



MEETING MINUTES

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:32pm. Secretary DiLorenzo called the roll.

PRESENT: Trustees Cox, DiLorenzo, Fishman, Nealon, Sommer, Director Auston

ABSENT: Trustees O'Keefe, Sennett

VISITORS: Laurie Leibowitz and Liz Seager – League of Women Voters - Wilmette

STAFF: Marti Bellefontaine, Andrea Vaughn Johnson, Matthew Hoffman, Marcos Levy, Linnea Lundberg

II. Review draft of June 20, 2023 Regular Board Meeting Minutes. Trustee Sommer moved approval of the June 20, 2023 Regular Board Meeting Minutes, as presented. Trustee Nealon seconded the motion. There was no discussion.

Aye – Cox, DiLorenzo, Fishman, Nealon, Sommer

Nay – None

Abstain – None

Absent or not voting – O'Keefe, Sennett

MOTION CARRIED.

III. Public Comment.

Laurie Leibowitz, co-president of League of Women Voters - Wilmette, praised the library for its programming, representation, and support of Pride Month in June.

IV. Presentations.

None.

V. Treasurer's Report.

A. Financial Report for June 2023. Trustee Sommer noted the following:

- In June, the library received its final quarterly fee from Kenilworth in the amount of \$44,263, thus bringing this income item up to budget.
- The numbers on the Profit/Loss All Classes Report do not exactly agree with the corresponding figures on the Profit/Loss General Fund Report. There are three expense line items and two income items which are very slightly different between the reports. Trustee Sommer expects them to be exactly the same, but noted the difference isn't material. She reviewed this to double check the net loss of \$523,955 in the second to last paragraph of the Notes to the Financial Statement to the number include in the PL all classes. She noted that she added up the GF-only expenses from the All Classes report and it was different than

that on the PL GF-only report. She determined that the consultant was likely running these reports at different times.

- In reviewing the PL GF-only, Trustee Sommer noted the estimated loss (before the audit) is (\$613,555) which is less than the approved (\$733,368) budgeted deficit spending. As noted in Director Auston’s email reporting on this detail, and as evident in the reported financials, the GF expenses came in right on budget. The difference in the total budgeted deficit and the actual comes from the increase in interest income and replacement taxes received during the year.
- There was a check to Shales McNutt Construction in the amount of \$10,965. This was appropriately classified as a GF expense as it was in regards to the planned Building Improvement expense for the new office on the first floor.
- In the discussion document included with the Tentative Budget and Appropriation Ordinance, it indicates the Fund Balances are from the unaudited financials but, in this draft, this is not completely accurate (page 2, first paragraph). The Fund Balances (on page 2 of the Appropriation Ordinance) state they are estimated as of July 1, 2023, however, the amounts reflected on this draft are the balances as of last years’ audit date of June 30, 2022. Historically we have used the prior year’s audited numbers in the Appropriation Ordinance, but by the time these balances are reported on the ordinance they a year old and do not reflect the actual GF and SRF activity throughout the year. Therefore, the board discussed and it was agreed that these Fund Balances will be updated to reflect the estimated balances as of July 1, 2023 for the final draft of the Ordinance. This will be a change in the way it has been reflected in past years but by using the unaudited numbers as of July 1, 2023 we are more accurately reflecting the funds available for the upcoming year.

B. Bills and Salaries Check Detail for June 2023. Trustee Nealon moved approval of the June 2023 Bills and Salaries Check Detail, as presented. Trustee Cox seconded the motion.

Aye – Cox, DiLorenzo, Fishman, Nealon, Sommer

Nay – None

Abstain – None

Absent or not voting – O’Keefe, Sennett

MOTION CARRIED.

VI. Action Items.

- A. Ordinance No. 2023/24-209, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023-24 in Tentative Form. This ordinance is the second step of the Library’s annual budget process following the approval of the FY2023-24 Budget on June 20, 2023, and precedes the annual levy this fall. By law, all expenses must have an appropriation before the Library may approve expenditures. The appropriation ordinance represents the legal authority of the library to expend its funds for the purposes designated in the ordinance. With the ordinance approved in Tentative Form, it will be sent for attorney review, and posted for the public. The Board will hold a public hearing on the Ordinance immediately prior to their August 15 Regular Meeting. As noted in the Treasurer’s Report, the Fund balances will be updated to be an estimate as of July 1, 2023, instead of the previous practice of last year’s audit date of June 30,

2022. Trustee DiLorenzo motioned approval of Ordinance No. 2023/24-209, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023-24 in Tentative Form, as presented. Trustee Nealon seconded.

Aye – Cox, DiLorenzo, Fishman, Nealon, Sommer

Nay – None

Abstain – None

Absent or not voting – O’Keefe, Sennett

MOTION CARRIED.

VII. Director's Report.

Director Auston noted the following from his report:

- The Board met Circulation Manager Matthew Hoffman, who introduced himself and shared about his past experience at Park Ridge Public Library.
- The 24/7 Lockers will receive their colorful vinyl wrap later this month.
- We’re issuing new library cards to all of our registered Kenilworth cardholders as part of the new contract cycle, in an effort to better evaluate their digital resource needs.
- Preliminary statistical data for FY22-23 is being compiled and is looking strong: visits are up over 35%, physical circulation is up over 8%, and digital circulation is up 4%.

VIII. Committees - Report on Meetings.

A. ILA / RAILS Updates. No report.

B. Intergovernmental Cooperation Committee Update. Trustee Nealon reported there will be a small group working meeting in August in which key staff who have direct interface with provision of mental, first aid, or experience in responding to needs for mental health in our community will be designated. This small group is tasked with answering the question of identifying what it means to be serving the needs of the community directly to help elected officials answer the need in the community.

IX. Information Items.

A. President Fishman thanked past trustees Lisa McDonald, Stuart Wolf, Kathleen O’Laughlin, and Ginny George for joining the Trustee Appreciation Coffee held in June on the library lawn.

B. Friends of the Library had a Pop-Up Sale on Saturday, July 15 with nearly \$1,000 in sales.

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

D. As a requirement of the Illinois Public Library Annual Report (IPLAR), the Board Minutes Secretary’s Audit Committee is required to review minutes of WPLD Board of Trustees meetings of FY 2022-23 prior to the August 2023 Board meeting.

E. The 2023 League of Women Voters - Wilmette “State of the Village” event will be held on the evening of October 11. Area units of local government will share examples of

their challenges and accomplishments over the past 2 years.

X. New Business.

XI. Adjournment.

Trustee Sommer moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:22pm.

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

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