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## 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, O'Keefe, Sennett, Sommer, Director Auston

ABSENT: None

VISITORS: Eric Bederman, Georgia Gebhardt (League of Women Voters Wilmette), Matthew Thomas Pasko

STAFF: Marti Bellefontaine, Cathleen Blair, Sandra Discepolo, Renee Grassi, Matthew Hoffman, Andrea Vaughn Johnson, Linnea Lundberg

II. Public Comment. None.

III. Review draft of October 15, 2024 Regular Board Meeting Minutes. Trustee Sommer moved approval of the October 15, 2024 Regular Board Meeting Minutes, as presented. Trustee Sennett seconded the motion. There was no discussion.

Aye – Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay – None

Absent or not voting – None

MOTION CARRIED

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Report for October 2024. Trustee Sommer shared her report:

- In October, we received approximately \$136,000 in property taxes.
- As of the end of October, in the General Fund, we have received more than 100% of the budgeted amount (\$150,000) for interest income for a total received of \$154,468.
- There is a small typo on the first page of the Notes to the Financial Statement, the total Property taxes received is actually \$135,803 (not \$136,803 as stated).
- In reviewing the General Fund expenses, note that Building Maintenance, account 76300, is at 82.3% of budget. In July, we paid the first invoice to Hill for the sump replacement (\$16,368.50) from Special Reserve Fund. The second related invoice (also for \$16,368.50) was debited from the General Fund in line 76300 on September 27. We are going reclassify the second invoice to SRF, as well as the associated maintenance/labor invoice from July 12 (\$7,747.10) which was also paid from this GF line. This would appropriately move \$24,115.60 from GF to SRF. The sump pump

replacement was budgeted as capital outlay in the Special Reserve Fund Plan in FY27, and needed to be moved up to FY25 due to premature failure of the system.

- There were several checks this month for the computer replacement project to Computer View and to HP, which were properly classified as SRF expenditures. Furthermore, there was one check to Engberg Anderson for their work on the space needs assessment in the amount of \$2,835.
  - There are a number of CDs coming due in December in the Special Reserve Fund. Given that a renovation project doesn't appear imminent for the foreseeable future, we will reinvest these CDs.
  - In regards to the levy documents, we are very grateful for Mr. Kim's assistance with his financial projections. In the document included for the board meeting, the financial projection is a guide, and should be used as such. In the amounts for the current year, there is an error in the property tax revenue (it should be \$5,677,700 not \$5,814,283) and therefore, the budgeted deficit is understated. However, this discrepancy does not change the recommendation of the Finance Committee for the levy.
- B. Bills and Salaries Check Detail for October 2024. Trustee Di Lorenzo moved approval of the October 2024 Bills and Salaries Check Detail, as presented. Trustee O'Keefe seconded the motion.
- Aye – Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman  
Nay – None  
Absent or not voting – None  
MOTION CARRIED

VI. Action Items.

- A. In compliance with 50 ILCS 70/1, the Decennial Local Government Efficiency Committee reviewed and approved the final Report for Compliance with the Local Government Efficiency Act. Wilmette Public Library promotes operational efficiency and demonstrates tremendous value to its constituents through its leveraged partnerships and participation in a number of intergovernmental agreements, including partnerships with Kenilworth Public Library District, Reaching Across Illinois Library System (RAILS), Cooperative Computer Services (CCS), Electronic Content Consortium ECC), insurance partners like Wellness Insurance Network (WIN) and Libraries of Illinois Risk Agency (LIRA), programming partners like Illinois Libraries Present (ILP) and Family Action Network (FAN), as well as our local partners at the Village, Schools and Park District. The library also maintains dozens of community partnerships ranging from preschools and not-for-profit organizations to programming partners and other local businesses. Trustees and committee member Eric Bederman provided feedback on their experience participating on the committee and what they learned from the report. Trustee Sennett moved approval of the Report for Compliance with the Local Government Efficiency Act, as presented. Trustee Nealon seconded.
- Aye – Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman  
Nay – None  
Absent or not voting – None  
MOTION CARRIED

- B. Review and approval of FY23-24 Annual Audit Report. Joe Laudont, Audit Manager for Lauterbach & Amen LLP, presented the Independent Auditors' Report at the October 15 Regular Meeting, providing an overview of the FY23-24 Annual Financial Report and its findings. Some figures in the draft report were subsequently corrected, leading to this final review. The approved audit report will be published on the WPLD website: <https://www.wilmettelibrary.info/about-us/about-the-library/library-finances-budget-overview>. Trustee O'Keefe moved approval of Fiscal Year 2023-24 Annual Financial Report as prepared by independent auditors Lauterbach & Amen, as presented. Trustee Sennett seconded. There was no discussion.

Aye – Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay – None

Absent or not voting – None

MOTION CARRIED

- C. Review and approval of Ordinance No. 2024/25-213, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024/25, for a total of \$6,573,818. Introductory information, historical financial data, and long range planning scenarios from the October 2 Finance Committee meeting are appended to this attachment on the board website. The levy includes a 4.9% increase over the prior year's tax extension, though the Board understands that 2023 CPI was 3.4%, and that despite an increase in new property, the library will likely not receive the full request of a 4.9% increase. The 2024 levy funds will be received in fiscal year 2026. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. Trustee Di Lorenzo moved approval of Ordinance No. 2024/25-213, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024/25 for a total of \$6,573,818, as presented. Trustee Sommer seconded the motion.

Aye – Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay – None

Absent or not voting – None

MOTION CARRIED. *The Ordinance is attached.*

- D. Review and approve Resolution No. 2024/25-217, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2024-25 Levy. Trustee Sommer moved approval of Resolution No. 2024/25-217, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's Fiscal Year 2024-25 Levy, as presented. Trustee Sennett seconded. There was no discussion.

Aye – Cox, Di Lorenzo, Nealon, O'Keefe, Sennett, Sommer, Fishman

Nay – None

Absent or not voting – None

MOTION CARRIED. *The Resolution is attached.*

- E. Review and approve Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2024 - December 31, 2025, in an amount not to exceed \$65,428. The Library has been a member of the LIRA insurance pool since 2017. The expiring annual agreement totaled \$56,849. Trustee Cox moved approval of the Libraries of Illinois Risk Agency (LIRA) renewal of Property /

Casualty and Workers Compensation Insurance for December 31, 2024 - December 31, 2025 in an amount not to exceed \$65,428. Trustee Nealon seconded the motion.

Aye – Cox, Di Lorenzo, Nealon, O’Keefe, Sennett, Sommer, Fishman

Nay – None

Absent or not voting – None

MOTION CARRIED

F. Cancellation of December 2024 Regular Board Meeting. The meeting is scheduled for Tuesday, December 17, 2024. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 21, 2025. Trustee Fishman moved that the Board of Library Trustees cancel the previously scheduled Tuesday, December 17, 2024 Regular Board Meeting and resume business at the next Regular Board Meeting on Tuesday, January 21, 2025. Trustee Sommer seconded the motion.

Aye – Cox, Di Lorenzo, Nealon, O’Keefe, Sennett, Sommer, Fishman

Nay – None

Absent or not voting – None

MOTION CARRIED

VII. Discussion Items. Strategic Facilities Plan Final Project Report. The library received the final space needs assessment report from Engberg Anderson Architects, as presented in this month’s board packet. As the library’s 2024 contractual engagement with the architect was predicated on the possibility of this report generating an actionable renovation concept, the engagement was necessarily time-bound and required a decision for forward progress at the November 19 meeting in order to keep to the timeline that would have potentially led to a construction project in summer 2025. Because the consultants’ renovation cost estimates (\$6 million) far exceeded the board’s anticipated budget for a renovation (\$3 million), and the expiring contract effectively forced a decision about prioritizing a significantly smaller project (\$1 million) without adequate time to engage stakeholders nor consider the long range impacts, the board decided to table any decisions about a renovation project at this time, and allowed the consulting engagement to expire.

VIII. Director's Report.

Director Auston noted the following from his report:

- Last month saw our strongest October physical circulation in the past 5 years with nearly 60,000 items.
- The benefits of our automation efficiencies with the Automated Materials Handling system, were evidenced by the library’s ability to quickly rebound after the recent CCS downtime at the end of September/early October.
- The TS team continues its effective and efficient operations, sustaining little to no backlog of materials despite a steady flow of new materials in, old materials out, and multiple concurrent improvement projects ongoing – all while advancing strong customer service.
- DMS Manager Lauren Kelly, who serves on the executive board of the Electronic Content Consortium (which provides the base operations of the Digital Library of Illinois’ OverDrive content to library patrons across the state through the Libby app), has also

just taken on a new role as the holds selector for the consortium, helping to manage overall wait times and sustained access to in-demand items.

- The Adult and Teen service team continues to build strong relationships with our chamber and local business partners as well as with New Trier High School; the first batch of our local history newspaper digitization project (which is continuing this year after several years on pause) were completed this month (the local history database remains the library's strongest performing digital resource).
- Local History and Genealogy Librarian Eva Johnson was elected vice chair of the Illinois State Historical Records board.
- Youth Services continues to provide extraordinary programming, hosting 70 programs in October with nearly 1900 patrons participating.
- As part of her role in LACONI (Library Administrators Conference of Northern Illinois), Community Engagement Librarian Sarah Jo Zaharako coordinated and hosted a special event for regional library professionals at Evanston Public Library titled Serving Patrons in Unique Circumstances: Social Work and Libraries.
- Communications & Events created and delivered the November-December newsletter; C&E Manager Sarah Beth Brown completed the library Communications and Branding Guide, an initiative from our Strategic Plan to create uniformity and cohesion in our outward facing communications.
- The Computer Replacement Project is advancing with planned patron launch in December and new PCs and software for staff in January, following staff training.
- And new staff members Susan Karol (Circulation Assistant), James Newman (Digital Services Assistant), and Rachel Rothe (former Circulation Assistant, now Adult Services Librarian).

IX. Committees - Report on Meetings.

- A. ILA / RAILS Updates. No report.

X. Information Items.

- A. Communication. Comments from suggestion boxes were distributed at the meeting.

- B. Holiday Hours for 2024. For Thanksgiving, WPLD will close at 5:00pm on Wednesday, November 27 and remain closed on Thursday, November 28. For Christmas, WPLD will be closed Tuesday, December 24 and Wednesday, December 25. For the New Year, WPLD will be closed Tuesday, December 31 and Wednesday, January 1, 2025.

XI. New Business. Three seats on the seven-member WPLD Board of Trustees are open for the

Tuesday, April 1, 2025 election. All seats will be for a full four-year term expiring in April 2029. As completed nomination papers were to be filed by Monday, November 18, 2024, Director Auston noted WPLD received three trustee candidate packets from residents: Eric Bederman, Jennifer L. Mullman, and Matthew Thomas Pasko.

XII. Adjournment.

Trustee Di Lorenzo moved to adjourn the meeting. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:31pm.

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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