



MEETING MINUTES

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:30pm.

PRESENT: Trustees Cox, Di Lorenzo, Fishman, O'Keefe, Sennett, Director Auston

ABSENT: Trustees Nealon, Sommer

VISITORS: Laurie Leibowitz – League of Women Voters

STAFF: Cathleen Blair, Sandra Discepolo, Linnea Lundberg, Marcos Levy

II. Review draft of June 18, 2024 Regular Board Meeting Minutes. Trustee O'Keefe moved approval of the June 18, 2024 Regular Board Meeting Minutes, as corrected. Trustee Sennett seconded the motion. There was no discussion.

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

Nay – None

Abstain – None

Absent or not voting – Nealon, Sommer

MOTION CARRIED.

III. Public Comment. None.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Report for June 2024. Trustee O'Keefe shared the following report in trustee Sommer's absence:

- There was a general fund CD that matured right at the end of the month and this was not captured in the CDs spreadsheet. This will be updated in next month's report. We reinvested a 3.15% two-year CD with a 5.1% two-year CD.
- Director Auston previously reported that the library was projecting FY2023-24 expenses would be about 98% of the approved budget (the FY 2023-24 budget included GF deficit spending of \$537,182), which would result in estimated deficit spending of \$370,000 at year-end on June 30, 2024. However, on the Profit and Loss statement (General Fund only), at the bottom, the net loss for the General Fund for the year is actually only \$24,087. Also, for all funds, the library had a net income of \$48,000. Director Auston's estimate was calculated by taking the total over/under budget amount of the expenses only of \$159,000 (at the bottom of the GF only PL statement) and subtract this from the budgeted deficit of \$537,000. This totals approximately \$378,000 in deficit.

This calculation did not consider the income items that came in higher than budgeted. Specifically, interest income was \$163,000 higher than budgeted and taxes collected were \$195,000 higher than budgeted. Income from CDs as well as from the municipal money market accounts are the reason for the increase in interest income.

All things considered, this is very good news as it means there was essentially very little deficit spending for the General Fund and will have a long-term positive impact when the library's independent financial analyst does our financial projections in the fall.

- B. Bills and Salaries Check Detail for June 2024. Trustee O'Keefe moved approval of the June 2024 Bills and Salaries Check Detail, as presented. Trustee Di Lorenzo seconded the motion. There was no discussion.

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

Nay – None

Abstain – None

Absent or not voting – Nealon, Sommer

MOTION CARRIED.

VI. Action Items.

- A. Ordinance No. 2024/25-212, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024-25 in Tentative Form. This ordinance is the second step of the Library's annual budget process following the approval of the FY2024-25 Budget on June 18, 2024, 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 20 Regular Meeting. Trustee Sennett motioned approval of Ordinance No. 2024/25-212, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024-25 in Tentative Form, as presented. Trustee Cox seconded.

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

Nay – None

Abstain – None

Absent or not voting – Nealon, Sommer

MOTION CARRIED.

VII. Discussion Items.

Director Auston provided a narrative overview of progress on the Strategic Facility Plan Space Needs Assessment to date, and summarized the most recent meeting of the core team, where members of the board and leadership team met with architects Joe Huberty and Shaun Kelly to evaluate 3 scenarios that capture the highest impact of the suggestions and feedback that we've received from the community, staff, and trustees to date – all while estimated to cost around the board's targeted \$3M threshold. Also explained was that the \$3M figure that has been quoted for nearly 10 years has never been adjusted for inflation, and recognizing that for slightly more investment we may be able to accomplish significantly

more for our community and staff. The next steps in the process will include an updated draft of a baseline scenario for us to review, which will be followed by a series of community engagement meetings and opportunities to provide feedback on the proposed project and its goals. Leadership staff will be meeting to further work on their goals and expectations so the library can help the architect better articulate our vision and outcomes.

VIII. Director's Report.

Director Auston highlighted a number of details across all departments, including the close of our fiscal and statistical year (select staff are in the process of compiling and sharing statistics as part of the Illinois Public Library Annual Report (IPLAR)), strong performance and attendance numbers in June, an overview of our digital collections, updates and activities from our TS team in making our collections for consistently findable and useful, updates on [Find More Illinois](#), continued extraordinary community engagement and outreach efforts, progress on our Summer Reading Clubs, work on 3 key technology projects (including the forthcoming replacement and upgrade of the public and staff computer systems and software), and work to improve our building and grounds.

IX. Committees - Report on Meetings.

A. ILA / RAILS Updates. No report.

B. Intergovernmental Cooperation Committee Update. No report.

X. Information Items.

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

XI. As a requirement of the Illinois Public Library Annual Report (IPLAR) the Board Minutes Secretary's Audit Committee is required to review minutes of the WPLD Board of Trustees meetings of FY 2023-24 prior to the August meeting.

XII. New Business. None.

XIII. Adjournment.

Trustee Fishman moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:30pm.

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