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## MEETING MINUTES

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

President Fishman called the meeting to order at 6:30pm. Director Auston called the roll.

PRESENT: Trustees Cox, Fishman, O’Keefe, Sennett, Sommer, Director Auston

ABSENT: Trustees Di Lorenzo and Nealon

VISITORS: Susan Morrison – League of Women Voters

STAFF: Marti Bellefontaine, Cathleen Blair, Lauren Kelly, Linnea Lundberg, Marcos Levy

In trustee Di Lorenzo’s absence, trustee O’Keefe moved to appoint trustee Cox as secretary pro tem for this meeting. Trustee Sommer seconded.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

### II. Public Comment. None.

### III. Review draft of October 17, 2023 Regular Board Meeting Minutes. Trustee O’Keefe moved approval of the October 17, 2023 Regular Board Meeting Minutes, as presented. Trustee Sommer seconded the motion. There was no discussion.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

### IV. Presentations. Digital & Maker Services Manager Lauren Kelly introduced “The Studio”, Wilmette Public Library’s forthcoming Maker Space. They provided an overview of our first dedicated maker space, soon to occupy the current Technology Center after the computer relocation project is completed in early December. The Studio will debut on/or about January 24, with its grand opening coinciding with Maker Fest on Saturday, March 9, 2024.

### V. Treasurer's Report.

#### A. Financial Report for October 2023. Trustee Sommer shared her report:

- There were three checks this month from the Special Reserve Fund. One to Go-To Communications for \$4794.25 which was a onetime configuration expense for the new phone system as part of the project approved in September. There was also a check to Computer View for \$14,670, which is half of the \$29,340 for the telephone system switch infrastructure. The other

half of this was paid the previous month. Finally, there was a small check to Engberg Anderson as part of the BAS project.

- As noted, the library received Replacement taxes totaling \$22,635 this month. YTD we have received \$54,345 and, as of last year at the same time, we had received \$66,911 so we are slightly below last year but still on track to meet the budgeted amount for the year.
- In July there was Miscellaneous Income for \$13,499 and, as determined in a prior meeting this is actually income from the Friends and should have been recorded on line #48500 (where we budgeted for this income) and not #47071. Treasurer Sommer discussed this with Director Auston and this will be corrected by the outside accountant. He did request that they do this, but it was missed in this month's financial adjustments.
- In December we should start receiving property tax revenue as tax bills are due December 1.
- For the General Fund CD that expired in October 2023, it was reinvested last week. Two CDs were purchased at rates of about 5%.
- Before the next meeting on the balance sheet, the Current Fund balance will be rolled into the into the Beginning Fund balances in the Equity Section.

- B. Bills and Salaries Check Detail for October 2023. Trustee Sennett moved approval of the October 2023 Bills and Salaries Check Detail, as presented. Trustee O'Keefe seconded the motion.

Aye – Cox, Fishman, O'Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

VI. Action Items.

- A. Review and approval of Ordinance No. 2023/24-210, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/24, for a total of \$6,222,700. The draft levy and background information were again appended to board packet, including the materials discussed by the Finance Committee back in early October (all posted on our website: <https://www.wilmettelibrary.info/about-us/board-of-trustees>). Following review of 3 potential levy scenarios for fall 2023, the Board analyzed the long range impact of the decision to the overall financial health of the library. The Board recognizes that while the library is currently in compliance with its Fund Balance Policy (retaining 6 months to 1 year of operating revenue in reserve), it's clear that with deficit spending planned for the foreseeable future, the library district will exhaust its fund balance in approximately 10 years unless the Board takes action each year to ensure appropriate funding levels. As a result of this fact and the long range study, the Board has built consensus around a 4.9% increase over last year's (FY22-23) levy extension. Treasurer Sommer provided/appended a valuable contextual resource to this month's packet, compiling 5 years of prior tax bill information and a chart of the library's respective portion of various tax bills. This levy will affect WPLD's FY24-25 operating revenues. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. Trustee O'Keefe moved approval of Ordinance No. 2023/24-210, An

Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/24 for a total of \$6,222,700, as presented. Trustee Sennett seconded the motion.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED. *The Ordinance is attached.*

- B. Resolution No. 2023/24-215, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2023 Levy. Trustee Sommer moved approval of Resolution No. 2023/24-215, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2023 Levy, as presented. Trustee Cox seconded. There was no discussion.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED. *The Resolution is attached.*

- C. Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2023 — December 31, 2024, in an amount not to exceed \$60,184. 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 29 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, 2023 — December 31, 2024 in an amount not to exceed \$60,184. Trustee Sennett seconded the motion. Trustees discussed insurance possibilities for Fall 2024.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

- D. Cancellation of December 2023 Regular Board Meeting. The meeting is scheduled for Tuesday, December 19, 2023. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 16, 2024. Trustee Cox moved that the Board of Library Trustees cancel the previously scheduled Tuesday, December 19, 2023 Regular Board Meeting and resume business at the next Regular Board Meeting on Tuesday, January 16, 2024. Trustee O’Keefe seconded the motion.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

VII. Discussion Items. None.

VIII. Director's Report.

Director Auston noted the following from his report:

- Enhanced merchandising efforts: replacing old bookends, promoting titles with new book easels
- Ongoing project to weed, shift, and the maintain collections on the lower level, including weeding non-fiction DVDs, reorganizing “oversized” items, new endcap signage, and forthcoming comprehensive update of collection shifts in Stack Map
- New items in Library of Things include assistive devices, memory kits, and forthcoming Rokus
- “Newsstand” periodical enhancement in Libby app makes accessing popular magazines easier than ever
- Strong performance for digital resources overall, with highest local use of OverDrive ever - nearly 2,500 items checked out in October
- Physical circulation very strong in October with over 55,000 checkouts
- Locker service remains popular (30% growth in use this month)

IX. Committees - Report on Meetings.

- A. ILA / RAILS Updates. ILA Legislative Meet-Ups will be December 5 in Northbrook. Trustees Fishman and Sennett will join Director Auston. No report for Rails.
- B. Intergovernmental Cooperation Committee Update. Trustee Sommer reported the last Intergovernmental meeting’s objective of narrowing the focus of the theme mental health is an ongoing conversation. Director Auston noted early deliverables would be for more advocacy for mental health services already available. The next meeting will be Thursday, December 7.

X. Information Items.

- A. Communication. Comments from suggestion boxes were distributed at the meeting.
- B. For Thanksgiving, WPLD will close at 5:00pm on Wednesday, November 22 and remain closed on Thursday, November 23. For Christmas, WPLD will be closed Sunday, December 24 and Monday, December 25. For the New Year, WPLD will be closed Sunday, December 31 and Monday, January 1, 2024.

XI. New Business. None.

XII. Adjournment.

Trustee Sommer moved to adjourn the meeting. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:32pm.

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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