

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

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

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

ELECTRONIC VISITORS: Elizabeth Seager (LWV – Wilmette);

WPLD STAFF: Marti Bellefontaine, Kim Hegelund, Marcos Levy, Linnéa Lundberg, John Risko,
Jessica Thomson

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:32 pm. Director Auston called the roll.

II. Public Comment. None.

III. Review draft of Minutes.

Trustee Sommer moved approval of the minutes of the February 15, 2022 Board meeting as presented. Trustee Fishman seconded the motion. There was no discussion.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for February 2022.

Trustee Sommer noted several items from the Financial Report footnotes: 1) General Fund expenses at 62.24% are slightly below the 8-month rate of 66.6%; 2) income received from replacement taxes (PPRT) continues to run ahead of budget; 3) the Capital Repairs Project 2021 is substantially complete and under budget; 4) CD rates are rising which is good news for investments; and 5) the noted \$1,715,971.73 net loss includes disbursements from the Special Reserve Fund and also as of the end of January the year-to-date loss is \$375,000 less than the end of January mostly due to the receipt of real estate taxes. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for February 2022.

Trustee Wolf moved approval of the February 2022 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED.

VI. Action Items. Approve and ratify Director's Salary.

President McDonald noted the February 15, 2022 Closed Meeting to evaluate Director Auston's performance and salary was never ratified and voted on in Open Meeting. To that end, President

McDonald summarized the Board's plan to increase Director Auston's compensation by 5% to \$138,600, retroactive to July 1, 2021. Going forward, the Director's salary will be reviewed on an annual basis in conjunction with the start of each fiscal year as discussed in the February 15, 2022 Closed Meeting. Trustee Sommer moved to approve and ratify increasing the Director's salary consistent with the summary discussion at the last board meeting. Trustee Wolf seconded.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED.

VII. Discussion Items.

A. 2021 Capital Repairs Project Update. On Friday, March 11, the Library opened at noon allowing contractors and inspectors to test and inspect the new fire alarm and safety systems. Scheduled staff were able to experience the new systems, hearing the new alarm and announcement, and to participate in a building evacuation safety drill. The electrical systems still require final testing and inspections. This project will be coordinated before public hours and will not affect open hours/operations.

The remaining punch list includes:

- 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>

B. Summary of Strategic Planning Retreat, March 10, 2022. All 7 trustees and all 11 members of the Leadership Team attended the retreat at Lakeview Center in Gillson Park. The day began with an exercise to get to know one another followed by a review of key demographic data about our community to better understand who we serve. Attendees then reviewed Wilmette Library's challenges and successes these past several years, before looking at emerging trends in public libraries both locally and nationally. Next, each member of the Leadership Team provided an overview of their departments, who they serve, how they serve, and specifically shared 3 challenges that they hope to resolve through the next Strategic Plan. The group then turned to thinking about the attendees' aspirations for our community and library, in an effort to identify key objectives for the next plan. This data is currently being compiled for the committee's review before next steps are planned, including staff and public engagement. The goal is to approve the final plan later this year.

C. Schedule a Finance Committee Meeting. Director Auston will send a poll to schedule a Finance Committee meeting to review the first draft working budget for the 2022-2023 fiscal year (July 1, 2022- June 30, 2023).

VIII. Director's Report.

A. Director Auston noted the following from his report:

- On February 12, the Village kicked off its year-long Sesquicentennial celebration with WinterFest. Drop-in activities at WPLD that day included ice lantern making, an interactive indoor Storywalk, a snowflake paper craft, a visit from Elsa the Snow Queen, as well as a Wilmette timeline trivia game. Nearly 1,000 people came to enjoy

WinterFest activities at WPLD. Besides WinterFest, attendance trending shows an increase of about 100 people per day.

- WPLD, in conjunction with state and local institutions and agencies, has relaxed the mask mandate in order to promote a mask recommended environment, effective February 28, 2022. Precautionary measures are changing allowing WPLD to reintroduce spaces and services to the public. Acrylic barriers have been removed. Programming is evolving. However, some programs may remain virtual as agreements and comfort levels of performers and participants change.
- RFID on self-checkout machines was activated this past month. Staff made a video to help instruct and promote its usage. Even though door counts are about half of pre-pandemic counts, circulation stats indicate WPLD is back to 88% of pre-pandemic circulation. WPLD has 14,380 registered library cards active in 9,717 households! Statistical data shows 68% of those cards have been used in the last year alone.
- The Winter Reading Clubs closed at the end of February. While Winter Reading has increased since last winter, staff will be working on ways to improve outreach for next year's winter reading program.
- WPLD is actively seeking its next Digital Services Manager:
<https://www.wilmettelibrary.info/about-us/employment>

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Nealon shared about legislative issues happening at both the state and national levels. Trustees Wolf and Nealon attended the Intergovernmental Cooperation Committee meeting on March 1, 2022, where green initiatives and sustainability were topics.

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 Public Library Association (PLA) Conference will be held March 22-26 in Portland, Oregon. See <http://placonference.org/> for more information.
- 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 selection for WPLD's annual, "One Book, Everyone Reads" (OBER) series, sponsored by the Friends of the Wilmette Public Library, is Dawn Turner's novel, *Three Girls from Bronzeville*. Ms. Turner will discuss the book with the community online on Wednesday, May 11 at 7:00pm. Visit www.wilmettelibrary.info/onebook for updates and all OBER-related events.

XI. New Business.

None.

XII. Adjournment.

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

The meeting adjourned at 7:08pm.

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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