



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: Liz Seager (League of Women Voters), resident Bob Lepkowski, 3 unidentified patrons

STAFF: Alex Barzallo, Marti Bellefontaine, Cathleen Blair, Sandra Discepolo, Ethan Herdrich, Christine Hightower, Andrea Vaughn Johnson, Marcos Levy

II. Review draft of February 18, 2025 Regular Board Meeting Minutes. Trustee Sommer moved approval of the February 18, 2025 Regular Board Meeting Minutes, as presented. Trustee Sennett seconded the motion. There was no discussion.

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

Nay- None

Absent or not voting – O'Keefe

MOTION CARRIED.

III. Public Comment. Resident Bob Lepkowski expressed his support of library staff's ability to discern what materials are needed in our community.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for February 2025. Trustee Sommer reported:

- The first income statement included in the board packet is General Fund only statement, and the second one represents income statement for all funds; the statements were not labeled as such this month.
- As noted in the first paragraph of the Financial Report, the library has begun receiving its Property Tax Revenue: - \$964,639 in General Fund taxes, and \$1,068,383.43 in total in February (from the income statements, all funds).
- There were 4 CDs that matured and were reinvested within the General Fund and Special Reserve Fund last month. The interest rates for the CDs in the library's investment ladder range from 3.7% to 5.3%, with maturity dates from 05/29/2025 through 02/12/2029.
- As I noted last month, the overall net loss of \$620,330 as of the end of January has been offset this month by the receipt of property tax revenue and interest income. Note that

as of the end of February, the General Fund reflects net income of \$148,832 and the overall net income is \$58,593.

- It is reasonable we did not receive Replacement Taxes in February as this is not a month we normally receive these funds. For the rest of this year, we should receive these funds in March, April, and May
- As indicated in the Notes to the Financial Statements there are several line items that are higher than the eighth month rate of 66.66%. For example, Electronic Resources account 50500 is at 72.3%. Some of our contracts/accounts have one-time expenses that generally fall in the first quarter of the fiscal year (or whenever they renew) and will not be billed again until the next fiscal year, while some have regular monthly expenses. Not all contracts or individual line items have even/consistent monthly expenses. Staff continue to track these details and we remain on/under budget this year.
- There were no Special Reserve Fun expenses in February 2025.

- B. Bills and Salaries Check Detail for February 2025. Trustee Di Lorenzo moved approval of the February 2025 Bills and Salaries Check Detail, as presented. Trustee Cox 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. Review and approval of updates to the following policies:

- Appendix 0: Rules of Procedure for Public Meetings and Hearings
- Policy 5: Financial Management
- Policy 6: Library Facilities
- Policy 7: Collection Management (and associated appendices)

Trustee Sennett moved approval of the renewals and updates to library policies and associated appendices, as presented. Trustee Nealon seconded. There was no discussion.

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

Nay- None

Absent or not voting - None

MOTION CARRIED.

- B. Contract Proposal: Midwest Environmental Consulting Services Asbestos Abatement Project. Director Auston explained the project, likely outcomes, and the services provided by Midwest Environmental Consulting Services. Trustee Di Lorenzo moved approval to proceed with the contact proposal from Midwest Environmental Consulting Services for the 2025 Asbestos Abatement Project, as presented. Trustee Cox seconded.

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

Nay- None

Absent or not voting – None

MOTION CARRIED.

VII. Director's Report. Director Auston noted the following from his report:

- The library saw 20,607 visitors in February, averaging over 735 users each day.

- The library welcomed 107 new patrons in February.
- With over 17,000 registered cardholders, over 85% of households in Wilmette have at least 1 library card, and over 2/3 of those library cards have been actively used in the last 6 months.
- February's monthly physical circulation statistics continue to average over 1,800 items checked out each day, with over 51,000 items checked out this month.
- Digital circulation continues to boom, and accounts for 30% of our total circulation. February 2025 OverDrive circulation totaled nearly 20,000 checkouts.
- Youth services saw a 20% increase in children finishing their Winter Reading goals over last year. Adult services saw a 117% increase in participation in Wilmette Reads over last year. We continue to be grateful to the Friends of the Wilmette Public Library for their enthusiastic support and funding of Wilmette Reads and the Winter Reading Program.
- Wilmette Public Library has just been named "Advocate of the Year" by the North Suburban Special Recreation Association (NSSRA) and will be celebrated at their annual Shining Stars Awards and Recognition banquet this spring. This award recognizes the library's profound impact on the NSSRA community, specifically staff's efforts to create safe, inclusive spaces and programs for participants, and demonstrating our values with compassion. We are especially proud to recognize the specific coordinating and advocacy efforts of Community Engagement Librarian Sarah Jo Zaharako.
- Big projects in the works for spring include the April/May newsletter which will be in homes later this month, the launch of our new Let's Learn Together series on Neurodiversity, and an exciting revamp of our library app which will be available on your phones and tablets in the coming weeks.
- Staff are hard at work improving our internal operations as well. Having implemented our computing systems and participated in comprehensive software training, we're turning our attention to another strategic plan goal of improving our communications by enhancing our Teams environment and developing and launching our new intranet. We plan to launch the new intranet portal on Staff Day, which our dedicated committee of June, Rebecca, Ethan, Krista, Emma, & Andrea have been planning for us all.
- The library will be closed on Friday, April 4 and resume regular hours the following day.

VIII. Committees – Report on Meetings.

- A. ILA/RAILS Update. Trustee Sennett provided information from RAILS about the recent federal executive order to substantially eliminate the Institute of Museum and Library Services (IMLS). About 10% of the Illinois State Library budget comes from federal funding through IMLS, which is about \$5 million per year. Some of this funding goes to supporting library systems (like RAILS), and the rest supports LSTA grants and statewide services. Locally, Wilmette Public Library benefits from many services from RAILS (including statewide interlibrary loan delivery services to all libraries to support resource sharing, and the recent statewide research database contract with EBSCO) and the Illinois State Library, so we would indirectly be impacted if IMLS is defunded and eliminated. ALA has issued a statement in advocacy for IMLS and local library directors are co-authoring an advocacy piece for our senators and representatives.
- B. Intergovernmental Cooperation Committee Report. Trustee Sennett and President Fishman

attended the February 27 Intergovernmental Cooperation Committee meeting in which a discussion of a topic to promote in the next year or two produced the subject of civility. The next meeting will be in May.

IX. Information Items.

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

X. New Business. Trustee Sommer noted she is WPLD board liaison for Friends and will be coming off the board after the election.

XI. Close Open Meeting and convene in Closed Meeting. President Fishman moved the Board of Trustees will convene in a closed meeting to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2c(1) of the Illinois Open Meetings Act. Trustee Sommer seconded.

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

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED. The meeting adjourned at 7:15pm.

XII. Close Closed Meeting and Reconvene in Open Meeting. After the closed meeting, the Board of Trustees reconvened in an open meeting to summarize activities conducted in the closed meeting.

Roll Call by Secretary Di Lorenzo:

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

ABSENT: None

The purpose of the Open Meeting following a Closed Meeting is to announce in Open Meeting the recommendations made in Closed Meeting and then to endorse these actions. WPLD Board President Joan Fishman called the Open Meeting to order at 8:58pm and announced the recommendation made by WPLD Board members is that Director Auston receive a 4% salary increase to \$161,720 retroactive to July 1, 2024. Trustee Sommer moved to accept the recommendation of the WPLD Board of Trustees in Closed Meeting. Trustee Di Lorenzo seconded. The Board thanked Director Auston.

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

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED.

XIII. Adjournment. Trustee Fishman moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 9:01pm.

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

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