

## WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, February 15, 2022 at 6:30 pm via remote audiovisual conference

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

ELECTRONIC VISITORS: WPLD STAFF: Marti Bellefontaine, John Risko, Jessica Thomson, and Leah White

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:36 pm. Director Auston called the roll.

II. Public Comment. None.

III. Review draft of Minutes.

Trustee Sommer moved approval of the minutes of the January 18, 2021 Board meeting as presented.

Trustee Wolf 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. Introducing Assistant Director Leah White.

Director Auston introduced Assistant Director Leah White, who joins the library in a newly-created position which will oversee five public service departments including Youth Services, Adult Services, Shelving/Switchboard, Circulation, and Digital Services.

V. Treasurer's Report.

A. Financial Reports for January 2022.

Trustee Sommer noted several items: 1) income received from replacement taxes (PPRT) is greater than was estimated in the budget and will be assessed with historical data and trending when the next budget is drafted; 2) property/casualty insurance will be included in the special liability fund budget going forward along with other non-discretionary insurance expenses; 3) CD interest rates have recently increased from less than 1% to over 1.5%, and new CDs have been purchased; and 4) the previously approved transfer of funds from the General Fund to the Special Reserve Fund is complete. Total General Fund expenses at 54.59% are below the expected seven-month rate of 58.3%. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for January 2022.

President McDonald moved approval of the January 2022 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. None.

## VII. Discussion Items.

### A. 2021 Capital Repairs Project Update.

The project is substantially complete. Testing and inspection of a few items still remain, including the pending late opening for the fire alarm system testing and staff safety drill. There are a few remaining back-ordered devices to be installed. The current punch list includes:

- Completion of remaining patching and painting/finish work
- Remaining replacement ceiling tiles
- Upgrade of 3 exterior security cameras (on order)
- Replacement of exit/panic bar door hardware (on order)
- Replacement of exterior curtain wall pressure plates/glazing work (seasonal, post-project)

Additional information specific to the construction project is posted on the project page:

<https://www.wilmettelibrary.info/2021-capital-repairs-project>

## VIII. Director's Report.

A. Director Auston's report included additional steps that staff took this past month in meeting Strategic Plan goals, updates to the collections, programs, and service updates. Director Auston noted the following highlights from his report:

- Wilmette 150 officially kicked-off with Winterfest, which drew nearly 1,000 patrons to the library on Saturday, February 12. We hosted activities for all ages, including local history trivia, an indoor storywalk, an ice lantern maker activity, and visit by special guest Elsa, the snow queen. The Library was also a featured stop in the village-wide ice sculpture exhibit. Friends of the Library hosted a pop-up book sale, selling nearly 400 books that day.
- For attendance perspective, the library had just over 11,000 visitors to the Library in January (averaging 367 patrons/day). In pre-pandemic times, the average was about 800 patrons/day.
- With nearly 54,000 items checked out in January, circulation is looking much closer to pre-pandemic numbers already (past Januarys averaged 60,000 items).
- Almost 50% of circulation is now done via self-checkout, with the majority in Youth Services which is our highest use collection by category.
- We continue to see high user engagement, with 2/3 of our registered cardholders active in the last 6 months.
- Winter Reading Clubs continue through February.
- Maker appointments are being offered to staff so that all staff have access to and knowledge of Maker equipment.
- Training and resources are being enhanced to make quality videos for both programs and meetings.
- The EZProxy server project is now running and has enhanced the accessibility of our subscription databases.

## IX. Committees – Report on Meetings.

### A. ILA / RAILS Update.

- Trustee Nealon will share a RAILS podcast on strategic planning shortly.
- ILA's Presidents' Day Legislative Meet-Up is February 21, 2022 from 9-10:30am via Zoom virtual conference. For more information, see <https://www.ila.org/events/legislative-meet-ups>. Contact Director Auston if you wish to attend.

- Trustee Sommer will share, and encouraged Finance Committee members to watch, RAILS webinar on inflation and budgeting. Director Auston noted the Attorney General’s Open Meeting Act (OMA) training portal is open, required by all trustees, and is due by March 31, 2022. Freedom of Information (FOIA) training is also available, though not required for trustees.

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 have been addressed.

B. The President’s Day Legislative Meet-Up 2022, see above.

C. 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: <http://wilmette150.org/>.

D. The Public Library Association (PLA) Conference is March 22-26 in Portland, Oregon. See <http://placonference.org/> for more information. Contact Director Auston if you wish to attend the virtual conference.

XI. New Business / Old Business.

A. Trustees discussed and decided to meet virtually for the next WPLD Board meeting on March 15, 2022.

B. Trustees and leadership team staff will meet in person for an off-site strategic planning retreat on Thursday, March 10, 2022 from 9-1pm. Location to be determined.

XII. Close Open Meeting and convene in Closed Meeting. The purpose of the Closed Meeting is to discuss the annual review of the director’s performance in compliance with 5 ILCS 120/2(c)(1). Trustee Wolf moved to adjourn the meeting to discuss the director’s evaluation. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED. The meeting adjourned at 7:27pm.

XIII. Close Closed Meeting and reconvene in Open Meeting. The purpose of the Open Meeting following a Closed Meeting is to summarize in Open Meeting the discussions from in Closed Meeting and then to endorse these actions. WPLD Board President Lisa McDonald reconvened the Open Meeting at 9:04pm and summarized the Board’s plan to increase the Director’s compensation by 5% to \$138,600, retroactive to July 1, 2021. The Director’s salary will be reviewed on an annual basis in conjunction with the start of each fiscal year. The Board thanked Director Auston for his accessibility and innovation during a tumultuous time.

XIV. Adjourn Open Meeting. Trustee Wolf moved to adjourn the meeting.  
Trustee Fishman seconded the motion.  
MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 9:05pm.

---

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

DRAFT