

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, October 18, 2022 at 6:30pm in the Auditorium

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

VISITORS: Trustee-elect Renee Cox, Wilmette resident Bonnie Kim; Liz Seager – LWV Wilmette

STAFF: Marti Bellefontaine, Ethan Herdrich, John Risko

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:31pm. Secretary O'Keefe called the roll.

II. Review draft of Minutes.

Review drafts of September 19, 2022 Special Meetings Minutes and September 20, 2022 Regular Board Meeting Minutes. Trustee Sommer moved approval of the September 19, 2022 Special Meetings Minutes and September 20, 2022 Regular Board Meeting Minutes, 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 – None

MOTION CARRIED.

III. Ordinance No. 2022/23-206, Ordinance Filling A Vacancy. Trustee Wolf resigned his seat on the Board effective August 1, 2022. This resignation has created a vacancy which will be filled by the appointment of Renee Cox until the next regular library election in April 2023. Trustee Fishman moved approval of Ordinance No. 2022/23-206, An Ordinance Filling A Vacancy. Trustee Nealon seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED. *The Ordinance is attached.*

IV. Administer Oath of Office to Trustee. Secretary O'Keefe administered the oath of office to Trustee Cox. Trustee Cox's term expires following the April 2023 consolidated election. Trustee Cox signed the Oath of Office – Library Trustee after the meeting.

V. Public Comment. None.

VI. Presentations. FY 21-22 Annual Audit Presentation. Brad Porter, partner at Lauterbach & Amen LLP, presented the Independent Auditor's Report, provided an overview of the FY 21-22 Annual Financial Report and its findings, and addressed questions from the Board. Trustees received copies of the report material prior to the meeting. Mr. Porter reported on the quality and accuracy of our financial reporting and policy compliance, and noted that the WPLD received an "unmodified opinion," which he defined as the highest rating a government agency can receive on their financial audit. The final audit report will be posted on the WPLD website.

VII. Treasurer's Report.

A. Financial Reports for September 2022.

Trustee Sommer noted the following: 1) Total General Fund expenses at 26.51% were slightly above the three-month rate of 25%; 2) with changes in General Fund investments, the WPLD received just under \$8,000 in General Fund interest which equates to 75% of budgeted income for interest income; 3) the end of September noted a net loss of \$1.5 million with a loss due to regular operations of \$1.4 million, the difference being payouts from special funds. This loss is due to the fact that no tax revenues have been received for the fiscal year-to-date, but there are adequate reserve funds in the MaxSafe account to meet obligations. Trustee Sommer will share General Fund and Special Fund balance updates after journal entries in the general ledger balances have been included from the audit.

B. Bills and Salaries Check Detail for September 2022.

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

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

Nay – None

Absent or not voting – None

MOTION CARRIED.

VIII. Action Items.

A. Holiday Closings Calendar for 2023. Trustee O'Keefe moved approval of the Holiday Closings for Calendar Year 2023, as presented. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED.

IX. Discussion Items.

A. Summary of Finance Committee Meeting on October 10, 2022, and discussion of Ordinance No. 2022/23-207, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2022/23, for a total of \$5,870,000. Introductory information and background scenarios leading to the proposed levy are posted to the board webpage <https://www.wilmettelibrary.info/about-us/board-of-trustees> The library has conducted a long range financial study, both in terms of general operations projections as well as capital reserve projections. These studies reflect that the library fund balance policy of retaining 50% to 100% of the District's annual operating expenses in reserve is a key target that could erode in 5-7 years if the Board does not take appropriate action to ensure continuity of service through intentional action with the levy. Overall, the threats presented by 8% inflation, the competitive labor market, and the risk of compromising our quality of service have led the Board to unanimously support increasing the levy for the first time in six years. The levy, with its 4.99% increase, is expected to be approved at the November 15, 2022 Regular Board Meeting. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December.

X. Director's Report.

Director Austin updated trustees on circulation trends, library card registrations, additions to the collection, and selected programs. He also noted the following from his report:

- Adult Services Assistant Manager Rachel Garcia received news this month that the library has been awarded a grant to participate in the **Yiddish Book Center’s 2023 “Stories of Exile” Reading Groups for Public Libraries program**, which she applied for this summer.
- The new file server will go live next week and the new Wi-Fi received a bandwidth boost.
- In coordination with the village, the library is installing a grant-funded electric vehicle charging station along the north side of the building. When the electrician installs this new service, electrical for the 24/7 outdoor lockers will be roughed-in simultaneously.
- Safety cameras which overlook the parking lot and grounds have been updated.
- A snow blower upgrade is coming soon and will be a capital-eligible resource.
- Adult Services Manager Jill McKeown will return to her library roots to a brand new Senior Services Librarian position. Advertising now for the new AS Manager position to begin hopefully in December.

XI. Committees – Report on Meetings.

- A. ILA/RAILS Update. Director Auston noted: 1) RAILS has an ongoing national search for an Executive Director following the retirement of Dee Brennan; and 2) Parliamentarian Nancy Sylvester will host a two-part webinar series entitled “Keys To Being A Better Library Trustee” on October 29 and November 12, 2022.

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 committee will meet November 2, 2022.

XII. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.

- B. Trustee Sommer shared Friends of the Library will host a holiday pop-up sale on Saturday, December 3, 2022.

XIII. New Business.

XIV. Adjournment.

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

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:54pm.

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

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