

WILMETTE PUBLIC LIBRARY DISTRICT - BOARD OF TRUSTEES MEETING MINUTES
Tuesday, October 17, 2017 at 7:30 pm in the Staff Lounge

PRESENT: Jan Barshis, Virginia George, Dan Johnson, Lisa McDonald, Kathleen O’Laughlin, Ronald Rodgers, Stuart Wolf

ABSENT: None

- I. Call to Order and Roll Call. President O’Laughlin called the meeting to order at 7:35 pm.
- II. Public Comment. None.
- III. Patron Ban. One of the patrons banned for three months at the Sept. meeting appealed his case to the WPL Board. Attachment 1 in agenda board packets included all information provided to trustees at the Sept. meeting plus a letter from the patron and a letter from the WPL Director. After discussion, trustees decided to continue with the three-month ban.
- IV. Presentation 1 – Financial Audit. Daniel A. Berg, CPA and partner in Sikich LLP attended the meeting. Sikich LLP is the firm that performed the audit of WPL’s financial statements for the fiscal year ending June 30, 2017. Trustees received a draft of the audit as attachment 3 in agenda board packets. Mr. Berg reviewed the draft with trustees and answered trustee’s questions. He stated that the audit went smoothly and that there were no disagreements with Library management. Mr. Berg also discussed converting from cash basis financial analysis to full accrual basis financial analysis. WPL currently uses cash basis analysis. He will keep the Library informed of state requirements regarding this issue. Trustees will receive copies of the Annual Financial Report for the Year Ended June 30, 2017 in its final form.

Presentation 2 – Insurance. Representatives of LIRA and True North Insurance discussed insurance options. Trustees received insurance proposals from both companies as attachment 2 in agenda board packets. LIRA (libraries of Illinois Risk Agencies) is a consortium of Illinois libraries that cooperatively purchases insurance. LIRA requires a three-year commitment. It includes accident coverage for volunteers which would cover the Friends of the Library. Nimble Financial, the agency that has provided insurance coverage for WPL for a number of years, recently joined True North Insurance.

- V. September Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the Sept. 2017 WPL Board meeting. Trustee Johnson seconded the motion.
MOTION CARRIED BY VOICE VOTE
- VI. Treasurer’s Report.
 - A. Financial Reports for September. Treasurer Rodgers reviewed the financial reports for Sept. and noted that there were no extraordinary expenditures.
 - B. Bills and Salaries for September. Trustee Rodgers moved to approve the Sept. bills and salaries. Trustee Wolf seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED
- VII. Action Items
 - A. Holiday Closings for Calendar Year 2018. Trustees reviewed the holiday calendar as presented in attachment 7 of agenda board packets. Trustee Rodgers moved to approve the holiday closings for calendar year 2018. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE
 - B. Director’s / Officer’s Liability and Property/Casualty Insurance Coverage. Trustees *discussed the LIRA and True North proposals and presentations.* Trustee Rodgers moved to engage LIRA as Wilmette Public Library’s insurance provider. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED

VIII. Discussion Items

- A. Draft of the WPL 2016-17 Annual Report. The draft was included in agenda board packets as attachment 8. Trustees reviewed the report. The final report will be promoted in the Nov./Dec. *Off the Shelf* and will be available to patrons online.
- B. Draft of Fundraising Letter. The draft was included in agenda board packets as attachment 9. Trustees reviewed the letter and suggested changes to the Director. The letter, card and envelopes will be mailed to Wilmette and Kenilworth households around Dec. 1, 2017.
- C. FY 2018 Per Capita Grant. Trustees received chapters 1-5 of the *Trustees Facts File Third Edition* as attachment 10. This topic will be discussed at the Nov. Board meeting.

IX. Director's Report. The Director reviewed the report which included information on the strategic planning process and landscaping.

X. Committee Reports

- A. ILA Representative. Trustee Barshis reviewed the Sept. 27, 2017 and Oct. 5, 2017 issues of the ILA Newsletter. The newsletters were included in the agenda board packets as attachment 12.

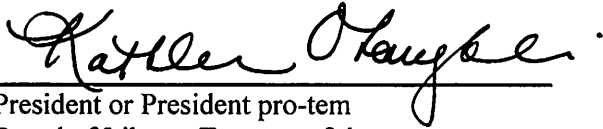
XI. Information Items.

- A. Recent Legislation. Information from attorney Roger Ritzman was included in attachment 13 of agenda board packets.
- B. The League of Women Voters will host the biennial State of the Village Dinner on Wed. Nov. 1 beginning at 6pm. The invitation and RSVP form were included in agenda board packets as attachment 14.
- C. WPL will host a garage sale on Sat., Nov. 4 from 10am – 3pm in the Auditorium. Surplus furniture and equipment from Library storage areas and departments will be available for sale. Community Services will provide publicity prior to the event.
- D. WPL will host the second local author book fair in Nov. Information and submission forms are available at www.wilmettelibrary.info/localauthors.
- E. Adult Services will host the 2017 Holiday Party. The event will be a luncheon on Tues., Dec. 12. All trustees are invited to attend. Details will be provided at a later date.
- F. PLA is March 20 – 24 in Philadelphia. See www.placonference.org. Talk to the Library Director if you are interested in attending the event.
- G. Cooperative Projects.
 - 1. On Sept. 18, 19, 20, and 25, Youth Services librarians Keren Joseph and Alice Joseph hosted seven classes of students and their teachers from the Wilmette Park District's Kindergarten Enrichment program. Alice provided each class with a tour of the Library and then Keren or Alice shared stories with the class. The students learned about library cards and the different departments required to make library material available to patrons.
 - 2. On Sept. 20, Keren Joshi hosted a lunch brunch at the Rec. Center. She presented stories and songs about friendship to the group.
 - 3. On Sept. 28, Keren Joshi presented a program in the WPL Auditorium for 44 preschool and early elementary educators, members of the group Alliance for Early Childhood. Along with librarians from Winnetka, Glencoe and Deerfield libraries, Ms. Joshi discussed what's new in children's literature and school services for teachers that are available at the different libraries.
 - 4. Events for teens. Sept. 20 – WPL hosted the first Teen Advisory Board for the 2017-18 school year. Oct. 11 – Evanston's Close Knit Yarn Store taught an introductory knitting class for teens.

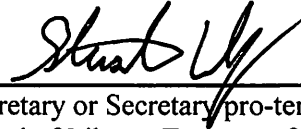
H. Communication. Trustees reviewed communication included in agenda board packets as attachment 15.

XII. New Business / Old Business. Information from the Village regarding Electric Car Charging Stations was included in agenda board binders as attachment 16. The Village is interested in having charging stations at four locations across the community, one being at the Library. Trustees discussed the issue and had questions regarding how much space a charging station would require. Trustee McDonald noted that she attended the New Trier Open House and that the new library is quite interesting.

XIII. Adjournment. Trustee Wolf moved to adjourn the meeting. Trustee George seconded the motion. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 9:30 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,
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