



## MEETING MINUTES

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

President Fishman called the meeting to order at 6:30pm. Trustee Di Lorenzo called the roll.

PRESENT: Trustees Cox, Di Lorenzo, Fishman, Nealon, Sommer, Director Auston

ABSENT: Trustees O'Keefe, Sennett

VISITORS: Georgia Gebhardt – League of Women Voters

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

### II. Review draft of February 20, 2024 Regular Board Meeting Minutes. Trustee Sommer moved approval of the February 20, 2024 Regular Board Meeting Minutes, as presented. Trustee Nealon seconded the motion. There was no discussion.

Aye- Cox, Di Lorenzo, Nealon, Sommer, Fishman

Nay- None

Absent or not voting - O'Keefe, Sennett

MOTION CARRIED.

### III. Public Comment. None.

### IV. Presentations. None.

### V. Treasurer's Report.

#### A. Financial Reports for February 2024. Trustee Sommer report:

- In February we started receiving our property tax revenue.
- There was only one check from the Special Reserve Fund in the amount of \$15,180 to Interactive Building Solutions, and it was the final payment for the BAS system. We approved the contract with Interactive Building Solutions in the amount of \$151,800 and this is the total amount of our payments. There will be one more check from the SRF to Engberg Anderson Architects for this project. As of today, the Engberg fees for this project totaled \$20,704. The fees to Enberg are in addition to the approved amount of \$151,800. When this project was proposed in November 2022, these fees were detailed in an email from Director Auston and due to the complexity of this project and their intimate knowledge of the library's system, Director Auston indicated in this email that they are the most appropriate and efficient resource in delivering the necessary information to produce the desired results.
- 3 new CDs and 1 Treasury Bill were invested in February at rates between 4 and 4.5% for the General Fund; 2 SRF CDs will be reinvested in March.

- As a general comment, on the Profit and Loss Statement for All Classes, it looks like interest income is 242% of budget. The budget number for interest income on this statement is for the GF interest only.
  - Also, as a reminder, there was no budget numbers for the Special Fund 90000 accounts at the bottom of that page. I will work with Director Auston for next year to determine if this is something we should include in our annual budget numbers.
  - There was a check for \$4,518.24 check to Hosted Services which was for an annual subscription to EZProxy, which is a service from OCLC that allows the library create a proxy server to provision remote access to our premium subscription databases that would otherwise only be available inside the library on our own domain. This is the primary means by which our community accesses our research resources online.
  - Finally, the check for \$2,595.88 for Professional Services to the Village of Wilmette is the Library's portion of the community's shared Sustainability Coordinator.
- B. Bills and Salaries Check Detail for February 2024. Trustee Cox moved approval of the February 2024 Bills and Salaries Check Detail, as presented. Trustee Di Lorenzo seconded the motion.
- Aye- Cox, Di Lorenzo, Nealon, Sommer, Fishman  
 Nay- None  
 Absent or not voting – O’Keefe, Sennett  
 MOTION CARRIED.

VI. Discussion Items. None.

VII. Action Items. None.

VIII. Director’s Report. Director Auston noted the following from his report:

- Physical circulation was strong in February, up 4% over FY22-23, and digital circulation continues with its exponential growth trend (January set a WPL record for OverDrive with 19,512 items loaned, increasing 7% over our record high in December). Kanopy usage in February was the highest it has been all fiscal year, with 1,065 plays; the average has been 907 plays/month.
- Door counts are remarkable and increasing overall, as we serve on average 700 users each day - rebounding strongly from our pandemic years, though still off the mark from our 2019 traffic.
- The library welcomed 263 new patrons in February.
- In preparation for the forthcoming space needs assessment project, Patsy de Vuono prepared a list of shelf counts for the multiple areas of the library. The list accounts for the number of physical shelves specific collections occupy, providing a necessary measure of the total linear feet of the collections that may need to move as part of a renovation as well as identifying variables for moving smaller collections incrementally.
- Our inaugural edition of Wilmette Reads, a new seasonal initiative celebrating readers and our shared love of story, concluded with 256 community members taking part in the reading program, and collecting their choice of library tote or WPL winter beanie. Patron engagement exceeded past adult/teen Winter Reading Club participation with a

117% increase. Over 350 circulations were directly attributed to the program, mostly from our highlighted title: *The Sentence* by Louise Erdrich.

- 259 children completed a reading log for this year's Winter Reading Club, a 41% increase from last year. Each finisher chose a new book to keep from our prize book cart. Winter Reading Club book prizes are funded by the Friends of the Wilmette Public Library.
- Youth Services presented 61 programs in February that were attended by 2,109 patrons. In addition, patrons enjoyed a Storywalk at Hibbard Park and several drop-in activities, including a Black History Month scavenger hunt and a voting box and ballots to choose the names of our two new mascots, Minty and Marshmallow. Altogether, Youth Services led a total of 33 visits with area preschools, K-8 schools, and local organizations. The total attendance at these events was 1,966 people.
- DMS and ELM staff (and a true herculean effort from staff around the building) made all of our Maker Fest planning a smashing success on Saturday, March 9. It was by far one of our busiest days on record with nearly 1,400 patrons visiting us that day. We estimate that 700 or so attendees visited the library for the event. The Studio saw 350 people, all of whom seemed enthused about the tools and services we offered. The 3D printers and digital embroidery machine were the stars of the show. More on Maker Fest will be presented in the March report at next month's meeting.
- We filled 3 vacancies on our team in February: Youth Services hired Hannah Stenbeck (she/they) as their new part-time associate, Circulation promoted Amy Jung (she/her) as our new ILL Coordinator (creating an internal opportunity for the ILL Assistant, which we hope to fill in early April), and finally we're thrilled to announce that we have hired Sandra Discepolo (she/her) as our new Finance Manager; she starts on April 15.

IX. Committees – Report on Meetings.

- A. ILA/RAILS Update. Director Auston shared via email ILA's trustee education portal, as there may be programs of interest.
- B. Intergovernmental Cooperation Committee Report. Trustee Nealon reported the executive staff from the village proposed a village-wide marketing plan to create awareness of the social services and mental health resources available in the village. The committee will meet biennially with leadership changing annually. New Trier Township Supervisor Gail Eisenberg will be committee chair in 2025.

X. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.
- B. The Public Library Association (PLA) Conference is April 3-5 in Columbus, OH. See <http://placonference.org/> for more information.

XI. New Business. None.

XII. Adjournment. Trustee Sommer moved to adjourn the meeting.  
MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:26pm.

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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

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