

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, May 17, 2022 at 6:30 pm in the Auditorium

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

ABSENT: Trustee Wolf

VISITORS: Georgia Gebhardt and Mary Lawlor (League of Women Voters – Wilmette); Renee Cox

STAFF: Marti Bellefontaine, Christine Hightower, Linnéa Lundberg

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:30 pm. Trustee O'Keefe called the roll.

II. Public Comment. There was no public comment.

III. Review draft of Minutes.

A. April 19, 2022 Regular Meeting Minutes.

Trustee O'Keefe noted a correction to the numbers in section 6 for consistency. Trustee Fishman moved approval of the minutes of the April 19, 2022 Regular Meeting as corrected. Trustee Sommer seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Wolf

MOTION CARRIED.

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for April 2022.

Trustee Sommer noted the following: 1) Income item 44200, Funds from Kenilworth, appears to be under budget but a fourth quarter payment is expected in June bringing the fund to budgeted income amount; 2) The approval of new servers at April's board meeting is reflected in the \$43,936 debit in account 74110, Equipment and Furnishings; 3) CD rates continue to rise which allows for the possibility of breaking CDs currently being held until May and July of 2023 as they have a .4% interest rate and current rates are closer to 2.8 to 3%. The increase in interest income would likely be more than the penalty for early withdrawal; 4) The anticipated late receipt of tax revenue later this year should be covered by the cash balance in the MaxSafe account, and 5) in the financial notes there is an indication when non-general fund activity is factored out we have a year-to-date income of \$1.3 million. Income from the Special Reserve had been included in the computation making the year-to-date income appear incorrect. Subtracting the Special Reserve income shows a year-to-date income of \$750,000. Going forward the total operating income minus the total operating expenses equals the net. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for April 2022.

Trustee O'Keefe moved approval of the April 2022 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

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

Nay – None

Absent or not voting – Wolf
MOTION CARRIED.

VI. Action Items.

- A. Ordinance No. 2021/22-203, Ordinance Setting Schedule for Regular Meetings of the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois and Providing Repository of Certified Copies of Ordinances. Trustee Sommer moved approval of Ordinance 2021/22-203. Trustee O’Keefe seconded the motion.

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

Nay – None

Absent or not voting – Wolf

MOTION CARRIED.

- B. Annual Decision to Participate in the Public Library Non-Resident Services Program pursuant to section 3050.20 of the Administrative Code, section 30-55.60 of the Illinois Compiled Statutes, and the Services to Patrons section of the WPLD Policy Manual. Director Auston summarized this annual decision. Trustee Fishman moved approval of Library participation in the Public Library Non-Resident Services Program. Trustee Sommer seconded the motion.

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

Nay – None

Absent or not voting – Wolf

MOTION CARRIED.

VII. Discussion Items.

- A. Summary of May 12, 2022 Finance Committee meeting. The Finance Committee has met twice this spring to review the draft FY22-23 budget (April 12 and May 12). The draft budget comprises an 8% increase over the current fiscal year, with the majority of the proposed increases coming in the personnel lines. This increase includes a proposed 4% cost of living increase for all eligible staff, the addition of 3 new positions, and increased hours for several other positions. Along with the draft General Fund expenditures, the Board is considering three Special Reserve Fund-eligible projects as well. The budget will be reviewed in committee again in early June before being presented for final approval at the June 21 Regular Meeting.

VIII. Director’s Report.

Director Auston noted the following from his report:

- Strategic Plan Survey. Over the course of a few weeks in April and early May, the library conducted a community survey through print flyers and an online questionnaire. Surveys were distributed through programs and events (both at the library and around town), at service desks in the building, through our email distribution list, and with the help of the Village’s social media promotion. A significant representative sample with over 500 responses were received, and staff are currently analyzing the data to compile a summary. Themes have already emerged in the results. Our community greatly values the library not only for its collections, programs, and services - but also as a place to be, a destination, a third place. Space was a familiar theme with our users. The challenge is the allocation and valuation of spaces as we work to find a balance between a warehouse of resources and a comfortable destination. Families are ready to resume interactive play and enjoy in-person activities again. Adults enjoy the flexibility of both

in-person and virtual events and would like to see this sustained. New ideas were suggested. Some respondents even suggested ideas that we're already doing, which helps us to evaluate our communications, promotions, and marketing. Responses were received quickly, included great feedback, and many participants provided emails for follow-up opportunities.

- Gender 101 training. In an effort to support our Employee Handbook's Customer Service Standards to "provide a friendly, welcoming environment to everyone," "with an open and inclusive attitude," "that is compassionate and equitable," the library hosted Lurie's Children's Hospital for a workshop on gender equity and inclusivity this spring. On Friday morning, April 22, about 40 staff attended the live online training. For those who could not attend that session, our presenter prepared a recorded version for staff who could not participate live.
- One Book Everyone Reads author event with Dawn Turner and Alex Kotlowitz. Journalist and author Alex Kotlowitz spoke in conversation with fellow journalist and author of *Three Girls from Bronzeville* Dawn Turner for 40 minutes, followed by a Q&A session with questions submitted from the viewing audience. Mr. Kotlowitz asked Ms. Turner engaging questions about her childhood, relationships with her sister, best friend, and Bronzeville as a whole. Dawn discussed the history of the black community, her family, migration, and Bronzeville, and how they are inextricably linked. This event was well-attended with 251 participants joining us live, one of the best attended author programs hosted by the Library via Zoom. This event was generously funded by the Friends of the Wilmette Public Library.
- Children's K-8 Bookmark Contest. <https://www.wilmettelibrary.info/events/bookmark-contest> The top 15 bookmarks in our contest have been printed and distributed at the library starting May 2, in celebration of Children's Book Week. All entries are displayed in the Youth Services department. This contest was also funded by the Friends of the Wilmette Public Library.
- Friends bookstore: Books Down Under has expanded their hours to include a 3:00pm close on Saturdays.
- Bike to the Library This Week! On Friday, May 20 use any non-car method to get to the library, stop by the welcome desk and let them know you took alternative transportation to the library, and you'll receive a free gift; and on Tuesday, May 24, 4-5pm join the family bike parade in celebration of Bike Everywhere Day! Kids and families are invited to bring bikes to Vattmann Park, decorate it using our supplies, then join in a bike parade around the park.
- We're hiring! We currently have 7 opportunities posted on our employment page (<https://www.wilmettelibrary.info/about-us/employment>) and on various job sites online.

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. No ILA or RAILS updates.

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

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

B. Intergovernmental Cooperation Committee Report. Trustee Nealon reported on the committee’s quarterly meeting and noted the possibility of recruiting a shared Sustainability Coordinator as a new position shared by the village board, schools, park, and library. Trustees discussed the proposed position.

X. Information Items.

A. Communication. President McDonald noted there were no comments in the suggestion boxes.

B. The Wilmette Memorial Day Unity March and Ceremony honoring 110 Wilmette residents who died while serving the country in times of war is Monday, May 30, 2022. The Unity March will begin staging at 9:30am at the St. Joseph Church parking lot and will proceed at 10:30am to Village Hall via Lake Avenue, Park Avenue, and Wilmette Avenue. The Ceremony will begin at Village Hall following the arrival of the marchers. Library trustees, staff, and volunteers are invited to join and march with our group.

C. The American Library Association (ALA) Annual Conference is scheduled for June 23-28, 2022 in Washington, D.C.: <https://2022.alaannual.org/>. For more information on United for Libraries programs and training opportunities offered for Trustees, see <http://www.ala.org/united/>.

XI. New Business / Old Business. None.

XII. Close Open Meeting and convene in Closed Meeting. The purpose of the Closed Meeting is to discuss the annual review of the director’s performance in compliance with 5 ILCS 120/2(c)(1). Trustee Sommer moved to close the regular Board meeting at 7:15pm and to reconvene in Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2(c)(1) of the Illinois Open Meeting Act. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – Wolf

MOTION CARRIED.

XIII. Close Closed Meeting and reconvene in Open Meeting. The purpose of the Open Meeting following a Closed Meeting is to summarize in Open Meeting the discussions from the Closed Meeting and then to endorse those actions. WPLD President McDonald reconvened the Open Meeting at 7:45pm and then summarized the Board’s plan to increase Director Auston’s salary. Trustee O’Keefe called the roll.

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

Nay – None

Absent or not voting – Wolf

Trustee Sommer moved to set the Director's salary at \$147,000, including a 4% cost of living increase and 2.06% additional raise, effective July 1, 2022. Trustee Fishman seconded. The Board commended Director Auston on his leadership.

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

Nay – None

Absent or not voting – Wolf

MOTION CARRIED

XIV. Adjournment.

Trustee McDonald moved to adjourn the meeting. Trustee Sommer seconded.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:49pm.

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

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