

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 19, 2022 at 6:30 pm in the Auditorium

PRESENT: Trustees Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf, and Director Auston

ABSENT: None

VISITORS: Georgia Gebhardt (League of Women Voters – Wilmette); William Marcus, Jimmy Lee, Rich Antonini, and Roxy Poluchowicz (Computer View Inc.); Liz Seager (resident)

STAFF: Marti Bellefontaine, Christine Hightower, Linnéa Lundberg, Marcos Levy

- I. Call to Order and Roll Call.
President McDonald called the meeting to order at 6:30 pm. Director Auston called the roll.
- II. Public Comment. Wilmette resident Liz Seager spoke to the library's strategic plan and the importance and understanding of cyber security within that plan, as well as including the Board's role of being good financial stewards. Ms. Seager encouraged Board not to rush the strategic plan and to include residents in the process.
- III. Review draft of Minutes.
 - A. March 10, 2022 Special Meeting Minutes.
Trustee Sommer moved approval of the minutes of the March 10, 2022 Special Meeting as presented. Trustee Wolf seconded the motion. There was no discussion.
Aye – Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED.
 - B. March 15, 2022 Regular Meeting Minutes.
Trustee Wolf moved approval of the minutes of the March 15, 2022 Regular Meeting as presented. Trustee Sommer seconded the motion. There was no discussion.
Aye – Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED.
- IV. Presentations. Computer View Inc. (CVI): LAN Management Introduction, Cyber Security Overview.
CVI Project Manager and Senior Systems Engineer William Marcus spoke to the LAN Management agreement and ongoing Cyber Security planning. CVI also introduced upcoming cyber security training and a planned internal phishing campaign. Later this spring/summer mandatory training is being planned for all staff and trustees on email phishing, which will be followed by a 3-month internal campaign designed to help staff and trustees identify potential threats before they're launched on WPLD network or home PCs/devices.
- V. Treasurer's Report.
 - A. Financial Reports for March 2022.
Trustee Sommer noted the following from the Financial Report: 1) General Fund expenses at 69.92% are below the expected 9-month rate of 75%; 2) General Fund interest income continues to improve due to rising interest rates; 3) General Fund reserves will allow WPLD to continue to meet obligations while WPLD awaits anticipated delayed property tax income later this year. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for March 2022.

Trustee Wolf moved approval of the February 2022 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

Aye – Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED.

VI. Action Items.

A. Contract Renewal: Comprehensive LAN Management Agreement with Computer View Inc. (CVI). WPLD has maintained a working relationship with CVI since 1996. The proposed agreement covers the comprehensive management of installed inventory of 221 devices for two years (July 1, 2022 to June 30, 2024). The charge for the first 12-month term is \$77,200 and for the second 12-month term is \$81,000. The current agreement with CVI covers the comprehensive management of installed inventory of 176 devices for two years (July 1, 2020 to June 30, 2022) for a current annual charge of \$65,900. Trustee Wolf moved to approve renewal of the Comprehensive LAN Management Agreement with Computer View Inc. for two years (July 1, 2022 to June 30, 2024), in the amount of \$77,200 for the first 12-month term, and \$81,200 for the second 12-month term, as presented. Trustee Sommer seconded the motion. There was no discussion.

Aye – Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED.

B. Server Replacement Proposal. The Library’s current server infrastructure is approaching its end of life and has reached its serviceable capacity. The total price for CVI’s proposed replacement hardware, software, installation, and configuration is: file server \$33,542, and virtual server for \$54,330. Installation and configuration will take place outside of library business hours and will not affect staff or patrons. Trustee Riddle moved approval of the server replacement proposal from Computer View Inc., including replacement hardware, software, installation, and configuration of the file server for \$33,542, and the virtual server for \$54,330, as presented. Trustee Fishman seconded the motion. CVI’s Roxy Poluchowicz clarified what is included in the scope of work and the process timeline.

Aye – Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED.

VII. Discussion Items.

A. 2021 Capital Repairs Project Update. The 2021 Capital Repair Project is complete. While the project did not finish early (supply chain issues affected the timeline on several key elements), it came in over \$70,000 under budget (about 4% less than expected at the outset) – all while addressing additional items of concern that either came up during construction or were presented as opportunities by our skilled crews. The improvements made as a result of this project exceeded expectations and its impacts are remarkable and enduring, highlighting the importance of long range capital planning.

The remaining punch list items to be handled by product installers include:

- Upgrade of 3 exterior security cameras (on order)

- Replacement of exit/panic bar door hardware (on order)
- Replacement of exterior curtain wall pressure plates/glazing work at main entrance (now currently in progress)

Final billing/closeouts were issued in early April, so next month's financial reports will reflect our final major payments for the project (save for the above small items).

Additional information specific to the construction project is posted on the project page:

<https://www.wilmettelibrary.info/2021-capital-repairs-project>

B. Summary of April 12, 2022 Finance Committee meeting. Finance Committee members Sommer (chair), Fishman, O'Keefe, Riddle, along with President McDonald (as an ex-officio member), were joined by Trustee Nealon via remote feed, to review the first draft Library operating budget for fiscal year 2022-2023 (July 1, 2022 – June 30, 2023). The first draft of the budget shows a 4.5% increase over the current operating budget. A poll will be sent to schedule a Finance Committee meeting prior to the May 17 Regular Board meeting to continue discussions of the draft working budget for FY22-23. The budget is expected to be presented for approval at the June 21 Regular Meeting.

VIII. Director's Report.

Director Auston noted the following from his report:

- Circulation remains comparatively strong for the industry at this stage of the post-emergency phase of the pandemic. WPLD is at about 89% of our 2019 circulation, and currently in the top 3 borrowing libraries in our system, and among the top 5 in lending.
- Media Room shelving is finally in place, though a few components remain. The DVD collections will be shifted, expanded, and have improved accessibility in the coming weeks.
- [One Book Everyone Reads](#) programming is underway, with our main event (Meet the Author: Dawn Turner in Conversation with Alex Kotlowitz), planned for Wednesday, May 11, 7–8pm (virtual).
- Youth Services annual K-8 bookmark contest is underway through April 24.
- Oral History Kits are circulating as part of our Wilmette 150 initiatives and in partnership with the History Museum. Learn more here: <https://www.wilmettelibrary.info/research/local-history/oral-history>
- The four study rooms on the second floor are now available to reserve up to a week in advance with a Wilmette Public Library card: <https://www.wilmettelibrary.info/reserve-room>
- Maker Appointments continue to be popular. For more info, visit: <https://www.wilmettelibrary.info/services/makers>
- The Library is excited to welcome Nick Offerman and Jeff Tweedy next Wednesday evening as part of our partnership with Illinois Libraries Present: <https://wilmette.libnet.info/event/6341604>

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. No ILA or RAILS updates. Director Auston attended PLA in Portland, Oregon in March. PLA's programming this year overwhelmingly amplified the focus on library initiatives to support equity, diversity, inclusion, and social justice, as well as addressing challenges to intellectual freedom.

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 there were no comments in the suggestion boxes.

B. 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/>.

C. 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 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 all OBER-related events.

XI. New Business / Old Business. None.

XII. Adjournment.

Trustee Wolf moved to adjourn the meeting. Trustee Sommer seconded. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:45pm.

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