

MEETING MINUTES

I. Call to Order and Roll Call.

Vice President O’Keefe called the meeting to order at 6:30pm. Trustee Di Lorenzo called the roll.

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

ABSENT: Trustee Fishman

VISITORS: Izzy Cox; Joe Laudont – Lauterbach & Amen LLP; Liz Seager – League of Women Voters

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

II. Public Comment. None.

III. Review draft of September 17, 2024 Regular Board Meeting Minutes. Trustee Sommer moved approval of the September 17, 2024 Regular Board Meeting Minutes, as presented. Trustee Sennett seconded the motion. There was no discussion.

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

Nay – None

Abstain – None

Absent or not voting – Fishman

MOTION CARRIED

IV. Presentations. FY 23-24 Annual Audit Presentation. Joe Laudont, audit manager at Lauterbach & Amen LLP, presented the Independent Auditors’ Report, provided an overview of the FY 23-24 Annual Financial Report and its findings, and addressed any questions from the Board. The library had a clean audit with a positive recommendation and acknowledgement from the audit team. That said, trustees and staff found a few immaterial errors in the report and decided not to approve the report until those errors were corrected. The final audit report will be approved at the November 19 meeting, and be subsequently published on the WPLD website: <https://www.wilmettelibrary.info/about-us/about-the-library/library-finances-budget-overview>

V. Treasurer's Report.

A. Financial Report for September 2024. Trustee Sommer shared her report:

- There were no tax revenues in the month of September.
- Interest income continues to be robust and, as a result, the General Fund interest income is at 85% of budget as of the end of September. I am grateful we are

taking advantage of these good rates while we can as they will not continue indefinitely.

- In the Notes to the financial statement, the General Fund interest was \$31,125 and the Special Reserve Fund interest was \$28,403. In addition to this there was \$2,641 in the IRMF/FICA's interest portion of the total Max Safe account interest included in the report. This number appears fairly consistent month over month.
- There were a number of checks labeled like "21500 · FNBO - AA - xx3602" on pages 11 and 12 of the check detail, and are different looking than the regular checks. These are credit card payments. The "FNBO" refers to our vendor First National Bank of Omaha and the second initial refers to the cardholder (in this case AA is Anthony Auston). These payments are made directly online to the credit card after we pay the vendors. The payments are then debited from our bank account.
- There are a number of checks to ProQuest. Due to limits on the credit cards this month, we processed an invoice with a series of separate payments until we paid the whole invoice.

B. Bills and Salaries Check Detail for September 2024. Trustee Di Lorenzo moved approval of the September 2024 Bills and Salaries Check Detail, as presented. Trustee Nealon seconded the motion.

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

Nay – None

Abstain – None

Absent or not voting – Fishman

MOTION CARRIED.

VI. Action Items.

A. Resolution No. 2024/25-216: National Friends of Libraries Week 2024 Proclamation.

Wilmette Public Library continues to be grateful for the support of our volunteer affiliate organization and what they do to support and supplement our regular funding.

Vice President O’Keefe read the proclamation declaring the week of October 20-26, 2024 as Friends of the Library week in Wilmette Public Library District, and encouraged everyone to join the Friends of the Library (whether as members, donors, or supporters – either here at WPL or their own local public library). O’Keefe thanked the Friends for all that they do to help make the library and community better. Trustee Sommer moved approval of Resolution No. 2024/25-216: National Friends of Libraries Week 2024 Proclamation, as presented. Trustee Sennett seconded.

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

Nay – None

Abstain – None

Absent or not voting – Fishman

MOTION CARRIED. *The Resolution is attached.*

- B. Holiday Closings for Calendar Year 2025. Trustee Cox moved approval of the Holiday Closings for Calendar Year 2025, as presented. Trustee O’Keefe seconded.

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

- Nay – None

- Abstain – None

- Absent or not voting – Fishman

- MOTION CARRIED

- VII. Discussion Items.

- A. Summary of Finance Committee meeting of October 2, 2024, and discussion of draft Ordinance No. 2024/25-213, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024/25, for a total of \$6,573,818. Trustee Sommer reported that on October 2, the Finance Committee met to discuss the levy ordinance for FY2024-25, which included a presentation by long range public finance consultant Andrew Kim, who presented levy scenarios and their related financial projections for the General Fund operating budget as well as taking into consideration the proposed renovation project and its impact on the Special Reserve Fund. Sommer noted that Kim’s report included one small error on the numbers included for the General Fund for the FY2024-25 budget; the property tax levy should be listed as \$5,677,700, and we have budgeted a deficit of \$355,000. In conclusion, looking at the financial projections, the Finance Committee agreed to put to the board as a whole a recommendation of a 4.9% increase over last year’s noting, however, that CPI was 3.4% but by requesting 4.9%, the library will be able to capture available new property. Introductory information was appended to board packet, and also to the committee materials (posted on the website: <https://www.wilmettelibrary.info/about-us/board-of-trustees>). The Board is expected to take action on this item at the November 19, 2024 Regular Meeting. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December.

- VIII. Director's Report. Director Auston highlighted a number of details across all departments, including the significance of Freedom to Read Week, and the related role of our elected board of trustees in approving the updated Collection Management Policy which protects our collections from censorship/banning. Auston also reported on the community partner program “I Hate Politics! How to Explain to Kids Why Civic Engagement Matters” (to be held October 18), activities in support of Library Card Signup Month, statistics from the past month, CCS new members/downtime, select program highlights, staff training, news of our newly hired Assistant Director Renee Grassi, and more.

- IX. Committees - Report on Meetings.

- A. ILA / RAILS Updates. No report for ILA or RAILS.

- B. Intergovernmental Cooperation Committee Update. No report.

- X. Information Items.

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

B. Three seats on the seven-member WPLD Board of Trustees will be open for the Tuesday, April 1, 2025 election. All seats will be for a full four-year term expiring in April 2029. Election packets containing petition forms and instructions are available in Administration. Completed nomination papers may be filed on weekdays from Tuesday, November 12, 2024 through Monday, November 18, 2024 10:00am – 5:00 pm in Administration. <https://www.wilmettelibrary.info/election-information>

XI. New Business.

XII. Adjournment.

Trustee Di Lorenzo moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:11pm.

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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