

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 19, 2022 at 6:30 pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf, Director Auston.

ELECTRONIC VISITORS: Renee Cox, Mary Lawlor (League of Women Voters – Wilmette)

STAFF: Jennifer Bartel, Marti Bellefontaine, Patsy deVuono, Marcos Levy, John Risko

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:31 pm. President McDonald noted that this month's meeting is being held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster and that she had determined that an in-person meeting is not practical or prudent this month due to the local increase in positive cases. Secretary O'Keefe called the roll.

II. Public Comment. None.

III. Review draft of Minutes.

Trustee Wolf moved approval of the minutes of the June 21, 2022 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 Report for June 2022.

Treasurer Sommer noted the following: 1) the process of redeeming and reinvesting CDs with lower interest rates continues. As Cook County tax bills will be late this fall, the process will include holding revenues from some redeemed CDs in the MaxSafe account before reinvesting to ensure coverage of anticipated expenses; 2) it was noted that the final FY21-22 payroll was about \$38,000 higher than the prior payroll. This payroll included a one-time stipend to staff in response to inflationary trends; 3) cash balances at the end of June were about \$8.1 million in the General Fund, and about \$5.2 million in the Special Reserve Fund. There was a net loss for the year of \$102,000 with the library at 99% of budget; 4) looking to future fiscal years, with a budgeted deficit of \$733,000 in FY22-23, Treasurer Sommer noted the library is working to preserve its General Fund reserves as long as possible while keeping any increase to the levy, and therefore any additional burden to taxpayers, at a minimum; and 5) financial statements going forward are being redeveloped to be clearer and more transparent. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for June 2022.

Trustee Wolf moved approval of the June 2022 Bills and Salaries Check Detail. Trustee Fishman 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. Ordinance No. 2022/23-204, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2022-23 in Tentative Form. A substantial narrative overview of this formality was included in the Board Packet. This ordinance is the second step of the Library’s annual budget process following the approval of the FY22-23 Budget on June 21, 2022, and precedes the annual levy this fall. By law, all expenses must have an appropriation before the Library may approve expenditures. The appropriation ordinance represents the legal authority of the library to expend its funds for the purposes designated in the ordinance. With the ordinance approved in Tentative Form, it will be sent for attorney review, and posted for the public. The Board will hold a public hearing on the Ordinance immediately prior to their August 16 Regular Meeting. Trustees discussed the pros and cons of transferring funds from the unrestricted General Fund to the restricted Special Reserve Fund this year. Trustee Wolf motioned approval of Ordinance No. 2022/23-204, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2022-23 in Tentative Form. Trustee Nealon seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED.

B. Intergovernmental Cooperation Committee: Sustainability Coordinator Action. The Board reviewed the Village of Wilmette’s Intergovernmental Cooperation Committee’s 3 scenario options for the proposed Sustainability Coordinator position. Trustees discussed the benefits of all 3 scenarios. Trustee Wolf moved approval of Scenario 3, where the Village and the Park District would fund most (92%) of the sustainability coordinator position. The remaining 8% would be split evenly between the other four government entities for a nominal yearly cost, as presented. Trustee Fishman seconded.

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

Nay – Riddle

Absent or not voting – None

MOTION CARRIED.

VII. Discussion Items.

A. Strategic Plan Update and Discussion of Next Steps. This summer the Board and Leadership will create a second open survey to collect feedback about the allocation of space in the building, and conduct in-person and virtual feedback opportunities.

VIII. Director's Report.

Director Auston reported the following:

- The additional steps taken this past month in meeting Strategic Plan goals, updates to our collections, programs, and service updates.
- Staff are currently compiling statistics for FY21-22 to complete the Illinois Public Library Annual Report (IPLAR). Statistics look strong for the past year considering the continued volatility of the pandemic and our planned 2-week closure in August 2021 for capital improvements. Physical circulation is at about 89% of where it was in 2019, door counts and program attendance appear to be trending upward, and questions asked at our service desks appear to be up nearly 40%.
- Program participation continues to show increases, with Youth Services hosting 40 programs attended by 1,500 people last month. June adult programs with increased attendance include Armchair Travels, Friday Night Jazz Concert (which had a write up in the Tribune), and a 50-minute *Hamlet* by the Shakespeare Project.

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. No update. Trustee Nealon noted ILA's Annual Conference will be October 18-20, 2022 in Rosemont, IL.

X. Information Items.

A. Communication. Director Auston noted a comment was received and directed to trustees regarding the recent disappearance of the crossword puzzle pages from the *New York Times* by an unknown offender. He noted that the newspapers are intended for everyone's use and that those wishing to complete the crossword puzzle should make a photocopy.

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

C. ILA Annual Conference will be presented October 18-20, 2022. Trustee Forum workshops are scheduled for Thursday, October 20. Learn more about the workshops and speakers at <https://www.ila.org/events/annual-conference>.

XI. New Business / Old Business.

A. The next Regular Board Meeting and public hearing for Ordinance No. 2022/23-204, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2022-23 will be at 6:30pm Tuesday, August 16, 2022.

B. Trustee Wolf announced that he will be resigning his seat on the Board effective July 31, 2022, as he is moving out of the District. This resignation will create a vacancy until the next regular library election in April 2023. WPLD Trustees accepted Trustee Wolf's resignation and thanked him for his service. Trustee McDonald moved to accept the resignation of Trustee Stuart Wolf, effective July 31, 2022. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – Wolf

MOTION CARRIED.

XII. Adjournment.

Trustee Wolf moved to adjourn the meeting. Trustee Sommer seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:50 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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