
MEETING MINUTES**I. Call to Order and Roll Call.**

President Fishman called the meeting to order at 6:31pm. Trustee O'Keefe called the roll.

PRESENT: Trustees Cox, Fishman, Nealon, O'Keefe, Sennett, Sommer, Director Auston

ABSENT: Trustee Di Lorenzo

VISITORS: Georgia Gebhardt – League of Women Voters, Monica O'Connor – Wilmette Troop 5

STAFF: Marti Bellefontaine, Cathleen Blair, Andrea V. Johnson, Marcos Levy, Linnea Lundberg, Michael Pocrnich

II. Public Comment. Resident Monica O'Connor shared an informational public comment about a local Eagle Scout's blood drive on Sunday, September 24.

Trustee Di Lorenzo arrived at 6:35pm.

III. Review draft of August 15, 2023 Regular Board Meeting Minutes. Trustee Di Lorenzo moved approval of the August 15, 2023 Regular Board Meeting Minutes, as presented. Trustee O'Keefe seconded the motion. There was discussion.

Aye – Cox, Di Lorenzo, Fishman, Nealon, O'Keefe, Sennett, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED.

IV. Presentations. Youth Services Manager Andrea Vaughn Johnson provided a presentation and report on our 2023 Summer Reading Clubs, along with current and future activities in Youth Services.**V. Treasurer's Report.****A. Financial Report for August 2023. Trustee Sommer shared the following from her report:**

- Unexpectedly but appreciated, the library received some property tax revenue in August.
- For interest income, after 2 months we are already at 47% of budgeted amount.
- There is a general fund CD coming due in October. Director Auston and Trustee Sommer have already talked about reinvesting this at a higher interest rate.
- There was a check in the amount of \$8,657 to Johnson Controls Fire Protection for the annual maintenance for the fire suppression and CCTV systems (these systems were updated as part of the Capital Repairs Project in 2021).

- There was a check to Stackmap for \$3,415, which is the annual service charge for the StackMap platform, which embeds an actual map of the library inside the library catalog to facilitate accessibility for patrons when locating items.
 - The checks to Chalet for \$1,479 and \$2,950 are for July maintenance and additional grounds services including mulch, organics, and tree care during the drought. Director Auston commented that given the library’s “all native” landscape, there are few vendors who can meet all of the library’s grounds needs (all-electric equipment, minimal disruption during operating hours, and skills/knowledge for maintaining the specific plants/details associated with an “all native” landscape – Chalet has been a great resource for the library, with the added benefit of being a local business.
 - At the bottom of the Financial Report, the year-to-date net loss of approximately \$825,000 is due to the fact very little of our property tax revenue has been received, and will be received later in the year (likely December).
 - As our long range financial projections will reflect at the finance committee meeting in October, the library will need to aim to be at or below budget when the year ends. Our annual expenses continue to outpace our revenue. While planned, this model is not sustainable year after year.
- B. Bills and Salaries Check Detail for August 2023. Trustee O’Keefe moved approval of the August 2023 Bills and Salaries Check Detail, as presented. Trustee Sommer seconded the motion.
- Aye – Cox, Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
 Nay – None
 Abstain – None
 Absent or not voting – None
 MOTION CARRIED.

VI. Action Items.

- A. Building Automation System Replacement Project Recommendation: Approval of bid proposal from Interactive Building Solutions LLC in the amount of \$151,800. The BAS is a facilities equipment network designed to connect and automate specific functions inside the building, simplifying maintenance and providing greater control of the building’s holistic systems. All of the building’s control systems, from lighting and HVAC (Heating, Ventilation & Air Conditioning) to fire suppression and security systems are wired and maintained through one set of controls. The BAS is an essential building management tool that automates, reports, and anticipates basic functions and maintenance of the facility. The BAS contributes to our overall sustainability goals by helping to maintain energy and system efficiency by tracking the status of related equipment through a single diagnostic interface. Trustee Sennett moved approval of the Building Automation System Replacement Project from Interactive Building Solutions LLC in the amount of \$151,800, as presented. Trustee Cox seconded.
- Aye – Cox, Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer
 Nay – None
 Abstain – None
 Absent or not voting – None
 MOTION CARRIED.

B. Telephone System Replacement Project Recommendation: Approval of project proposal from Communications Technologies Inc. for system equipment, configuration, and 3 years of service in the amount of \$46,462.45; and accompanying switch infrastructure from Computer View Inc. in the amount of \$29,340, for a project total of \$75,802.45. In August, IT Manager Michael Pocrnich invited a staff stakeholder team to evaluate our top 4 finalist options, meet with the vendors, and arrange for endpoint testing and a proof of concept design for the library's system. Following evaluation of all of our options, we built consensus on our recommended solution, which we believe will dramatically improve our telecommunications and provide a feature-rich range of options that we've never known before. Trustee Di Lorenzo moved approval of the Telephone System Replacement Project proposal from Communications Technologies Inc. for system equipment, configuration, and 3 years of service in an amount not to exceed \$48,000; and accompanying switch from Computer View Inc. in the amount of \$29,340, for a project total of \$77,340, as presented. Trustee Nealon seconded. Trustee Sommer noted from Director Auston's overview that the network switch, expansion modules, and associated accessories and installation from CVI totals \$29,340, and the CTI/Go To/Poly telephone system equipment, programming, and configuration expense of \$4,794.25 are both capital assets eligible for expenses from the Special Reserve Fund. The 3 year contract for telephone service totals \$41,668.20, and is a service that is already a regularly budgeted monthly expense from the General Fund.

Aye – Cox, Di Lorenzo, Fishman, Nealon, O'Keefe, Sennett, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED.

VII. Discussion Items.

VIII. Director's Report.

Director Auston noted the following from his report:

Dozens of public libraries across the Chicagoland region received a series of disruptive, and ultimately non-credible, bomb threat hoaxes over the course of the past several weeks, and Wilmette Public Library was the subject of two separate such incidents. Statements from the American Library Association and from Secretary of State Alexi Giannoulias were read into the record. Wilmette Public Library has procedures and training in place to ensure that the library remains a safe space for our community so that staff can successfully fulfill our mission to continue to welcome everyone with collections, resources, and experiences that enrich the lives of individuals and our community free from such malicious and disruptive threats. We're grateful for our partnership and support from the Village and the Wilmette Police Department, as well as the support of our associations with ALA, ILA, and RAILS, and our peers who are also managing these incidents.

- The new Strategic Plan promotional guide was distributed to trustees; the final print piece will be available for distribution once we receive it back from the printer

- New circulation “associations” policy, approved at last month’s board meeting, will begin its promotion and launch this week with informational flyers in local holds
- CCS membership grew this month as we welcomed Warren-Newport Public Library to the consortium over the Labor Day weekend
- New library cards were issued to all registered Kenilworth cardholders to help us better serve that community’s digital resource needs; thanks to Mark Cegielski, Matthew Hoffman, Lauren Kelly, and the Circulation team for their efforts to complete this task
- We posted incredibly strong circulation numbers for August, with over 62,000 items checked out – our second highest month since August 2019!
- Staff participated in several outreach events to local schools, as well as a successful showing at the Wilmette Block Party on September 9
- On Wednesday, September 20 we’re launching an update to our public computer checkout/printing software, including the addition of new coin towers on the printers/copiers (now accepting \$10 and \$20 bills and credit cards)
- New copiers will be installed later this month

IX. Committees - Report on Meetings.

- A. ILA / RAILS Updates. No report for ILA or RAILS.
- B. Intergovernmental Cooperation Committee Update. Meeting will be held October 25.

X. Information Items.

- A. Communication. Comments from suggestion boxes were distributed at the meeting.
- B. Finance Committee Meeting to review of financial planning scenarios for FY 2023-2024 levy for library purposes is scheduled for Thursday, October 5, 2023 at 10:00am in the Small Meeting Room.
- C. ILA Annual Conference will be held October 24-26, 2023 in Springfield, IL.
- D. Intergovernmental Cooperation Committee will meet Wednesday, October 25 at 5:00pm.

XI. New Business.

Trustee Sommer noted the virtual program A Tour of the Yiddish Book Center on September 21 at 7pm is one of several program this fall as the result of an awarded grant project. Trustee O’Keefe thanked the Friends for the volunteer luncheon provided at the Gilson Park shelter on September 7.

XII. Close Open Meeting and convene in Closed Meeting. Trustee O’Keefe moved the Board of Trustees will convene in a closed meeting to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2c(1) of the Illinois Open Meetings Act. Trustee Sommer seconded.

Aye – Cox, Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED. The meeting adjourned at 8:00pm.

- XIII. Close Closed Meeting and Convene in Open Meeting. After the closed meeting, the Board of Trustees will convene in an open meeting to summarize activities conducted in the closed meeting.

Roll Call by Secretary Di Lorenzo:

PRESENT: Trustees Cox, Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer, Director Auston

ABSENT: None

The purpose of the Open Meeting following a Closed Meeting is to announce in Open Meeting the actions taken in Closed Meeting and then to endorse these actions. WPLD Board President Joan Fishman called the Open Meeting to order at 9:18pm and announced the recommendation made by WPLD Board members that Director Auston receive a 5.7% salary increase to \$155,500 for FY23-24. Trustee Sommer moved to accept the recommendation of the WPLD Board of Trustees in Closed Meeting. Trustee Cox seconded. The Board thanked Director Auston for his service and performance.

Aye – Cox, Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett, Sommer

Nay – None

Abstain - None

Absent or not voting – None

MOTION CARRIED.

- XIV. Adjournment.

Trustee Nealon moved to adjourn the meeting. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 9:21pm.

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