

MEETING MINUTES

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:30pm. In Secretary Di Lorenzo's absence, Vice President O'Keefe served as Secretary pro-tem and 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

STAFF: Marti Bellefontaine, Cathleen Blair, Sandra Discepolo, Ethan Herdrich, Andrea Vaughn Johnson, Marcos Levy

II. Review draft of May 21, 2024 Regular Board Meeting Minutes. Trustee Sennett moved approval of the May 21, 2024 Regular Board Meeting Minutes, as presented. Trustee Sommer seconded the motion. There was no discussion.

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

Nay – None

Abstain – None

Absent or not voting – Di Lorenzo

MOTION CARRIED.

III. Public Comment. None.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Report for May 2024. Trustee Sommer noted the following:

- In May, 5 CDs were purchased for the Special Reserve Fund with rates ranging from 4.75% to 5.1% with maturity dates from 18 months to 2 years.
- On the income side, the library received just over \$80,000 in property taxes in May.
- The library has an invoice from Sikich for accounting services and training with the new Finance Manager in April; we anticipate this to be their final invoice. There may be a couple small charges associated with the audit process if L&A reach out to Sikich with questions for their accounting work throughout this fiscal year.
- There were no special fund expenditures in May.
- In May, there were "Grounds Maintenance" checks to Chalet as well as Tovar Landscaping (for \$2000). Chalet provides our green space landscaping, and Tovar provides our snow removal service. The invoice from Tovar is the total for their snow removal service this fiscal year. The library tracks their service dates and can reconcile the billing as appropriate some months later, but we've requested more punctual billing going forward.

- There was a check to Comcast that was larger than previous months (it is usually \$825 per month for Internet). The check to Comcast in May was for \$2,475, a 3-month period, March through May 2024.

B. Bills and Salaries Check Detail for May 2024. Trustee O’Keefe moved approval of the May 2024 Bills and Salaries Check Detail, as presented. Trustee Sennett seconded the motion.

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

Nay – None

Abstain – None

Absent or not voting – Sennett

MOTION CARRIED.

VI. Action Items.

A. Review and re-approval of the following policies: Policy 2: Library Administration; Appendix 2B: The Roles of the Board of Library Trustees; Appendix 2C: The Duties and Responsibilities of Trustees; Appendix 2D: Wilmette Public Library Trustees Ethics Statement; and Appendix 2E: The Duties and Responsibilities of the Director. Trustee Nealon moved approval of the proposed updates to library policies, including the Policy 2: Library Administration; Appendix 2B: The Roles of the Board of Library Trustees; Appendix 2C: The Duties and Responsibilities of Trustees; Appendix 2D: Wilmette Public Library Trustees Ethics Statement; and Appendix 2E: The Duties and Responsibilities of the Director, as presented. Trustee Sommer seconded.

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

Nay – None

Abstain – None

Absent or not voting – Di Lorenzo

MOTION CARRIED.

B. Annual Budget for Fiscal Year 2024-25. The Finance Committee met on May 29, 2024 to conduct their second review of the draft annual budget for FY 2024-25. The Finance Committee recommends approval of the FY 2024-25 budget as presented totaling \$6,602,918 for library operations for the year. Trustee O’Keefe moved approval of the final draft of the FY2024-25 Operating Budget totaling \$6,602,918, as presented. Trustee Sommer seconded.

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

Nay – None

Abstain – None

Absent or not voting – Di Lorenzo

MOTION CARRIED.

VII. Discussion Items.

A. Progress update on Strategic Facility Plan Space Needs Assessment with Engberg Anderson Architects.

Director Auston reported that staff engagement around the Space Needs Assessment (aka the Strategic Facility Plan) kicked off at Staff Development Day on Friday, April 19, where nearly 80 employees participated in a discussion of the project with a presentation with our

architect Joe Huberty. Earlier that week, the core team (including multiple managers, with trustees Fishman and O'Keefe) met with our architect and his partner Shaun Kelly on April 16 to officially kick-off our project, and again on May 9. In between these meetings, trustees comprehensively toured the library building to see challenges first-hand and to learn about some opportunities that we've been exploring. Meanwhile, staff has been discussing the project among themselves and sharing feedback with Administration in response to key question prompts built around the concepts of what aspects of the building and operations need to be preserved/retained, what spaces or services should be re-evaluated or discarded, and what spaces, services, collections or other aspects should be created as part of this project. Staff are also exploring their priorities for meeting the current and emerging needs of our community, informed by both their own firsthand experience in direct public service and/or awareness of emerging trends and the anticipated impacts of innovations driving our industry and culture.

Director Auston explained that the subject of community engagement will soon be coordinated and launched with our consultant and presented with the context of possibilities from the ideation of trustees and staff. In the meantime, the contractor team is gathering data, ranging from our anticipated space needs for collections and operations to our anticipated project materials, including furnishings, shelving, and equipment and resources previously identified for update/replacement as part of our long range capital planning. Officials recognize that in addition to the goals of this revitalization of the first and lower levels, there are building elements that are wearing and in need to update, and that there's an economy of scale and opportunity cost for including some necessary planned improvements while we have skilled trades and a construction manager already engaged on this project. From this range of topics and goals, we will eventually be presented with a menu of options to consider. We will most certainly not be able to immediately afford or accomplish all of these options as part of this project, but we'll have a better picture of our needs and aspirations, and can develop a priority list and plan for addressing the remaining details over time.

VIII. Director's Report.

Director Auston shared the following highlights from his monthly report:

- Physical circulation continued its recent pattern in May, making a strong showing on par with our monthly average this fiscal year with over 50,000 items checked out. Digital circulation also continues with its exponential growth trend (with another new record high for ebook checkouts this month, as well as second highest month ever for Hoopla). Digital circulation accounts for over 30% of our total circulation now.
- Door counts are remarkable and increasing overall, as we serve on average 650 users each day - rebounding strongly from our pandemic years, though still off the mark from our 2019 traffic.
- The library welcomed 197 new patrons in May.
- Summer Newsletter: This 16-page issue, which highlights Summer Reading in a 2-page spread, is one of the biggest projects of the year. Gathering a huge amount of content and organizing our promotions in way that best makes sense for our community is a huge project. Communications & Events manager Sarah Beth Brown devoted a significant portion of May (and April!) to designing and editing this issue, with a major

assist from graphic designer Sarah Rose and communications coordinator Lydia Fair. The issue arrived in homes on May 28, giving plenty of lead time for our well-attended and well-received kickoff concerts on June 6 and 7.

- Shelving staff was able to backshift the feature films to make room for all of the non-fiction videos in the first floor Media Room. Aarin Olson put in new shelving where we previously housed CDs. We brought all of the non-fiction videos up from the lower level. The Great Courses audio books were also brought up from the lower level. Thanks to weeding from Adult Services, all of the A/V (except for new items) are now in the Media Room. There is signage on the lower level indicating the change, and the location has been updated in the catalog. Updated signage for the Media Room will be created and installed shortly.
- We added two outdoor movie kits with projectors and screens to the Library Things collection in May. Jessica Thomson has also been learning about and selecting board games for the Library of Things collection at local game shop Heroines and Heroes.
- Technical Services has been busy providing collection data to managers and selectors in anticipation of project to right-size the collections ahead of the possible renovation of the first floor and lower level.
- At the RAILS Electronic Subscription Managers Meeting on May 30, Lauren Kelly learned about details of the upcoming Illinois State database contract (though it has not officially been announced). This online collection will greatly expand our EBSCO research resources and allow the library to save some costs with a few duplicates covered by this state contract.
- May is always an exciting time for the library, as in addition to an active roster of ongoing programs and services, we prepare for two key transitions marked by the end of the traditional school year: exam season and early promotion of Summer Reading Clubs. Anyone visiting the library in the final days of May discovered high school students studying for exams tucked into nearly every available corner. Public service staff and safety staff worked to set a tone of welcome, assisting with resources, technology, and spaces. The Auditorium, Small Meeting Room, Youth Program Room, and lower level Project Rooms were converted into open study spaces for drop-in use to offer additional collaboration areas.
- Youth Services librarians (along with peers from Adult and Digital and Maker Services) participated in multiple outreach and school engagement visits, sharing our Summer Reading Club promotions with around 3,360 students in the community.
- For the first time, Wilmette Library tabled at the Village's Human Relations Commission's Asian American and Pacific Islander Heritage Month Festival. Eti Berland, Angie McCarver, and Sabrina Nizzi shared library resources, information about the Studio, including free sewing kits, activities and crafts, and brought many books to check out. The library was invited to attend this program by the Village's Human Relations Commission after hearing about the success of their Lunar New Year celebration. Over 90 people stopped by their table!
- Staff made 50 deliveries of library materials to residents living at Mallinckrodt, Mather Senior Living and independent living residences. This large number is most likely due to the extra delivery date in May, as well as to enrolled patrons wanting books "for the long holiday," as reported by one resident.
- See pages 12 and 13 of the Director's Report for details about Genealogy and Local History Librarian EvaAnne Johnson's work on the Illinois State Historical Records

Advisory Board (ISHRAB) and her efforts to promote and support digitization and archival projects throughout Illinois.

- A popular virtual program this month was Naming Chicago Neighborhoods with The Chicago History Museum. Patrons continue to express interest in general and local history, and we were pleased to have 60 patrons joining us on Zoom, including 10 patrons who watched together from Chestnut Square, an Assisted Living community in Glenview.
- The library hosted 5 very well attended programs for our Focus on Japan cultural series in May, which was supported by Adult Services staff curating related books and media to display during program events.
- In May, the Studio team had 319 reference interactions in the space, including 49 Studio tours. The response of patrons has continued to be overwhelmingly positive. Many folks are excited about the transformed space and seem inspired about what they can create using the Studio's tools and equipment.
- The IT team completed several key projects including: PCI compliance, QuickBooks upgrade, implementation of the new Schedule3W staff scheduling platform, and research of a ticketing system for IT and Facilities staff.
- Facilities completed projects including window replacements and tree trimming.
- Youth Services Librarian Sarah Jo Zaharako was promoted to Community Engagement Librarian effective May 12, 2024. In this newly developed role, Sarah Jo will build and cultivate partnerships with community members, social service agencies, and equity-focused organizations to infuse equity, diversity, inclusion, and accessibility into our programs, resources and events. Sarah Jo has spearheaded numerous initiatives to ensure that our library is a welcoming and accommodating space for all, such as, Let's Learn Together, a set of programs and tools designed to provide a framework for discussing complex topics and social issues, and Meet Your Library Welcome Visits, a program that welcomes families of special needs individuals.

IX. Committees - Report on Meetings.

A. ILA / RAILS Updates.

Director Auston shared information with trustees via email about their ability to receive ILA/RAILS weekly communications.

X. 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 27 – July 2, 2024 in San Diego, CA: <https://2024.alaannual.org/> for more information on United for Libraries programs and training opportunities offered for Trustees, see <http://www.ala.org/united/>.

XI. New Business. None.

XII. Adjournment.

Trustee Fishman moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:10pm.

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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