

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 17, 2019 at 7:30 pm in the staff lounge

PRESENT: Trustees Barshis, Fishman, McDonald, Riddle, Wolf

ABSENT: Trustees Johnson, Rodgers

VISITORS: Fouad Egbaria (*Wilmette Beacon*), Liz Seager (League of Women Voters-Wilmette)

I. Call to Order & Roll Call.

President McDonald called the meeting to order at 7:33 pm. Secretary Barshis called the roll.

II. Public Comment.

None.

III. Presentation by Andrea Johnson, Head of Youth Services at WPLD.

Ms. Johnson summarized the events associated with the 2019 Summer Reading Club (SRC). Attendance for the SRC was excellent this year with 62% of those who signed up completing all SRC events. Youth Services programming at Vattman Park and around the Village help to publicize the SRC. Ms. Johnson especially thanked the Friends of the Library for generously supporting the SRC throughout the years. Ms. Johnson stated that the focus in Youth Services has been on reading and that the Library currently is marketing services and programs (such as nature play and art works) to parents of children 3 years and younger to get them involved in Library activities. The SRC (and most Youth Services programs) rewards club members with books to encourage more reading. Ms. Johnson observed that research backs this up – external rewards other than reading material do not have positive long-term effects on additional reading. WPLD Youth Services staff members conducted a survey to collect data about how SRC services and programs support community needs. A total of 69 program participants completed the survey. The survey results indicate the positive effect that summer reading programs have on library patrons. These results were distributed to WPLD Trustees at the meeting. The Project Outcome Summer Reading Caregiver Survey used by the WPLD staff members was developed by the Public Library Association's Performance Measurement Task Force. The PLA surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. Ms. Johnson also discussed the wide array of programs that Youth Services offers to patrons. Ms. Johnson answered trustees' questions and their interest in providing new Wilmette residents with Library information.

IV. August Monthly Board Meeting Minutes.

Trustee Wolf moved to approve the minutes of the August 20, 2019 WPLD Board meeting. Trustee Fishman seconded the motion.

Aye – Barshis, Fishman, McDonald, Riddle, Wolf

Nay – None

Absent or not voting – Johnson, Rodgers

MOTION CARRIED

V. Treasurer's Report.

A. Financial Reports for August.

In the absence of Treasurer Rodgers, trustee McDonald summarized the August financial reports. The two largest sources of General Fund revenue were Real Estate Taxes and General Fund Interest. Total General Fund expenditures were 17.25%, which is slightly above the two-month rate of 16.67%. There were no significant or unanticipated expenses for the month.

B. Bills and Salaries for August.

Trustee Fishman moved to approve the August bills and salaries. Trustee Wolf seconded the motion.

Aye – Barshis, Fishman, McDonald, Riddle, Wolf

Nay – None

Absent or not voting – Johnson, Rodgers

MOTION CARRIED

VI. Action Items.

A. Policy Committee Recommendation for Review and Approval of Updated Policies.

Board Bylaws – Policy 1: Policy Development; Policy 2: Library Administration; Appendix 2B – The Roles of the Board of Library Trustees; Appendix 2C – The Duties and Responsibilities of Trustees; Appendix 2D – The Wilmette Public Library Trustees Ethics Statement; and Appendix 2E – The Duties and Responsibilities of the Director. Policy Committee members are trustees McDonald (chair), Barshis, Rodgers, and Wolf. Library Director Auston attended all of the Policy Committee meetings. Copies of the policies were included in Attachment 4 of agenda binders with updated information indicated in red. The updating of these policies was the result of Policy Committee meetings on June 3, 2019; July 2, 2019; and August 19, 2019. Trustee McDonald summarized the updated policies. Trustee McDonald and Trustee Wolf answered questions about the policies. Trustee Wolf moved to approve the updated policies. Trustee McDonald seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Riddle, Wolf

Nay – None

Absent or not voting – Johnson, Rodgers

MOTION CARRIED

VII. Discussion Items.

A. President's Report on a Potential WPLD Board Development Retreat.

President McDonald stated that a meeting to discuss Board development will be scheduled once she has interviewed all trustees. Director Auston stated that Executive Service Corps is available to assist the Board.

VIII. Director's Report.

A summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, community engagement reports, monthly statistics, and other information were included in Attachment 5 of agenda binders. Director Auston reviewed the report. He stated that staff is evaluating the older and infrequently-used periodicals in the Compact Shelving storage area to make room for other storage collections; many of the items in storage are accessible digitally or have duplicate holdings nearby if patron demand warrants access. Director Auston also stated that the Library is continuing to monitor changes in several vendors, such as Lynda.com (recently purchased by LinkedIn Learning), and LexisNexis. The Library's "Meet the Author" series continues on Saturday, October 19, 2:00 pm at Wilmette Junior High School. Susan Orlean will discuss her New York Times bestseller, *The Library Book*. The event is free and open to the public. The Library has copies of the book in multiple formats, including print, audio, and digital. Krista Hutley is the Library's teen librarian and is currently providing very popular Dungeons and Dragons programming. Youth Services recently has purchased a 3D printer, which soon will be available for patron use. September is National Library Card sign-up month and patrons have been encouraged to take pictures of themselves with the giant WPLD Library card available at the Farmer's Market and Circulation. The Director sought trustee comments and answered trustees' questions.

IX. Committee Reports.

A. ILA Representative.

Illinois Library Association Newsletters have been emailed to trustees.

B. Advocacy and Partners Committee.

Committee members are Trustees Johnson (chair), Barshis, Fishman, and McDonald (ex-officio). In the absence of committee chair Johnson, Trustee McDonald summarized the August 27, 2019 meeting. All committee members and Director Auston attended the meeting. The next committee meeting is Tuesday, September 24, 2019 at 9:30 am.

C. Finance Committee.

Committee members are Trustees Rodgers (chair), Johnson, Riddle, Wolf, and McDonald (ex-officio). All committee members, Trustees Barshis and Fishman, Director Auston, and Business Manager Barb Griffiths attended the meeting. In the absence of committee chair Rodgers, Trustee McDonald summarized the September 11, 2019 meeting.

X. Information Items.

A. The ILA Annual Conference.

The conference is scheduled for October 22 – 24, 2019 at the Tinley Park Convention Center in Tinley Park, Illinois. Registration is now open. For additional information, please visit the ILA website, www.ila.org. Trustee McDonald will attend Trustee Day.

B. Communication.

Trustees reviewed communication presented in Attachment 6 of agenda binders. Comments from suggestion boxes were distributed at the meeting.

XI. New Business / Old Business.

Trustee Barshis commended Director Auston for expanding programming to all sectors of Wilmette. Director Auston stated that the new WPLD book drop at Linden Avenue is being used by patrons and that usage of the Plaza Del Lago WPLD book drop has not decreased.

XII. Adjournment.

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

Aye – Barshis, Fishman, McDonald, Wolf

Nay – None

Absent or not voting – Johnson, Riddle, Rodgers (Trustee Riddle left at 8:00 pm)

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



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
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