



## MEETING MINUTES

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

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

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

ABSENT: Cox, Riddle

VISITORS: Trustee Elect Carolyn Sennett, Georgia Gephardt - LWV Wilmette

STAFF: Marti Bellefontaine, Andrea Johnson, Linnea Lundberg

### II. Review of draft Minutes.

- A. Review draft of March 21, 2023 Regular Board Meeting Minutes. Trustee Nealon moved approval of the March 21, 2023 Regular Board Meeting Minutes, as corrected. Trustee O'Keefe seconded the motion. There was no discussion.

Aye - Fishman, Nealon, O'Keefe

Nay - None

Absent or not voting – Cox, McDonald, Riddle, Sommer

MOTION CARRIED BY VOTING MEMBERS.

### III. Public Comment. None.

### IV. Presentations. None.

### V. Treasurer's Report.

- A. Financial Reports for March 2023. Trustee Sommer noted the following: 1) CDs purchased in February 2023, are making over 4% interest. As indicated in the notes, the increase in interest income from the prior year is remarkable. We are taking advantage of current market conditions and making our tax dollars work harder for us. At the same time, in regards to the early 2024 CDs, specifically for the GF which are earning 1.75% or less, Director Auston and John discussed this prior to John's departure. The February 2024 CDs would lose all of their interest to-date if we called those early, and the difference in return if reinvested at a better rate would essentially be cost neutral. Also, this would also impact the intentionality of the ladder the library has been working to rebuild. At this point, Director Auston recommends that we hold these few CDs as-is, at least until we have a new accountant hired.
- 2) For expenses, some of the items that are close to the total budget include Grounds Maintenance (account 76400), which is higher than the expected monthly rate of 75%, due to the purchase of snow blower attachment in prior period.
- 3) Trustee Sommer noted her calculations of the total GF and SRF balances continue to differ from those of the accounting consultant. The total balances agree but in speaking with Director Auston, we believe this may be due to some historical misclassifications in QuickBooks. Once the fiscal year-end is complete and the auditor's work is finished, we

will ensure that the QuickBooks numbers agree with the audited numbers (for the allocation of the fund balances).

4) In regards, to the check detail, the breakdown of the larger check to Hill Mechanical includes:

- Monthly HVAC contract (\$7,795 to line 76350)
- Replace cabinet heater motor (\$2,094 to line 76300)
- Replace motor and blower wheel (\$2,022 to line 76300)
- Replace insulated flex to fan powered box (\$1,874 to line 76300)

Also, for Computer View: there were 3 checks this month

- Quarterly LAN contract (\$19,600 to line 74152)
- 4 Office 2021 Standard for Mac (\$268 to line 50530)
- Trend Micro Antivirus Renewal (\$4,770 to line 50600)

- B. Bills and Salaries Check Detail for March 2023. Trustee O’Keefe moved approval of the March 2023 Bills and Salaries Check Detail, as presented. Trustee Fishman seconded the motion.

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

Nay – None

Absent or not voting – Cox, Riddle

MOTION CARRIED.

#### VI. Action Items.

- A. Review and approval of Kenilworth Public Library District Library Service Agreement renewal, 2023-2028. The current agreement between Wilmette, Winnetka-Northfield, and Kenilworth Public Library Districts expires June 30, 2023. Proposed contract changes include extending the contract term to a non-election year, as well as an effort to look at parity in relation to budget and costs per capita. Trustee McDonald moved approval of the Kenilworth Public Library Service Agreement renewal, 2023-2028, as presented. Trustee Sommer seconded.

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

Nay – None

Absent or not voting – Cox, Riddle

MOTION CARRIED.

- B. Review Draft Strategic Plan for 2023-27 and discuss next steps. The Board and Leadership Team began the latest phase of the Library’s strategic planning in March 2022, and is preparing to complete the final steps of the project this spring. The past year’s work has included two community surveys, compiled feedback from nearly 1,000 stakeholders, analysis of [the results of the surveys](#), comparative study of relevant industry and area benchmarks, and the subsequent drafting and discussion of dozens of applicable goals.

Staff was able to more clearly present the plan’s objectives by articulating and differentiating the library’s values from the goals, allowing for the creation of concise, broadly-stated goals in support of the draft updates to the Mission, Vision, and Values. The new plan structure provides 6 outcomes across 3 goal areas, with 16 key priorities, and several specific initiatives for the first fiscal year of the plan. Going forward, during the development phase for each subsequent fiscal year’s budget, staff will reflect on the

prior year's progress toward those initiatives and identify and recommend the initiatives for the next year.

The resulting draft plan includes a range of goals and outcomes across three key areas: a welcoming environment, a connected community, and a sustainable future.

Staff has also articulated the following library values as guiding principles for the plan:

- Champion intellectual freedom
- Advance inclusion, diversity, equity, and accessibility
- Promote literacy and a lifelong love of reading
- Curate vibrant collections and experiences
- Deliver specialized services and programming
- Cultivate strong community connections
- Establish and maintain valued partnerships
- Promote stewardship of sustainable practices
- Continuously evaluate, adapt, and innovate
- Act with courtesy, initiative, creativity, and flexibility

To ensure the draft plan reflects the community's aspirations for the library and the organization's capacity and steps to meet those goals, the library will host 2 events to present the draft plan and collect feedback:

- Monday, 5/1 from 6:30pm-8:00pm in the Auditorium and Small Meeting Room
- Saturday, 5/6 from 10:00am-11:30am in the Small Meeting Room

- C. Establish Nominating Committee to determine slate of WPLD Board of Trustees Officers to serve through spring 2025. At the April 4, 2023 consolidated election, Joan A. Fishman, Renee Cox, Carolyn Sennett, and Maria F. DiLorenzo were elected to the Wilmette Public Library Board of Trustees. All of the positions are for full four-year terms expiring in April 2027. Trustees Nealon and Cox will serve as the Nominating Committee to recruit/prepare a slate of the following officers for the board through the next election in spring 2025: President, Vice President, Secretary, and Treasurer. The slate will be presented at the Tuesday, May 16 Regular Meeting following the administration of the Oath of Office to the newly elected trustees.
- D. Schedule Finance Committee meeting. The purpose of the committee meeting is to discuss the draft budget for fiscal year 2023-2024 (July 1, 2023 – June 30, 2024). Finance Committee members are Trustees Sommer (chair), Fishman, O'Keefe, and Riddle. Trustee McDonald, as Board President, is an ex-officio member. The meeting is scheduled for Wednesday, May 10, 2023 at 1:00pm.
- VII. Director's Report.

Director Auston noted the following from his report: an overview of the March 3 Staff Development Day event, progress in shifting the collections to promote better accessibility (including recent work in the 700s and Large Type); new Meta Quest 2 VR Headset in the Library of Things collection; analysis of our electronic subscriptions ahead of FY23-24 renewals; Technical Services staff's impressive balancing act of adding so many new titles while keeping up with weeding projects; news of Circulation Manager Kim Hegelund's departure; exciting news that, with over 61,000 items for March 2023, we came closest to our pre-pandemic physical circulation statistics for the first time (just 700 items shy of our March 2019 figures!); new locker usage is catching on; an overview of the work in preparing for One Book Everyone Reads and

associated programming; updates on March programs and activities from Adult Services; strong programming performance in Youth Services; the launch of our new [Social Stories](#); and more. The library also served as polling place for 2 local precincts in the April 4, 2023 consolidated election.

VIII. Committees – Report on Meetings.

- A. ILA/RAILS Update. Trustee Nealon shared April 24 is ALA’s Right to Read Day. Director Auston noted Trustee Sommer attended ILA’s April Library Trustee Forum workshop, Finance for Library Trustees. Director Auston will attend the ILA’s May 13 workshop regarding effective board meetings. Director Auston has coordinated a similar workshop for all newly elected officials in the Village of Wilmette on Tuesday, May 2 in the library Auditorium. Director Auston encouraged trustees to vote for ILA’s new board of trustees as individual members, and noted ILA is hosting Reaching Forward Conference for paraprofessionals on Friday, May 5. RAILS did not receive enough nominations for their three open public library trustee seats. Director Auston noted RAILS is now accepting nominations through April 21.
- B. Intergovernmental Cooperation Committee Report. Trustee Nealon shared the 9 agencies and 7 governmental bodies who are participating in the Intergovernmental Cooperation Committee.

IX. Information Items.

- A. Communication. Comments from the suggestion boxes were shared at the meeting.
- B. Four seats on the seven-member WPLD Board of Trustees were on the local ballot for the Tuesday, April 4, 2023 consolidated election. All seats are a full four-year term expiring in April 2027. The newly elected trustees to be sworn in at the Tuesday, May 16 Regular Meeting are: Joan Fishman, Renee Cox, Carolyn Sennett, and Maria DiLorenzo.
- C. The selection for WPLD’s “One Book Everyone Reads” (OBER) series, sponsored by the Friends of the Wilmette Public Library, is Kevin Wilson’s critically acclaimed 2022 bestselling novel *Now Is Not The Time To Panic*. Mr. Wilson will discuss the book via Zoom digital conference on Thursday, May 11, 2023.

X. New Business.

None.

XI. Adjournment.

Trustee Sommer moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 8:17pm.

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

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