

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, June 21, 2022 at 6:30 pm in the Auditorium

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

ABSENT: Trustee Wolf

VISITORS: Evanston resident Tom Flanagan, Liz Seager (League of Women Voters-Wilmette Observer)

STAFF: Christine Hightower, Linnéa Lundberg

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:30 pm. Trustee O'Keefe called the roll.

II. Public Comment. Evanston resident Tom Flanagan spoke fondly of Evanston Public Library's former Central Street branch and wished WPLD well.

III. Review draft of Minutes.

A. May 17, 2022 Regular Meeting Minutes.

Trustee Sommer moved approval of the minutes of the May 17, 2022 Regular Meeting as presented. Trustee Fishman seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Wolf

MOTION CARRIED.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for May 2022.

Trustee Sommer noted the following: 1) CDs have been purchased at a rate of 2.7 to 2.85%. Treasurer Sommer met with Finance Manager Risko and Director Auston to further the discussion of cashing out CDs at .4%, paying the penalty, and reinvesting in higher rates. There are 5 CDs with varying maturity dates with a .4% rate. The first .4% CD will be cashed out and repurchased at a rate of 3%. The penalty of \$1,000 will be made up in the one quarter's interest of \$3,800; 2) One check from the Special Reserve Fund to Bibliotheca, LLC was issued to complete the RFID project; 3) A one-time grant was received from RAILS for \$8,264; and 4) It was noted that as of the new fiscal year the presentation of financial statements will be updated. This will aid in the board's monitoring of compliance with the financial policy of maintaining one year's worth of general fund reserves. Director Auston gratefully acknowledged WPLD becoming the beneficiary of the unrestricted donation of \$110,000 from the Trust of Beverly Ann Moultrie. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for May 2022.

Trustee O'Keefe moved approval of the May 2022 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

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

Nay – None

Absent or not voting – Wolf
MOTION CARRIED.

VI. Action Items.

A. The Finance Committee met three times this spring to review the draft FY22-23 budget (April 12, May 12, and June 10). The draft budget of \$6,170,589 is an 8% increase over the current fiscal year, with the majority of the proposed increases (over \$420,000) coming in the personnel lines. The Board approved a 4% cost of living increase for all eligible staff effective July 1, 2022. The Board is considering three Special Reserve Fund projects, and plans to appropriate funds for these projects later this summer. Treasurer Sommer provided an overview of the annual budget process, responded to public comment on the budget procedure, and addressed the planned (but unsustainable) deficit spending of over \$730,000 from the General Fund balance for FY22-23. Another long range financial projection will be conducted this fall concurrent with the review/discussion of the annual levy process. Trustee McDonald moved approval of the Annual Budget for Fiscal Year 2022-2023, totaling \$6,170,589 for library operations, as presented. Trustee Nealon seconded the motion.

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

Nay – None

Absent or not voting – Wolf
MOTION CARRIED.

VII. Discussion Items.

A. Strategic Plan Community Survey response review. This spring, library leadership began a strategic planning process to help guide the library for the next three to five years. At the end of April, the community was surveyed to learn how the library is used and what they’d like to see from the library, and our community, in the future. The survey was made available on our website and in the library, and sent it out to the community in our email newsletter and on our facebook page. Over the course of two weeks, nearly 600 community members shared their ideas and aspirations for the library. Five questions were asked:

- Where do you live?
- Do you have a library card?
- What are the primary reasons you use your library?
- What experiences or resources would you like the library to add or improve?
- If you could add one resource or experience to your community, what would you add?

Three major trends were identified, which are explored in depth in the summary report to be released. Those 3 key themes are:

- Spaces in the Building
- Services for Children & Families
- Accessing the Collections

VIII. Director’s Report.

Director Auston noted the following from his report:

- Community participation/outreach this month included WPLD’s first ever participation in the Memorial Day March, and the Rotary Club of Wilmette Harbor sponsored a trivia night fundraiser where a team of four WPLD managers took second place!

- WPLD’s annual Summer Reading Clubs (celebrating this year’s theme [Read Beyond the Beaten Path](#)) officially kicked off on June 1. School services librarian Alice Joseph directly reached over 1,800 students by visiting D37 and D39 schools before Spring Break.
- A new partnership with New Trier student Elif O. and Teen Librarian Krista Hutley began with the first meeting of a STEM-focused club after Elif approached Krista about creating a club for girls in grades 6-8 through the Society of Women Engineers (SWE) national youth program called SWENNext. The first meeting was attended by three students and Elif’s SWE sponsor, an engineer at Northwestern.
- Business Librarian John Amundsen finalized welcome packets for 20 new businesses moving or starting in the district this month, in coordination with the monthly lists shared with the library from the Wilmette/Kenilworth Chamber of Commerce. These same lists also tell us about residents, and Circulation Manager Kim Hegelund sends a similar welcome packet to those who are new to our community.
- WPLD will be participating in outreach at Kenilworth’s New Resident Mondays, June – October, which will include food trucks and bands.
- WPLD’s business page now hosts four new research data bases including Gale Business: Plan Builder, Demographics Now: Business and People, Udemy for Business, and Statista.
- The AMH can now double its duty by helping to de-activate RFID tags in items that have been weeded from the collection.
- Recent personnel changes include the addition of Lauren Kelly as our new Digital Services Manager and, after 29 years, IT Manager Fred Wallace has decided to retire.

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. No ILA or RAILS updates.

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

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

B. Intergovernmental Cooperation Committee Report. Trustee Nealon reported the village, park board, and D39 representatives expressed strong support for a shared Sustainability Coordinator within the village. As several governmental bodies are unable to contribute monetarily, discussion at the meeting included interest in the position if there were no costs involved. The village, park district, and D39 will consider sharing costs for the benefit of all.

X. Information Items.

A. Communication. President McDonald noted there were no comments from the suggestion boxes.

B. The American Library Association (ALA) Annual Conference is scheduled for June 23-28, 2022 in Washington, D.C.: <https://2022.alaannual.org/>. For more information on United for Libraries programs and training opportunities offered for Trustees, see <http://www.ala.org/united/>.

C. For Independence Day, WPLD will be closed Sunday, July 3, 2022, and remain closed all day Monday, July 4, 2022.

D. As a requirement of the Illinois Public Library Annual Report (IPLAR), the Board Minutes Secretary's Audit Committee is required to review minutes of the WPL Board of Trustees meetings of FY 2021-22 prior to the August 2022 Board meeting. Trustees O'Keefe and Nealon are on the Secretary's Audit Committee.

XI. New Business / Old Business.

A. Trustees Fishman and Sommer along with Director Auston attended a Glenview League of Women Voters meeting on the topic of intellectual freedom and censorship. The library program included fundamentals of democracy and the protection of free speech. Examples were shared of the challenges libraries are facing and how they can understand and counter backlash. ALA stated in 2021 there were 729 attempted bans of 1600 books, more than in the last two decades.

XII. Adjournment.

Trustee Sommer moved to adjourn the meeting. Trustee Nealon seconded. MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:35pm.

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