

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 18, 2022 at 6:30pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Fishman, McDonald, Nealon, O'Keefe, Sommer, Wolf.
Trustee Riddle was absent. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Georgia Gebhardt and Mary Lawlor - League of Women Voters – Wilmette
STAFF: Marti Bellefontaine, Patsy deVuono, Kim Hegelund, Andrea Vaughn Johnson, Marcos Levy, John Risko, Jessica Thomson

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:31 pm. Director Auston called the roll.

II. Public Comment.

Mary Lawlor spoke on behalf of the League of Women Voters – Wilmette as a follow-up to a letter sent to the Board by the League's co-Presidents. In her position coordinating community education/engagement and good governance, Ms. Lawlor requested that the WPLD Board repost its older historic board and committee meeting materials to the new website. President McDonald stated that a formal response would be sent to the co-presidents on January 19.

III. Review draft of Minutes.

Trustee Wolf moved approval of the minutes of the November 16, 2021 Board meeting with corrections. Trustee Sommer seconded the motion. There was no discussion.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for November and December 2021.

Trustee Sommer noted two items: 1) WPLD received a \$1,300 support grant from RAILS, and 2) the quarterly fee was paid to Computer View for computer maintenance. Trustee Sommer stated the \$1.6 million dollar operating net loss shown in December is a matter of operating income and expenses less the distribution of funds from the special reserve fund. At the end of December, Library General Fund expenditures were at 43.72% of budget. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for November and December 2021.

Trustee Nealon moved approval of the November and December 2021 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED.

VI. Action Items.

A. Review and approval of draft policies from December 14, 2021 Policy Review Committee Meeting. Six of seven trustees were present for the December 14, 2021 Policy Committee Meeting and agreed to bring forth the reviewed policies with changes to the Board for approval. President McDonald reviewed the following policies:

- COVID-19 Vaccination Policy
- Appendix 3D: General Rules of Conduct
- Updates to Policy 5: Financial Management (Outstanding Checks and Capital Assets)
- Policy 6: Library Facilities
- Policy 8: Community Relations

Trustee Wolf moved approval of the draft policies: COVID-19 Vaccination Policy; Appendix 3D: General Rules of Conduct; Updates to Policy 5: Financial Management (Outstanding Checks and Capital Assets); Policy 6: Library Facilities; and Policy 8: Community Relations, as presented. Trustee O'Keefe seconded the motion.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED.

VII. Discussion Items.

A. 2021 Capital Repairs Project Update.

The project has been substantially complete since last fall, pending inspections, testing, and final punch list details. A few elements which were held up due to supply chain issues were completed in December. The inspection of fire safety systems led to differing code interpretations, and resulted in the deferral of the required testing of the system. Engineers, installers, and inspectors have reached consensus to add additional fire detection units in select areas. They will reschedule the inspection, and then test the system. Touch-up painting and finish work has been completed.

VIII. Director's Report.

Director Auston announced that WPLD has been named a *Library Journal* 5-star library for the third consecutive year! The Director's report included the following news:

- A new permanent storywalk has been installed at Hibbard Park in partnership with the Wilmette Park District.
- In another partnership, lists of new residents and businesses have been supplied by the Wilmette/Kenilworth Chamber of Commerce. Both Circulation and Business Librarian John Amundsen have been reaching out to engage with new residents and businesses.
- The official Welcome Desk furniture has arrived, and public in-library mobility equipment has been replaced.
- In an attempt to better promote the accessibility of subscription digital services, a proxy server will be implemented.
- The Automated Material Handling system (AMH) is up and running!
- Self-checkouts currently account for nearly half of all checkouts.
- Programming news included hosting *Meet The Author* Omar El Akkad to 70+ screens, and Winter Reading Club is now open until the end of February. In-person programming has been suspended through January due to the Omricon variant.

- Production/delivery of the latest WPLD newsletter was delayed as the print shop had COVID issues, but is now in homes.
- *Three Girls from Bronzeville* by Dawn Turner has been chosen as the One Book, Everyone Reads (OBER) title for 2022 and is available in many formats.
- New staff include Leah White (Assistant Director), Matt Womack (TS Assistant Manager), Carly Stauss (Cataloging Librarian) in TS, and Annabella Irvine (Digital Services Assistant).
- With the 2018-2021 Strategic Plan expiring, the Board and staff agreed that the objectives of that plan would be carried forward through the 2021-22 fiscal year while simultaneously planning for the next strategic plan. To that end, the business community has been a focus in this past year as well as local history and genealogical programming. Readers Services has been enhanced by the development and refinement of our website, and author programming has been enhanced by our partnership with Illinois Libraries Present. The Capital Repairs Project allowed for the reevaluation of spaces and furnishings. Going fine free in 2020 has had positive impacts in that we have higher rates of engagement and greater usage of collections, in addition to promoting equity. Special projects that recently contributed towards our strategic plan include the 2021 Capital Repairs Project, the RFID project, and the website redesign project. Progress toward staff growth and professional development has been especially significant. The redesigned newsletter, as well as growing and defining partnerships, also highlight accomplishment of key strategic plan goals. The Director will host a meeting of the Trustees and Leadership Team in February/March to orient trustees to library operations, department strengths and challenges, and overall vision and priorities for the next three years.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. No update. Director Auston noted the President’s Day Legislative Meet-Up 2022, sponsored by the Illinois Library Association, is Monday, February 15, 2022 from 9:00am to 10:30am via zoom virtual conference. For more information, see <https://www.ila.org/events/legislative-meet-ups>. Please contact Director Auston if you wish to register to attend.

ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>

RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>

X. Information Items.

- A. Communication. President McDonald noted digital and print comments from the suggestion box have been addressed.

- B. The President’s Day Legislative Meet-Up 2022, see above.

- C. The Village of Wilmette will celebrate its 150th birthday in 2022. The Sesquicentennial Planning Committee, with members from the Village, Parks, Library, Historical Society, and other community organizations and representatives is planning the event calendar for the yearlong celebration. Learn more at: <http://wilmette150.org/>.

D. The selection for WPLD's annual One Book, Everyone Reads (OBER) series, sponsored by the Friends of the Wilmette Public Library, is Dawn Turner's new novel *Three Girls from Bronzeville*. Ms. Turner will discuss the book with the community online on Wednesday, May 11 at 7:00pm. Visit www.wilmettelibrary.info/onebook for updates and information all OBER-related events.

XI. New Business / Old Business.

A. Trustee Fishman summarized the League of Women Voter's Student Government Leaders Program for eighth graders which was attended by trustees Fishman and McDonald.

XII. Adjournment.

Trustee McDonald moved to adjourn the meeting. Trustee Wolf seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:43 pm.

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

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