

## WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, August 16, 2022 at 6:30 pm in the Auditorium

A public hearing on the Budget and Appropriation Ordinance for the Fiscal Year 2022-2023 was conducted from 6:30-6:35pm. The purpose of the hearing was to provide time for members of the public to comment on the ordinance prior to the WPLD Board of Trustees vote on the ordinance. Trustees Fishman, McDonald, Nealon, and Sommer attended the hearing. Trustee O'Keefe was absent. There were no public comments.

PRESENT: Trustees Fishman, McDonald, Nealon, Riddle, Sommer, Director Auston

ABSENT: Trustee O'Keefe

VISITORS: Wilmette resident David Bernstein, Liz Seager (LWV-Wilmette)

STAFF: Marti Bellefontaine, Ethan Herdrich, Linnéa Lundberg, John Risko

### I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:35 pm. Director Auston called the roll.

Trustee McDonald moved to appoint Trustee Fishman as Secretary Pro Tem for this meeting, upon Secretary O'Keefe's absence. Trustee Sommer seconded.

Aye – Fishman, McDonald, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – O'Keefe

MOTION CARRIED.

### II. Public Comment. None.

### III. Review draft of Minutes.

Trustee Sommer moved approval of the minutes of the July 19, 2022 Regular Meeting as presented.

Trustee Nealon seconded the motion. There was no discussion.

Aye – Fishman, McDonald, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – O'Keefe

MOTION CARRIED.

### IV. Presentations. None.

### V. Treasurer's Report.

#### A. Financial Reports for July 2022.

Trustee Sommer introduced the new financial statement documentation format for FY22-23. Also noted was: 1) At the end of July, the general fund balance was \$7.1 million, the special reserve balance was \$5.5 million, and \$178,000 remains in the liability and audit special funds; 2) One CD in the special reserve fund, which had been earning .4% interest, has been reinvested into two new CDs at interest rates of 3.2% and 3.25%, making for a \$14,000 a year difference in interest income; 3) July had three payrolls; 4) Several large checks were noted; and 5) Total General Fund expenditures at 8.7% were slightly above the one-month expected rate of 8.3%. Trustee Sommer stated she received an email from a resident and wanted to

clarify the following points: on the Statement of Assets and Liabilities, the Beginning Fund Balances in the Equity section represents the total of all the library's funds as of July 1, 2021. The -\$1,566,985 Current Fund Balance represents the total net loss for the year. Of that loss, \$102,000 is the net loss in the general fund from operating and the remainder encompasses expenses from capital projects. Once the audit is complete, the Current Fund Balance will be rolled into the Fund Balance, clarifying this figure. Lastly, the net income according to the Statement of Assets is a loss of \$514,322 for the month, but the net loss for the operating fund from the Profit & Loss Budget v. Actual statement is \$462,000. That difference is the payment for the employer portion of payroll taxes. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for July 2022.

Trustee Nealon moved approval of the July 2022 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

Aye – Fishman, McDonald, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – O'Keefe

MOTION CARRIED.

VI. Action Items.

A. Ordinance No. 2022/23-205, Ordinance to Declare a Vacancy. Trustee Wolf resigned his seat on the Board effective July 31, 2022. This resignation has created a vacancy until the next regular library election in April 2023. The Board will advertise the vacancy via paper, email newsletter, and front page of the WPLD website. Trustee Sommer motioned to approve Ordinance No. 2022/23-205, Ordinance to Declare a Vacancy, as presented. Trustee Nealon seconded.

Aye – Fishman, McDonald, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – O'Keefe

MOTION CARRIED. *The Ordinance is attached.*

B. Ordinance No. 2022/23-204, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2022-23. This ordinance was passed in tentative form at the July 21, 2022 meeting of the Board. Trustee Nealon motioned approval of Ordinance No. 2022/23-204, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2022-23 in Final Form. Trustee Fishman seconded.

Aye – Fishman, McDonald, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – O'Keefe

MOTION CARRIED. *The Ordinance is attached.*

C. Illinois State Library Annual Report (IPLAR) for FY 2021-22. Director Auston noted that some of the categories and figures were reported differently this year than last based on updates to the calculation instructions; we remain confident in the final results. Staff will be providing a deeper analysis of the final statistical measures. President McDonald thanked Trustees Nealon and O'Keefe for completing the official review of the minutes per the IPLAR requirements. Trustee Fishman motioned approval of Wilmette Public Library's Illinois Public Library Annual

Report (IPLAR) for 2021-22, as presented. Trustee Sommer seconded.

Aye – Fishman, McDonald, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – O’Keefe

MOTION CARRIED.

VII. Discussion Items.

A. Strategic Plan Update and Discussion of Next Steps. The Board and Leadership will create a second survey to collect feedback about the allocation of space in the building. Staff will compile the data from the two surveys into a draft plan for review later this fall, with approval expected this winter. Staff input will also be sought about allocation of space. Feedback will be used when engaging an architect next year to devise a space needs assessment ahead of our construction planning and development for the next renovation project.

B. Director Emergency Succession Plan Update. Trustees discussed the Director’s Emergency Succession Plan, which was included in the Board packet.

VIII. Director’s Report.

Director Austin noted the following from his report:

- Emergency Procedures and Person-in-Charge procedures have been updated by Leadership and will be rolled out shortly.
- The Wi-fi network infrastructure has been upgraded. The new hotspot has a page that requires users to review and accept terms and conditions to connect to the network.
- The FY21-22 financial audit is underway and should be delivered in October.
- New items in the Library of Things collection include a karaoke machine, a pickleball set, colorblind glasses, and more portable DVD and CD players.
- Updates to our statistical reporting includes stats for our online subscription resources.
- Of the 13,309 library cards which have been active in the last 3 years, 10,278 have been used for physical materials in the last year, meaning 77% are actively engaged with our physical collection. In July, 341 new cards were issued with 40% being children.
- 77 participants enjoyed the August 4 Friends’-sponsored Summer Reading Club party on the lawn with Jason the Juggler, a dance troupe from Skunkworks, and ices from the Kona Ice truck.
- WPLD’s partnership with the pilot program Illinois Libraries Present will continue this fall, and WPLD has formed a new partnership with Family Action Network (FAN), who bring insightful authors and speakers to the community.

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 noted trustee O’Keefe intends to replace trustee Wolf on the committee. Their current focus is diversity, equity, and inclusion.

X. Information Items.

A. Communication. President McDonald noted the comments in the suggestion boxes were mostly compliments.

B. ILA Annual Conference will be held October 18-20, 2022 in Rosemont, IL. 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. None.

XII. Adjournment.

Trustee Sommer moved to adjourn the meeting. Trustee Nealon seconded.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:31pm.

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President  
Board of Library Trustees of the  
Wilmette Public Library District, Cook County, IL

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Secretary  
Board of Library Trustees of the  
Wilmette Public Library District, Cook County, IL