

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, November 16, 2021 at 6:30 pm in the Auditorium

PRESENT: Trustees Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf, and Director Auston.

ABSENT: None

VISITORS: Georgia Gephardt - League of Women Voters – Wilmette

STAFF: Marti Bellefontaine, Linnea Lundberg, 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. None.

III. Review draft of Minutes.

A. Trustee Wolf moved approval of the minutes of the October 19, 2021 Board meeting as presented. Trustee Sommer 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. None.

V. Treasurer's Report.

A. Financial Reports for September 2021.

Trustee Sommer noted General Fund expenses at 31.29% are below the expected four month rate of 33.33%. Several accounts show expenses higher than the four-month rate, but at this point in the fiscal year these overages are all due to timing of expenses. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for October 2021.

Treasurer Fishman moved approval of the October 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. Summary of Finance Committee meeting of November 8, 2021, and review and approval of draft Ordinance No. 2021/22-202, An Ordinance Levying Taxes for Library Purposes for the fiscal year 2021/22, for a total of \$5,428,251. The proposed draft levy for 2021/22 was first 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 in December. Trustee Wolf moved

approval of Ordinance No. 2021/22-202, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/22 for a total of \$5,428.251, as presented. Trustee Fishman seconded the motion.

Aye – Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED. *The ordinance is attached.*

B. Resolution No. 2021/22-209, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District’s 2021 Levy. Trustee Sommer moved approval of Resolution No. 2021/22-209. Trustee McDonald seconded. There was no discussion.

Aye – Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED. *The resolution is attached.*

C. Resolution No. 2021/22-210, Authorizing Transfer to Special Reserve Fund. The amount to be transferred (\$1,800,000) is within the amount allocated in the approved 2021-22 Budget and Appropriation Ordinance. Trustee Sommer stated in the November 8, 2021 Finance Committee meeting attended by all Board members, a transfer from the General Fund to the Special Reserve Fund in the amount of \$1,800,000 was discussed. Trustee Sommer summarized that discussion: The Fund Balance section of the Financial Management policy passed by the Board in March suggests maintaining 6-12 months’ worth of operating revenue in the General Fund. This would require maintaining a balance of between 3 and 6 million dollars. As of the end of October, the General Fund balance was approximately 8.8 million dollars. In order to more gradually bring the General Fund balance in line with the Financial Management policy, the Board discussed replenishing the Special Reserve Fund with an amount equal to \$1.8 million, which is approximately what was budgeted/spent for the 2021 Capital Repair Project. The \$1.8 million transfer was pared back from the original estimate of \$3.75 million, discussed during the appropriation and long range financial projections. The long-term Special Reserve Fund Plan has anticipated expenditures of approximately \$7.7 million over the next 20 years, so additional transfers will be necessary. Using this approach, the Library would gradually bring down the General Fund reserves in line with the fund balance policy through deficit spending and transfers to the Special Reserve Fund. Trustee Wolf moved approval of Resolution No. 2021/22-210 Authorizing Transfer to Special Reserve Fund as presented. Trustee Fishman seconded.

Aye – Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED. *The ordinance is attached.*

D. Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2021 - December 31, 2022, for a contract total of \$50,575. The LIRA insurance pool provides coverage for 59 public libraries in Illinois. The Library has been a member since 2017. The expiring annual agreement totaled \$46,853.

Trustee Sommer moved approval of the Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2021 - December 31, 2022 for a contract total of \$50,575. Trustee Fishman seconded the motion.

Aye – Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED.

E. Cancellation of December 2021 Regular Board Meeting. The meeting is scheduled for Tuesday, December 21, 2021. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 18, 2022. Trustee Wolf moved that the Board of Library Trustees cancel the previously scheduled Tuesday, December 21, 2021 Regular Board Meeting and resume business at the next Regular Board Meeting on Tuesday, January 18, 2022. Trustee McDonald 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.

VII. Discussion Items.

A. Capital Repair Project/Construction Closure Update.

The project is substantially complete at this point. Details remain with some hardware for the new fire alarm system. After the fire alarm system is complete, additional finish work/punch list items will remain. The project is under budget and completion is expected by the end of the year.

VIII. Director’s Report.

Director Auston noted the RFID project has an anticipated automatic material handling (AMH) system installation of the week of December 13. The AMH/shelving room, computer equipment, and staff are ready for installation and training. Director Auston also noted the following from his report:

- WPLD’s second story walk has been installed. This one permanently located in Hibbard Park, as part of a partnership with Wilmette Park District.
- With nearly 13,000 visitors, October was third busiest month of 2021.
- The Welcome Desk greeted 3,100 patrons directly. The new, more permanent desk is due for installation in December.
- Added to the collections in October were 3,000 digital items, as well as 3,000 physical items.
- Shelving staff has completed shifting and organizing of the non-fiction collections on the lower level to accommodate the oversized collection.
- By popular request, Circulation is selling a new canvas tote bag.
- 134 residents received new library cards, 20 online. 6,800 holds were processed in October, which is just slightly under October 2019’s 7,000 holds.
- Select programming is being reintroduced in-person in the building.
- The new website continues its development.
- The second print issue of the monthly newsletter was in mailboxes in late October and

includes spotlights on author events as well as streaming and downloadable services.

- Tonight's Board meeting is the first in-person Board meeting since February 2020, and is using new equipment which facilitates livestreaming via YouTube. This may enable other library programs/events to livestream as well.
- The *Explore More Illinois* museum and adventure pass is now available to WPLD cardholders.
- New staff members include Anne Prohov at the Welcome Desk, and Jesus Maldonado and Megan Noone are joining Circulation. Recruiting efforts currently include a new Digital Services Assistant, Safety Monitor, and Assistant Director.

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. No report this month.

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

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

B. Summary of new Village-wide Intergovernmental Cooperation Committee meeting on Thursday, November 11, 2021. Trustee Nealon reported the inaugural meeting of the committee addressed expectations and communications. Also important to the committee were themes such as sustainability, a welcoming community, mental health, youth services, communications, and sharing information with strategic plan stakeholders.

C. The Policy Committee will meet in December (date to be determined) to review draft policies.

X. Information Items.

A. Communication. President McDonald noted there was one complimentary comment from the suggestion box from a young patron.

B. For Thanksgiving, WPLD will close at 5:00pm on Wednesday, November 24 and remain closed on Thursday, November 25. For Christmas, WPLD will be closed on Friday, December 24 and Saturday, December 25. For the New Year, WPLD will be closed Friday, December 31 and Saturday, January 1, 2022.

C. The Wilmette League of Women Voters partner book discussion program with WPLD will meet on Wednesday, November 17 at 11:00am. November's selection is *Oak Flat: A Fight for Sacred Land in the American West* by MacArthur Genius Award Recipient Lauran Redniss.

D. The Village of Wilmette will celebrate its 150th 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 Sommer moved to adjourn the meeting. Trustee Nealon seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:27 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

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