – None

MOTION CARRIED

I. Holiday Closings for Calendar Year 2021. Trustee McDonald summarized the holiday calendar. Trustee Fishman moved to approve the holiday closings for calendar year 2021. Trustee Barshis seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

J. Board Authorization of Deputy Election Clerks. The local consolidated election will be held on Tuesday, April 6, 2021. Incumbent trustees whose terms are expiring are Dan Johnson, Ronald Rodgers, and Stuart Wolf.

Interested Wilmette residents may pick up material in the WPL Administration office on the third floor of the Library. Petitions may be circulated for signature beginning Tuesday, September 22, 2020. Trustee Johnson moved to approve the authorization of Marti Bellefontaine, Michael Boone, and Nancy Jo Carroll as deputy election clerks. Trustee Barshis seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

VII. Discussion Items.

A. Summary of Finance Committee meeting of October 5, 2020. Trustee Rodgers noted the financial fund policies are being updated and of note is the Reserve Fund policy. Upon advice from attorneys, the Finance Committee is recommending that the policy for the General Fund reserves be for one year of expenditures. Once the Finance Committee has seen, reviewed, and recommended the draft policies, the Policy Committee will then review the same before it goes to the Board for final approval. The expectation is that funds will be moved from the General Fund to the Special Reserve (Building and Equipment) Fund.

B. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 11 – Youth/Young Adult Services. Director Auston noted that WPLD exceeds the standards for this chapter, as was evidenced by Youth Services Manager Andrea Johnson's presentation at the September Board meeting. It was also noted that reviewing these standards is an anticipated requirement of the pending Per Capita Grant application.

C. Review Updated Pandemic Response and Reopening Plan. Director Auston noted additional restrictions are being added to the collar counties of Chicagoland as COVID-19 numbers increase. An online community survey has been posted to collect feedback on programs and services, hours, and WPLD's pandemic response. Given the current news, expanding services or hours at this point may not be logical. In the event further restrictions are imposed as they were in March, there may not be specifications for public libraries. Statistical figures

indicate WPLD patrons are satisfied as circulation is down by only 4% from last year, and door counts remain steady for patrons visiting the Library. Should the need to take a step back occur, today looks different than the shutdown last March. Social distancing, capacity limits, barriers, quarantining returned materials, limiting access to certain services, and encouraging people not to dawdle may be enough of a shift in services that we are keeping patrons and staff safe, and not need to close the building suddenly. Should the numbers rise and the need for closing the building occur, we now have Parking Lot Pickup and expanded delivery infrastructure in place to keep those services available. To that end, the new Pacifica Hybrid has been purchased, the charging station has been installed, and procedures are being put in place for its usage. The new vehicle will be used for outreach and community engagement, homebound delivery, partner agency visits such as preschool/school deliveries, as well as remote drop pickups. Once our new Facilities Manager begins in mid-November, staff will have more flexibility to collect from the remote drops should the pandemic and staffing allow us to reopen the remote drops.

D. Director's Report. Director Auston noted the following from his report:

- Circulation remains strong despite the limitations of library operations due to the pandemic; total circulation is down only 4% from last year. Circulation of ebook collections are starting to level-off as more patrons return to the library and check out physical materials. A community survey has been circulated via email to the community distribution list and is also posted on the WPLD homepage. The survey has had over 400 responses to date. Patron comments indicate the use of eblasts and digital newsletters are a preferred means of finding out about library services, a definite change from past strength of our print newsletters. Until there is a clearer picture of what in-person programming options look like, we will continue with digital promotion and print postcards in place of our usual print newsletter.
- This week, School District 39 is launching a soft rollout of the OverDrive Sora project which provides students access to WPLD's ebook collection alongside District 39's collection when accessed from the District 39 webpage. Other digital resources for local students are compiled on our Homework Help page on our website, including Brainfuse and a popular new product called Scholastic Teachables.
- Our first virtual author event is happening October 21 with Arshay Cooper, author of *A Most Beautiful Thing* (now the subject of a documentary film of the same name). The event currently has over 450 people registered to attend. On November 9, WPLD is partnering with 10 other libraries in hosting Dr. Ibram X. Kendi, author of *How To Be An Antiracist* for a special program and conversation with WBEZ reporter Natalie Moore.
- Due to the pandemic and timing of retirements for longtime staff, the Library has lost a number of employees recently, and the Leadership Team has certainly been affected. Adult Services Manager Betty Giorgi, Finance Manager Barbara Griffiths, Office Manager Cynthia McMillan, Facilities Manager Randy Rankin, Circulation Manager Luciano Ward, and now Technical Services and IT Manager Gayle Justman have or will all retire this year. IMRF changes are the impetus for several changes including Gayle Justman and long-time Adult Services Assistant Manager Nancy Wagner. On the hiring end, we have recently welcomed Circulation Manager Kim Hegelund, and look forward to our new Facilities Manager, Marcos Levy, who will be joining us in November.

VIII. Committees – Report on Meetings.

A. ILA / RAILS Update. Trustee Barshis noted ILA's virtual conference from October 20-22. Dr. Rodgers will be given his ILA Trustee of the Year award on October 22nd. No RAILS update.

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

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

IX. Information Items.

A. Communication. None to report.

B. The annual ILA Conference will be held virtually this year, October 20-22.

C. The fall Meet the Author event will be held Wednesday, October 21 at 7:00pm via Zoom with Arshay Cooper, author of *A Most Beautiful Thing*.

D. Our joint partnership with 11 area libraries to host a moderated conversation with bestselling and National Book Award-winning author Dr. Ibram X. Kendi (*How To Be An Antiracist*), will be held Monday, November 9 at 6:00pm via Zoom.

E. Applications for the annual Public Library Per Capita Grant program are typically presented at the October meeting for review/approval, and due for submission by January 15 each year. The Illinois State Library has not issued the application requirements for 2021 to-date.

X. New Business / Old Business.

A. President McDonald noted the FY19-20 Audit will be completed soon and presented at the November 17 Regular Board meeting, which will help inform the work of the Finance Committee.

B. President McDonald will send out an evaluation of Director Auston to the Board. Trustees will meet in closed session following the regular business of the November Board meeting to complete the review.

C. The September League of Women Voters webinar encouraging members and community members to run for public office was canceled.

XI. Adjournment.

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

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:19 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