



## MEETING MINUTES

### I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:30pm. Secretary O’Keefe called the roll.

PRESENT: Trustees Cox, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Director Auston

ABSENT: None

VISITORS: Trustee Candidates Maria DiLorenzo and Carolyn Sennett, Georgia Gephardt - LWV Wilmette

STAFF: Marti Bellefontaine, Linnea Lundberg

### II. Review of draft Minutes.

- A. Review draft of January 17, 2023 Regular Board Meeting Minutes. Trustee Fishman moved approval of the January 17, 2023 Regular Board Meeting Minutes, as presented. Trustee Nealon seconded the motion. There was no discussion.

Aye - Cox, Fishman, Nealon, Riddle, Sommer

Nay - None

Absent or not voting - McDonald, O’Keefe

MOTION CARRIED.

- B. Review draft of January 30, 2023 Policy Committee Meeting Minutes. Trustee Nealon moved approval of the January 30, 2023 Policy Committee Meeting Minutes, as presented. Trustee Cox seconded the motion. There was no discussion. Committee members are Trustees Cox, Nealon, O’Keefe, and McDonald.

Aye - Cox, Nealon, O’Keefe, McDonald

Nay - None

Absent or not voting – None

MOTION CARRIED.

### III. Public Comment. None.

### IV. Presentations. None.

### V. Treasurer’s Report.

- A. Financial Reports for January 2023. Trustee Sommer noted the following: 1) In January the library received a large deposit of property tax revenue; 2) As noted under Investment Activity, General Fund interest and Special Reserve Fund interest were \$15,813 and \$17,970, which is a significant increase from the same time last year. There was a small difference of \$570 between the General Fund interest in the notes and that on the financial statements due to the interest on the Rutherford Trusts; 3) In the notes to the financial reports, the fund balances were not correct. The General Fund balance is actually \$6,334,239 and the Special Reserve Fund balance \$5,813,769. The Special

Reserve Fund difference is not material, but the General Fund difference is just over \$400,000. I think the amounts included in the notes may have calculated from the December balance sheet which was initially included in the Board packet; 4) There was one Special Reserve Fund purchase in January 2023 (which had been approved at the November 15, 2022 Regular Meeting), for a replacement snow blower in the amount of \$21,013.55, paid to Burris Equipment. There was another check to Burris this month in the amount of \$5,081.55, classified as Grounds Maintenance in the General Fund. According to Director Auston, after doing further due diligence, the library bought a snow blower that best fit organizational needs and was similar to the one proposed. The second check related to an additional accessory for the snow blower. The Board approved the purchase of a snow blower not to exceed \$24,000, and the Special Reserve Fund implement purchase of \$21,013 was below that amount. With the additional accessory, the total purchase price would exceed the Special Reserve Fund amount provisionally approved by the Board. There was room in the General Fund Grounds Maintenance budget for this accessory, and the additional purchase was included in this line item; 5) In the financial statements presented at the Board meeting in January, two profit and loss statements were included. One that included information on the General Fund accounts and another for all of the accounts combined. Also included in the month's updated Board packet was a more detailed balance sheet instead of the familiar consolidated balance sheet which has been previously presented in previous Board packets. The Board decided via a show of hands that going forward, two profit and loss statements are requested. One that shows only General Fund activity as well as one with the activity of all funds. Furthermore they requested a full expanded balance sheet be provided in future Board packets.

- B. Bills and Salaries Check Detail for January 2023. Trustee Nealon moved approval of the January 2023 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED.

#### VI. Action Items.

- A. Policy Committee Recommendation: Review and approval of updates to the following policies:

- Appendix 3B: ALA Code of Ethics
- Policy 7: Collection Management
- Appendix 7A: ALA Freedom to Read Statement
- Appendix 7B: ALA Freedom to View Statement
- Appendix 7C: ALA Statements on Labeling and Ratings Systems
- Appendix 7D: Resource Reconsideration Form

Trustee Sommer moved approval of the updates to the Policy Manual as presented.

Trustee O’Keefe seconded. Director Auston and trustees discussed the policy updates.

Aye- Cox, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay- None

Absent or not voting - None

MOTION CARRIED.

VII. Director's Report.

Director Auston highlighted library activities from January to-date. Included in his written report were additional steps that staff has taken in meeting Strategic Plan goals, updates to the collections, new programs, and service updates. He presented a variety of details his report including circulation trends, impressive statistics for both our print and digital collections, new resources, facilities planning, professional development activities, new merchandising standards, the new 24/7 lockers, Winter Reading Club, and the Let's Learn Together initiative.

VIII. Committees – Report on Meetings.

- A. ILA/RAILS Update. Director Auston reported RAILS has hired interim Director Monica Harris as new RAILS Director.
- B. Intergovernmental Cooperation Committee Report. Trustee Nealon noted Intergovernmental Cooperation Committee will meet in March, with quarterly meetings suggested. A village-wide consultant for an onboarding meeting for all elected officials is being discussed.

IX. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.
- B. The annual ILA Legislative Meet-Up, Library 101 for Legislators, will be held via Zoom virtual conference on Monday, February 27 at 10:00am. Information about this event is posted here: <https://www.ila.org/events/meet-up-in-your-district-in-three-steps>. Please contact Director Auston if you wish to attend.
- C. Four seats on the seven-member WPLD Board of Trustees will be on the local ballot for the Tuesday, April 4, 2023 consolidated election. All seats will be for a full four-year term expiring in April 2027. There are 4 candidates for the 4 seats (in the order received): Joan Fishman, Renee Cox, Carolyn Sennett, and Maria DiLorenzo.
- D. The selection for WPLD's "One Book Everyone Reads" (OBER) series, sponsored by the Friends of the Wilmette Public Library, is Kevin Wilson's critically acclaimed 2022 bestselling novel *Now Is Not The Time To Panic*. Mr. Wilson will discuss the book via Zoom digital conference on Thursday, May 11, 2023.

X. New Business.

- A. President McDonald noted that after the April elections a nomination committee will be appointed for officers for the new board.
- B. Trustee Sommer noted Trustee O'Keefe will share the Financial Report in March. Trustee Fishman will step in as President pro-tem for the March meeting.

XI. Adjournment.

Trustee Fishman moved to adjourn the meeting. Trustee Sommer seconded.  
MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:31pm.

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President  
Board of Library Trustees of the  
Wilmette Public Library, Cook County, IL

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Secretary  
Board of Library Trustees of the  
Wilmette Public Library, Cook County, IL

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