



MEETING MINUTES

I. Call to Order and Roll Call.

Vice President Fishman called the meeting to order at 6:30pm. Secretary O'Keefe called the roll.

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

ABSENT: Trustee McDonald

VISITORS: Georgia Gebhardt – LWV Wilmette

STAFF: Marti Bellefontaine, Linnea Lundberg

II. Review draft of Minutes.

Review draft of October 18, 2022 Regular Board Meeting Minutes.

Trustee Sommer moved approval of the October 18, 2022 Regular Board Meeting Minutes, as presented. Trustee Nealon seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED.

III. Public Comment. None.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for October 2022.

Trustee Sommer noted the following: 1) General Fund interest is \$11,211 compared to \$4,766 last year due to the reinvestment of CDs; 2) the Profit and Loss Budget Performance Statement notes interest income is already above 100% of budgeted amount; 3) Two checks were noted: one written from the Special Reserve Fund was for upgraded outdoor safety cameras which had been delayed due to supply chain issues, and a second check to Bibliotheca for \$13,540, which was for annual licensing and ongoing maintenance for the automated material handler; 4) Property tax bills will be mailed by December 1 and will be due by December 30, 2022; 5) Total General Fund reserves as of October 31 were \$5.2 million and Special Reserve Fund balance was \$5.8 million. The other special funds (audit, liability, and IMRF) have a total balance of \$275,000.

B. Bills and Salaries Check Detail for October 2022.

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

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED.

VI. Action Items.

- A. Review and approval of draft 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 (an increase of 4.9% over last year's tax extension) are posted on the board webpage. In sum, 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 its annual operating expenses in reserve is a key target that could erode in a matter of 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 currently presented by 8% inflation, the changing and competitive labor market, and the risk of compromising WPLD's quality of service have led the Board to unanimously support increasing the levy for the first time in 4 years. The levy will affect WPLD's FY23-24 operating revenues. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. Trustee Cox moved approval 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, as presented. Trustee Nealon seconded the motion.

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED. *The Ordinance is attached.*

- B. Resolution No. 2022/23-211, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2022 Levy. Trustee O'Keefe moved approval of Resolution No. 2022/23-211, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2022 Levy, as presented. Trustee Sommer seconded. There was no discussion.

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED. *The resolution is attached.*

- C. Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2022 — December 31, 2023, in an amount not to exceed \$55,633. The Library has been a member of the LIRA insurance pool since 2017. The expiring annual agreement totaled \$50,575. The actual insurance cost is expected after the November 30 LIRA annual member meeting. Trustee Sommer moved approval of the Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2022 — December 31, 2023 in an amount not to exceed \$55,633. Trustee Nealon seconded the motion.

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED.

- D. Review and approval of proposal to provision a Ventrac tractor/snow blower from Burriss Equipment Co. through government purchasing cooperative for \$23,758.75. This solution

will help staff to better maintain the hardscapes, sidewalks, and permeable paver parking lot between plow services. Trustee Sommer moved approval of the proposal to provision a Ventrac tractor/snow blower from Burris Equipment Co. though Sourcewell government purchasing cooperative in an amount not to exceed \$24,000, pending staff review. Trustee O'Keefe seconded the motion.

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

Nay – None

Absent or not voting –McDonald

MOTION CARRIED.

- E. Cancellation of December 2022 Regular Board Meeting. The meeting is scheduled for Tuesday, December 20, 2022. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 17, 2023. Trustee O'Keefe moved that the Board of Library Trustees cancel the previously scheduled Tuesday, December 20, 2022 Regular Board Meeting and resume business at the next Regular Board Meeting on Tuesday, January 17, 2023. Trustee Nealon seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting –McDonald

MOTION CARRIED.

VII. Director's Report.

Director Auston noted the following from his report:

- Library of Things (LOT) now includes two Nintendo Switch Lites, a portable Blu-ray player, two Makey Makeys, a Yeti USB microphone, a second telescope, a second pickleball set, and two tripods, and a VR headset will be available shortly.
- Collections on the move include the Large Type collection, which has been expanded and reorganized. The Reference collection was moved in order to facilitate the Large Type collection move and will be evaluated to determine if the research collection's users' needs are being met. Shelving staff have also shifted the shelves in the 800s, making for a better fit and more room for displays.
- eContent (Overdrive ebooks and eAudiobooks) ordering for both Teen and Adult Services has been transferred back to Digital Services Manager Lauren Kelly after Adult Services Manager Jillian McKeown took it over when our former DS Manager left.
- Electrical for both the 24/7 outdoor lockers and the electrical vehicle charging station are expected to be completed at the same time and be available to the public shortly thereafter.
- Circulation statistics continue to be strong at approximately 80-90% of pre-pandemic figures, while many print patrons may have moved on to the digital format for good.
- Professional development last month included 13 staff attending ILA, as well as representation at a genealogy society conference, an Adobe Max Design conference, and the Back-in-Circulation conference, amongst webinars and continuing education meetings.
- Study room usage increased by 30%. One-on-one appointments including Adult Services ebook help, genealogy, and SCORE business appointments, and career counseling appointments have increased as well.
- Digital Services has launched a new multimedia station in the Technology Center: an iMac with video, photo, and editing software. 3D printing service will be offered via the website shortly.

- IT has upgraded our file server along with a implementing a cloud-based backup system.

VIII. Committees – Report on Meetings.

- A. ILA/RAILS Update. No report.
- B. Intergovernmental Cooperation Committee Report. Trustee Nealon reported there was a consensus to hire a sustainability coordinator. As a village employee, the sustainability coordinator will predominately work for the village and park district, with the township, library, and D39 sharing their expertise.

IX. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.
- B. For Thanksgiving, WPLD will close at 5:00pm on Wednesday, November 23 and remain closed on Thursday, November 24. For Christmas, WPLD will be closed Saturday, December 24 and Sunday, December 25. For the New Year, WPLD will be closed Saturday, December 31 and Sunday, January 1, 2023.
- C. The Wilmette League of Women Voters partner book discussion program with WPLD will meet on Wednesday, November 16. November’s program will focus on the discussion of frequently challenged and banned titles, the threat of censorship, and the importance of protecting intellectual freedom in libraries.
- D. Four seats on the seven-member WPLD Board of Trustees will be open for the Tuesday, April 4, 2023 election. All seats will be for a full four-year term expiring in April 2027. Election packets containing petition forms and instructions are available in Administration. Completed nomination papers may be filed on weekdays from Monday, December 12, 2022 through Monday, December 19, 2022 10:00am-5:00pm in Administration.
<https://www.wilmettelibrary.info/election-information>
- E. Director Auston noted Friends of the Library will not be hosting a holiday pop-up sale in early December as previously planned, although BDU remains open 6 days a week.

X. New Business.

XI. Adjournment.

Trustee Sommer moved to adjourn the meeting.
MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 8:06pm.

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