



MEETING MINUTES

I. Call to Order and Roll Call.

Vice President Fishman called the meeting to order at 6:31pm. Director Auston called the roll.

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

ABSENT: Trustees McDonald and O'Keefe

VISITORS: Trustee Candidates Maria DiLorenzo and Carolyn Sennett, Liz Seager - LWV Wilmette

STAFF: Marti Bellefontaine, Ethan Herdrich

Director Auston called for the nomination of a Secretary Pro-Tem given the absence of Secretary O'Keefe. Trustee Sommer self-nominated as Secretary Pro-Tem. Trustee Nealon seconded the motion. There was no discussion.

Aye- Cox, Fishman, Nealon, Riddle, Sommer

Nay- None

Absent or not voting - McDonald, O'Keefe

MOTION CARRIED.

II. Review of draft Minutes.

Review draft of November 15, 2022 Regular Board Meeting Minutes.

Trustee Sommer moved approval of the November 15, 2022 Regular Board Meeting Minutes, as presented. Trustee Nealon seconded the motion. There was no discussion.

Aye- Cox, Fishman, Nealon, Riddle, Sommer

Nay- None

Absent or not voting - McDonald, O'Keefe

MOTION CARRIED.

III. Public Comment. None.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for November and December 2022.

Trustee Sommer noted the following: 1) In the first paragraphs of the Notes to the Financial Statements there was a large increase in property taxes from November to December as property taxes became due; 2) November General Fund interest was \$9,095.03 and December's interest was \$13,699 while in November and December 2022 General Fund interest was \$4,967 and \$2,390, respectively; 3) The General Fund balance as of 12/31/22 was \$5,550,004 and the Special Reserve Fund balance was \$5,821,889; 4) Finance Manager John Risko noted in the last sentence of the notes for the December Financial Report, 2022 property tax bills will be due 4/3/23 which is a little later than in the past so we expect

receipt also a month later this year; 5) In the November check detail, there was a check to the Chicago Tribune which was coded legal fees. This was due to the fact this was a posting to the newspaper for levy notice to satisfy the library's legal requirement; 6) In the November check detail was the final check to the auditors, Lauterbach and Amen, in the amount of \$2,000. It may look like this was written as an operating expense (as on the last page of the check detail is shows no special fund spending) but it was properly classified as an other funds expense (Audit expense); 7) In the December check detail there was a check to the Friends for \$2,500. This was for the One Books Everyone Reads program. The Friends generously sponsor this program and will be billed to reimburse the library for this expenditure; 8) Now that property taxes are being received, Finance Manager Risko will begin to purchase GF CDs, for which rates are currently about 4.5%. As the early retirement of the lower CDs is cost prohibitive, these will not be retired early.

- B. Bills and Salaries Check Detail for November and December 2022. Trustee Nealon moved approval of the November and December 2022 Bills and Salaries Check Detail. Trustee Cox seconded the motion.

Aye – Cox, Fishman, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – McDonald, O'Keefe

MOTION CARRIED.

VI. Action Items.

- A. Review and approval of Village of Wilmette Intergovernmental Agreement for Sustainability Coordinator Services. The library will share a portion (3%) of this Village employee's time annually, and this agreement establishes the basis guidelines governing this arrangement. Trustee Sommer moved approval of Village of Wilmette Intergovernmental Agreement for Sustainability Coordinator Services, as presented. Trustee Nealon seconded. Trustees discussed this new position.

Aye- Cox, Fishman, Nealon, Riddle, Sommer

Nay- None

Absent or not voting - McDonald, O'Keefe

MOTION CARRIED

VII. Director's Report.

Director Auston noted the following from his report:

- For the fourth consecutive year, WPLD has received *Library Journal's* national recognition as a 5 star library. WPLD ranks among the top 10 libraries nationwide for key statistical measures for libraries with budgets of \$5 million to \$9.9 million. WPLD holds the highest national e-material circulation (11 items per capita), and Wi-Fi sessions (32 sessions per capita), for any library in the index category. WPLD continues to excel in physical circulation (18 items per capita), and library visits (8.3 visits per capita). Forty-two libraries in Illinois achieved star ratings out of 258 libraries nationwide, and out of 5,359 reviewed.
- The Library of Things collection now includes a white noise machine, a light therapy lamp, an analog to digital converter, ring lights, digital luggage scale, a pulse oximeter, an mp3 boom box, a mobile phone clip, and two MiP robots.
- 51,600 titles were added to our digital collections in 2022. In the physical collection, 28,700 items were added and 35,000 were withdrawn.
- The year-end statistical summary shows there were 2,100 new cardholders in 2022. Of

- those new cardholders, 2/3 used their cards for physical checkouts in the first 6 months.
- The 24/7 outdoor pickup lockers have been installed and are currently in a test phase pending the official launch in February.
 - Business Librarian John Amundsen continues to promote WPLD business services both digitally via *Wilmette Living* and his e-newsletter *Strictly Business*, and outside the library at the installation luncheon and Chamber networking events.
 - Genealogy and Local History Librarian Eva Johnson has been recognized along with Trustee McDonald for their participation on the Wilmette 150 Sesquicentennial planning committee. Eva partnered with the Wilmette Historical Museum to promote the Voices of Wilmette World History Project.
 - Pizza study nights returned in December for high school students studying for finals.
 - WPLD's new racial literacy initiative, Let's Learn Together, has launched with a focus on racial literacy in January. The Equity, Diversity, Inclusion Committee (EDI) has been rebranded as the IDEA Committee – inclusivity, diversity, equity, and accessibility; the work of this committee will continue to be developed in the strategic plan.
 - 3D printing officially launched in November and has had over 40 submissions to date. One of the library's 3D printers is featured in the Technology Center.
 - Winter newsletter came out late in December. Winter Reading Clubs for all ages, sponsored by the Friends of the Wilmette Public Library, are in full swing and continue through the end of February.
 - Electrical updates for the lockers and the public electric vehicle charging station have been completed and those services will be launched concurrent with the sunsetting of the Parking Lot Pickup services/parking spaces.
 - WPLD's emergency backup power generator needed extensive repairs in December. The generator has been repaired, but as it was identified as a necessary replacement part in the 2020 Capital Reserve Study, a new generator will be a forthcoming special reserve fund-eligible capital expenditure in FY23-24.
 - The 60 ton rooftop air handling unit required a replacement motor in December.
 - Staff proceeded with the Board-approved purchase of the Ventrac snow tractor, just in time for winter weather.
 - HR has several positions open: Adult Services Manager, shelving positions, and a full-time Facilities Technician. Our 2022 turnover rate was 14%, which included 5 retirements and 8 other voluntary resignations. Nineteen new staff joined the WPLD team in 2022.

VIII. Committees – Report on Meetings.

- A. ILA/RAILS Update. Director Auston reported RAILS Director Deirdre Brennen has retired and applications for a new director are being sought. Trustee Nealon and Director Auston will attend a RAILS webinar on first amendment audits.
- B. Intergovernmental Cooperation Committee Report. No report.

IX. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.
- B. The WPLD Policy Committee will meet on Monday, January 30, 2023 at 10:00am in the Small Meeting Room to conduct the biennial review of the Collection Policy. The Policy Committee consists of Trustees McDonald, Nealon, O'Keefe, and Cox.

- C. The annual Legislative Meet-Ups (sponsored by the Illinois Library Association), will be held via Zoom virtual conference again this year according to ILA, but there are no posted dates for the events yet. Information about these events will be posted to their website when final: <https://www.ila.org/events/legislative-meet-ups>.
- D. Four seats on the seven-member WPLD Board of Trustees will be on the local ballot for the Tuesday, April 4, 2023 consolidated election. All seats will be for a full four-year term expiring in April 2027. There are 4 candidates for the 4 seats (in the order received): Joan Fishman, Renee Cox, Carolyn Sennett, and Maria DiLorenzo.
- X. New Business.
None.
- XI. Adjournment.
Trustee Cox moved to adjourn the meeting.
MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:35pm.

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