

## WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, October 19, 2021 at 6:30 pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf.  
Director Auston was physically present at the Library.

ELECTRONIC VISITORS: Georgia Gebhardt, Elizabeth Seager - League of Women Voters – Wilmette;  
PUBLIC: Margo Chambers, Gayle Justman, Laura Silverstone, Mary Lawlor  
STAFF: Marti Bellefontaine, Patsy deVuono, Kim Hegelund, John Risko

- I. Call to Order and Roll Call.  
President McDonald called the meeting to order at 6:31 pm. Director Auston called the roll.
- II. Public Comment.  
Resident Mary Lawlor spoke to the tax levy and the annual transfer from the general fund to the special reserve fund requesting trustees make sure they have an understanding and rationale for it.
- III. Review draft of Minutes.  
Trustee Wolf moved approval of the minutes of the September 21, 2021 Board meeting as presented. Trustee Fishman seconded the motion. There was no discussion.  
Aye – Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf  
Nay – None  
Absent or not voting – None  
MOTION CARRIED.
- IV. Presentations.  
Brad Porter, Partner at Lauterbach & Amen LLP, presented the annual Independent Auditors' Report, provided an overview of the FY20-21 Annual Financial Report and its findings, and addressed questions from the Board. Trustees received copies of the report material prior to the meeting. The Library received a clean audit and praise from the auditor regarding the Library's internal controls and overall financial management. While the content of the audit is complete and substantially correct, there are a few remaining details to be updated in the final report. The report will be posted to the website when complete.
- V. Treasurer's Report.
  - A. Financial Reports for September 2021.  
Trustee Sommer noted the WPLD has started receiving real estate tax revenue. General Fund expenses at 21.74% are below the expected three-month rate of 25.0%, but at this point in the fiscal year these variances are due to timing of expenses. There were no unexpected expenditures.
  - B. Bills and Salaries Check Detail for September 2021.  
Treasurer Sommer moved approval of the September 2021 Bills and Salaries Check Detail. Trustee Wolf seconded the motion.  
Aye – Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf  
Nay – None  
Absent or not voting – None  
MOTION CARRIED.

VI. Action Items.

A. Holiday Closings for Calendar Year 2022. President McDonald noted two additional federal holidays (Juneteenth and Indigenous Peoples' Day) have been added; WPLD will not be closed on these holidays, but will host associated educational programs. President McDonald moved approval of the holiday closings for calendar year 2022 as presented. Trustee Wolf seconded.

Aye - Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED.

VII. Discussion Items.

A. Summary of Finance Committee meeting of October 5, 2021, and discussion of draft Ordinance No. 2021/22-202, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020/21, for a total of \$5,428,251. The proposed draft levy for 2021/22 was presented at the October 5, 2021 Finance Committee meeting, and reflects the same total as the 2018/19, 2019/20, and 2020/21 levies for a \$0 increase. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday of December. The Board will hold another Finance Committee meeting in early November to continue discussion of the draft levy.

B. Capital Repair Project/Construction Closure Update.

The project is mostly complete at this point. Details remain in the Shelving/Parking Lot Pickup Room and the Fire Alarm and Access Control systems have a few remaining punchlist details. The current timeline for key trades and sub-projects includes the following accomplishments and estimates:

- Masonry and tuck pointing: complete
- Roofing work: complete
- Lower-level drain tile project: complete
- Security/Access Control systems: cabling and hardware installation substantially complete, training and finish work estimated to be complete by October 30
- Fire Alarm system: cabling installation complete, hardware remains on backorder due to supply chain issues, estimated completion in November/TBD, current/primary system remains operable
- Electrical distribution project: complete
- Electrical panel relocation/replacement: complete
- Parking lot repairs/re-striping: complete

VIII. Director's Report.

Director Austin noted his report included additional steps that staff has taken this past month in meeting Strategic Plan goals, updates to our collections, programs, and service updates. The Director's Report included notes about our forthcoming print newsletter for November/December, the new website (launched on October 5), the return of indoor programming, Library Card Signup Month (350 new cards were issued in September), the Welcome Desk, delayed delivery of the Automated Material Handling system (now due in late November), increasingly "normal" or better-than-normal statistics including door counts (September was our second busiest month in 2021), acquisition of over 3500 items in Technical Services, and total monthly circulation of 64,184 physical items (up 16% from 2020, and up 8% from 2019), forthcoming author events, the wonderful article about the Friends in the Record North Shore (and their outdoor book sale Saturday, October 23), and more.

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. Trustee Nealon reported ILA's 2021 Annual Conference had an informative program for

trustees, a property tax levy presentation, a program regarding community engagement and advocacy, as well as a segment regarding working with legislators. Director Auston noted RAILS has provided updated findings from the REALM study which can be found in the RAILS link below. WPLD has joined the RAILS-sponsored *Explore More Illinois* museum pass program in which Wilmette Library cardholders can receive free and discounted admission to cultural attractions in Illinois by visiting the *Explore More Illinois* website, inputting their library card, and printing a pass from home. This program is in addition to the *Museum Adventure Pass* program.

ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>

RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>

X. Information Items.

A. Communication. President McDonald noted the comments from the suggestion box were distributed to trustees and have been addressed.

B. President McDonald has appointed Trustees Nealon & Wolf to represent WPLD on the new Village-wide Intergovernmental Cooperation committee.

C. The Wilmette League of Women Voter's biennial "State of the Village" event will be held on Wednesday, November 10, 2021 at 7:00pm at Mallinckrodt Community Center. The Presidents of each of Wilmette's local governing boards will provide information and answer questions about local government. This year's event will not include dinner.

D. The Village of Wilmette will celebrate its 150<sup>th</sup> birthday in 2022. The Sesquicentennial Planning Committee, with members from the Village, Parks, Library, Historical Society, and other community organizations and representatives is planning the event calendar for the yearlong celebration. Learn more at: <https://wilmette150.org/>.

E. The fall *Meet the Author* event will be held Wednesday, December 1, 2021 at 7:00pm via Zoom with Omar El Akkad, author of *What Strange Paradise*. Learn more about this event, and register to attend, on our website: <https://wilmette.libnet.info/event/5641870>.

XI. New Business / Old Business.

A. None.

XII. Adjournment.

Trustee McDonald moved to adjourn the meeting. Trustee Wolf seconded the motion. MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:14 pm.

---

President  
Board of Library Trustees of the  
Wilmette Public Library District, Cook County, IL

---

Secretary  
Board of Library Trustees of the  
Wilmette Public Library District, Cook County, IL