



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: Trustees Elect Marie DiLorenzo and Carolyn Sennett, Liz Seager - LWV Wilmette, resident Eric Bederman, and resident Linda Diekman
STAFF: Marti Bellefontaine, Ethan Herdrich, Marcos Levy
- II. Secretary’s Certification of Membership of the WPL Board of Trustees. The members of the WPL Board of Trustees were announced.
- III. Administer Oath of Office to Trustees Elected in April 2023. Trustees-elect Cox, DiLorenzo, Fishman, and Sennett took the oath. Secretary O’Keefe administered the Oath of Office individually to trustees elected in April 2023 – trustees Cox, DiLorenzo, Fishman, and Sennett. All were elected to full four-year terms expiring in April 2027. The Oath of Office – Library Trustee Form was signed by trustees after the meeting.
- IV. Roll Call. Secretary O’Keefe called the roll. Trustees Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, and Sommer were present.
- V. Report of Nominating Committee (Trustees Nealon and Cox). Trustee Nealon presented the slate for the Board offices of President, Vice-President, Treasurer, and Secretary as recommended by the Nominating Committee, for fiscal years 2024-25:
 - office of WPL Board President: Joan Fishman
 - office of WPL Board Vice-President: MaryAnne O’Keefe
 - office of WPL Board Treasurer: Tracy Sommer
 - office of WPL Board Secretary: Maria DiLorenzo

VI. Elect Board Officers to Serve May 2023 to May 2025. Director Auston asked for nominations from the floor. There were no nominations from the floor. Trustee O’Keefe moved approval of the report of the Nominating Committee, and its slate of officers, as presented. Trustee Sommer seconded.

Aye – Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED.

VII. Public Comment.

None.

VIII. Review draft of April 18, 2023 Regular Board Meeting Minutes. Director Auston noted as a point of order that at the April Regular Board Meeting, the March 21, 2023 Regular Board Meeting Minutes were approved by the voting members as confirmed by Robert’s Rules. Trustee Sommer moved approval of the April 18, 2023 Regular Board Meeting Minutes, as corrected. Trustee Nealon seconded the motion. There was no discussion.

Aye – DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer

Nay – None

Abstain – Cox

Absent or not voting – None

MOTION CARRIED.

IX. Presentations.

None.

X. Treasurer's Report.

- A. Financial Report for April 2023. Treasurer Sommer noted the following from her report:
- Most, if not all of the material income items are at or above the 10-month rate of 83%.
 - The library is well above the budgeted amount for Replacement Taxes income by almost \$50,000. We expect an additional \$33,000 in May, for a total of \$173,057 for the year.
 - According to Director Auston, the third and fourth quarter distribution of Kenilworth funds will come in May and June, respectively.
 - The check to HyPower Electric for \$5,650 from the Special Reserve Fund was a replacement check for one that was intercepted and cashed by another party. Therefore, there is no corresponding expense. The bank has stepped in and recovered the previous check. Director Auston recently attended a workshop with Wintrust to learn about their new integrated payables ACH service which will allow the bank to wire funds instead of the library having to mail checks and have the risk of them being intercepted.
 - In reviewing the balance sheet, it looks like the General Fund checking account #10101 was overdrawn by \$268,699. According to Director Auston, checks had been written as of that day which, if had already been cashed would overdraw the account but funds were transferred into the account the first of May. Therefore, by the time the checks were processed, the account was not actually overdrawn.

- B. Bills and Salaries Check Detail for April 2023. Trustee Cox moved approval of the April 2023 Bills and Salaries Check Detail, as presented. Trustee Sommer seconded the motion.
Aye – Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED.

XI. Action Items.

- A. Resolution No. 2022/23-212, Resolution Honoring Trustee Lisa McDonald. President Fishman read the Resolution into the record. Trustee Sommer moved approval of Resolution 2022/23-213, as presented. Trustee Sennett seconded the motion.
Aye – Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED.
- B. Resolution No. 2022/23-213, Resolution Honoring Trustee Fina Riddle. President Fishman read the Resolution into the record. Trustee DiLorenzo moved approval of Resolution 2022/23-213, as presented. Trustee Nealon seconded the motion.
Aye – Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED.
- C. Ordinance No. 2022/23-208, Ordinance Setting Schedule for Regular Meetings of the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois and Providing Repository of Certified Copies of Ordinances. Trustee DiLorenzo moved approval of Ordinance 2022/23-208, as presented. Trustee O’Keefe seconded the motion.
Aye – Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED. *Ordinance is attached.*
- D. Annual Decision to Participate in the Public Library Non-Resident Services Program. Copies of section 3050.20 of the Administrative Code, section 30-55.60 of the Illinois Compiled Statutes, and the Services to Patrons section of the WPLD Policy Manual. Director Auston summarized this annual decision. Trustee Sommer moved approval of library participation in the Public Library Non-Resident Services Program. Trustee Sennett seconded the motion.
Aye –Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
Nay – None

Abstain – None
Absent or not voting – None
MOTION CARRIED.

XII. Discussion Items.

- A. Review Draft Strategic Plan for 2023-27, May 1 and 6 Community Forum feedback, and discuss next steps. The Board reviewed grammatical updates to the Strategic Plan for 2023-2027, summarized the recent community forums, and discussed approval at the June 20 Regular Board Meeting.
- B. Review of May 10, 2023 Finance Committee Meeting, Draft FY23-24 Working Budget, and Schedule next Finance Committee meeting. Trustee Sommer and the Board reviewed the discussion of the first draft of the FY 23-24 Operating Budget from the May 10, 2023 Finance Committee Meeting. The next Finance Committee Meeting is June 9, 2023, at 10:00am in the Auditorium for a second review of the budget, including a closed session for discussion of the personnel budget.
- C. Local Government Efficiency Committee Meeting. In compliance with 50 ILCS 70/1, the Local Government Efficiency Committee convened to hold its first organizational meeting. A second Local Government Efficiency Committee Meeting is planned in conjunction with the October 17, 2023 Regular Board Meeting. President Fishman moved to appoint community members Eric Bederman and Linda Diekman to the Wilmette Public Library Local Government Efficiency Committee. Trustee Sommer seconded the motion.
Aye –Cox, DiLorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED.

XIII. Director's Report.

Director Auston noted the following from his report:

- Recent shelving shifts have created improvements in accessibility and merchandising.
- 3 sewing machines and an additional Nintendo Switch Lite have been added to the Library of Things.
- New resource SimplyAnalytics, which is a mapping, analytics, and data visualization application which makes it easy for anyone to create interactive maps and reports using thousands of demographic, business, and marketing variables is now available.
- OverDrive sunsetted its OverDrive app on May 1 in favor of the Libby app. April had over 9,000 ebooks circulating, which is a new record for WPL.
- The annual One Book Everyone Reads programming series featured author Kevin Wilson’s *Now Is Not The Time To Panic* this year, and included 12 programs which explored themes of the book and culminated with 131 screens joining the author’s virtual visit on May 11 with radio personality Alison Cuddy. OBER is funded by the Friends of the Wilmette Public Library.
- EvaAnne Johnson worked with Michael Pocrnich to migrate some of our digitized *Wilmette Life* and *Wilmette Beacon* issues from an in-house server to an IP-restricted portion of our Local History Digital Collection. These digitized newspapers cover 2008-

2019. Our Local History Digital Collection is hosted by OurDigitalWorld on our Vita site and already houses our digitized photographs, telephone directories, and all our pre-1939 newspapers. This work is the first step toward consolidating our newspaper collection into one convenient location to improve access and preservation of our community news. There is a high demand for our unique Local History Collection and as noted in Strategic Plan discussions, items being digitized in this digitization project are items unique to Wilmette Library.

- Teen librarian Krista Hutley worked with New Trier students to bring two different programs to the library community as a part of their Integrated Global Studies classwork.
- New Adult Services Manager Cathleen Blair joined the team April 17. Former AS Manager Jill McKeown has transitioned to the new Senior Services Librarian after working to onboard Cathleen. Jill will now focus on implementing dementia focus kits and services to our aging population.
- Adaptive and Accessible Services have been enhanced in Youth Service. We hosted our first Sensory Friendly Play Café April 14. New assistive devices such as noise canceling headphones and weighted lap animals are available to loan to children while they visit the library or attend a program. A series of staff blog posts will highlight resources, programs, and materials that are of interest to patrons with sensory processing disorders and other inclusion needs.
- The library hosted its first Eid al-Fitr Celebration, in collaboration with South Asian Families of Wilmette, including a storytime, bookmark and drawing crafts, henna painting, live musicians, and food. More than 120 people attended this joyful celebration.
- This month DMS expanded the scope of what can be done at the Digitization Station in the Technology Center. We now offer patrons the ability to convert audio cassette tapes into digital .mp3 files. DMS Associate Ethan Herdrich was integral in getting this service launched as he installed the converter, collaborated with IT to install the software, and created an instruction guide. Ethan also trained all DMS staff on how to use it.
- OBER program Pop Art is for Everyone, the Art of Andy Warhol had 65 attendees via zoom. In partnership with Illinois Libraries Present, 103 WPL patrons attended the conversation with Will Shorts, Secrets of the Puzzle Master.
- 15 potential candidates applied for the Circulation Manager position. Three candidates will be invited to the first round of interviews. We are currently in the process of scheduling the first round for the week of May 15. The Assistant Director position has been posted and will close in the middle of June with a possible start date in August.
- The library mourns the loss of Assistant Facilities Manager Rick Merrell, who bravely battled cancer for the past four months and passed away on Saturday, April 29. Rick served on our Facilities team for over 25 years with extraordinary care and dedication to the building, staff, and community. Rick's kindness and service touched the lives of many people in our library and his church community. Current and former staff celebrated his life on May 10, with a pizza party according to his wishes. He will be greatly missed.

- XIV. Committees - Report on Meetings.
A. ILA / RAILS Updates. No report.

B. Intergovernmental Cooperation Committee. Trustee Nealon noted the next meeting is scheduled for June 1 at 5pm.

XV. Information Items.

A. Communication. Comments from suggestion boxes were distributed at the meeting.

B. The American Library Association (ALA) Annual Conference is scheduled for June 22-27, 2023: <https://2023.alaannual.org/>. For more information on United for Libraries programs and training opportunities offered for Trustees, see <http://www.ala.org/united/>.

XVI. New Business.

None.

XVII. Adjournment.

Trustee DiLorenzo moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 8:05pm.

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

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