

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
SPECIAL MEETING MINUTES**

Monday, September 19, 2022 at 9:00am in the Auditorium

PRESENT: Trustees McDonald, Nealon, O’Keefe, Riddle (arrived at 10:45am), Sommer, Director Auston

ABSENT: Trustee Fishman

VISITORS: Elizabeth Seager – LWV Wilmette

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 9:05am. Secretary O’Keefe called the roll.

II. Public Comment. None.

III. Interviews of Candidates for Library Trustee Vacancy.

In accordance with 75 ILCS 16/30-25, trustees interviewed the following candidates in consideration for appointment to the vacant seat on the library board, to be filled until the next election in April 2023:

Maria DiLorenzo, Alla Cherkassky Galati, Gale Teschendorf, Nelson Howard, Linda Diekman, Kathryn Hartrick, and Mark Mycyk

During each 30-minute interview, trustees and candidates discussed their qualifications, how they have used Wilmette Public Library, the role of the public library today and in the future, the roles of the trustee and staff, strategic planning initiatives, financial stewardship, library collection philosophy, and overall priorities as public officials.

IV. Adjournment.

Trustee Nealon moved to adjourn the meeting. Trustee O’Keefe seconded.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 12:40pm.

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

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
SPECIAL MEETING MINUTES**

Monday, September 19, 2022 at 5:00pm in the Small Meeting Room

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

ABSENT: Trustee Fishman

VISITORS: Georgia Gebhardt – LWV Wilmette

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 5:00pm. Secretary O’Keefe called the roll.

II. Public Comment. None.

III. Interviews of Candidates for Library Trustee Vacancy.

In accordance with 75 ILCS 16/30-25, trustees interviewed the following candidates in consideration for appointment to the vacant seat on the library board, to be filled until the next election in April 2023:

Matthew Pasko, David Bernstein, Penny Fisher, Renee Cox, Eric Bederman, Maddie Joseph

During each 30-minute interview, trustees and candidates discussed their qualifications, how they have used Wilmette Public Library, the role of the public library today and in the future, the roles of the trustee and staff, strategic planning initiatives, financial stewardship, library collection philosophy, and overall priorities as public officials.

IV. Adjournment.

Trustee McDonald moved to adjourn the meeting. Trustee O’Keefe seconded.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 8:08pm.

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

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, September 20, 2022 at 6:30pm in the Auditorium

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

ABSENT: Trustee Fishman

VISITORS: Georgia Gebhardt – LWV Wilmette; Wilmette resident Renee Cox

STAFF: Marti Bellefontaine, Andrea Vaughn Johnson, Kim Hegelund, Ethan Herdrich, Linnéa Lundberg

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:32pm. Secretary O'Keefe called the roll.

II. Public Comment. None.

III. Review draft of Minutes.

Trustee Sommer moved approval of the minutes of the August 16, 2022 Regular Meeting as written. Trustee Nealon seconded the motion. There was no discussion.

Aye – McDonald, Nealon, Riddle, Sommer

Nay – none

Absent or not voting – Fishman, O'Keefe

MOTION CARRIED.

IV. Presentations. Youth Services Manager Andrea Vaughn Johnson reported on the 2022 Summer Reading Clubs, current and future activities in Youth Services, and addressed questions from trustees including plans for increased engagement and program evaluation.

V. Treasurer's Report.

A. Financial Reports for August 2022.

Trustee Sommer noted the following: 1) The General Fund balance at the end of August was \$6.7 million. The \$441,000 decrease in the General Fund balance since the end of July was expected as no tax dollars have been received. The balance in the Special Reserve Fund at the end of August was \$5.532 million which is a slight increase is due to interest income.

Other fund balances, which include liability and audit special reserve funds, were at \$131,000; 2) the newly constructed cd ladder is taking advantage of rates between 1.5% to 3.25%; 3) Total General Fund expenses at 16.79% is slightly above the two-month rate of 16.67% primarily due to a third payroll in July; 4) the net loss for operations is \$898,000 year-to-date with no tax revenue received; 5) there have been no disbursements from the Special Reserve Fund. IMRF and FICA payments made from the Other Funds account for the difference between the year-to-date net losses of \$909,000 versus operating loss of \$898,000. Trustee Sommer noted a check written from the operating account to the auditors will be moved via journal entry.

B. Bills and Salaries Check Detail for August 2022.

Trustee Riddle moved approval of the August 2022 Bills and Salaries Check Detail. Trustee Nealon seconded the motion.

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

Nay – None

Absent or not voting – Fishman

MOTION CARRIED.

VI. Action Items.

- A. Proposal from Bibliotheca for 24/7 Outdoor Locker Solution for \$26,722. Circulation Manager Kim Hegelund presented the library's solution for 24/7 Outdoor Lockers after seeking out a proposal from our RFID provider, Bibliotheca. The software interface (Quick Connect) is identical to what patrons are already using at self-service stations (currently used by over 50% of our patrons). Bibliotheca's solution helps satisfy our strategic goals of meeting users at the site of their need while also expanding the provision of our resources outside the library and its regular operating hours. This would be the library's first 24/7 physical material service. The fall space survey indicates that nearly 1/3 of our patrons would take advantage of this service, while another 13% would be interested in a potential future off-site location. Trustee Nealon moved approval of the 24/7 Outdoor Locker proposal from Bibliotheca in an amount not to exceed \$27,000. Trustee Sommer seconded.

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

Nay – None

Absent or not voting – Fishman

MOTION CARRIED.

VII. Discussion Items.

- A. Strategic Plan Survey #2 Update and Discussion of next steps. Staff will begin a full review and analysis of all the survey data and begin drafting the outline of the next strategic plan. Director Auston will also be attending department meetings this fall to collect feedback from staff about specific space needs not identified in the public survey.
- B. Annual Per Capita Grant Review of Standards for Illinois Public Libraries. Director Auston discussed how Wilmette Public Library meets or exceeds all of the criteria in the standards.

VIII. Director's Report.

Director Auston noted the following from his report:

- The Block Party on Saturday, September 10 was the culmination of Wilmette 150's Sesquicentennial celebration where WPL staffed a table in the Kid Zone from 11-3pm with our Imagination Playground blue blocks and Library of Things robots, as well as registering 28 applicants for library cards. We also hosted drop-in activities and the Friends Pop-Up Book Sale at the library.
- Other community engagement activities included participating in Kenilworth's New Resident Mondays in both August and September.
- Items recently added to Library of Things (LOT) collection include a Go-Pro and a vehicle code reader.
- An additional 3D printer along with several other digitization resources are being added to the Technology Center this fall.
- Added to our digital resources is the Chicago Community Collection from NewsBank, which includes open access to 270 local newspapers.
- Cyber security issues that were discussed at the April board meeting have become increasingly relevant as one of WPLD's largest vendors came under a ransomware attack recently. As this is a a very real concern, CVI hosted training for staff and trustees to learn

about threats related to cyber security. A friendly attack will occur shortly to help solidify this education.

- Digitally, WPLD is the 6th highest circulator of e-book materials in our 138-member consortium. Of the 138 members, Wilmette is the 27th highest in population size, reflecting high rates of engagement with this service relative to our community served.
- Physically, July and August 2022 circulation had the best circulation since before the pandemic began in 2020.
- We welcome new IT Manager Michael Pocrnich and new School Engagement Librarian Eti Berland this month.

IX. Committees – Report on Meetings.

- A. ILA/RAILS Update. No report.
- B. Intergovernmental Cooperation Committee Report. A mid-October meeting is expected.

X. Information Items.

- A. Communication. Comments from the suggestion boxes were distributed at the meeting.
- B. ILA Annual Conference will be held October 18-20, 2022 in Rosemont, IL. Trustee Forum workshops are scheduled for Thursday, October 20. Learn more about the workshops and speakers at <https://www.ila.org/events/annual-conference>.

XI. New Business.

- A. Schedule Finance Committee Meeting. A tentative date of Monday, October 10, 2022 at 9:30am will be confirmed.

XII. Close Open Meeting and convene in Closed Meeting.

After the business of the regular monthly Board meeting, the Board of Trustees will convene in a closed meeting to discuss previous closed meeting/confidential meetings minutes and the selection of candidates to fill the board vacancy. President McDonald moved that the Board go into closed meeting to review minutes from previous closed/confidential meetings in compliance with 5 ILCS 120/2.06(d); and to discuss the selection of candidates to fill the vacancy on the board in compliance with 5 ILCS 120/2(c)3 of the Illinois Open Meetings Act. Trustee Sommer seconded.

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

Nay – None

Absent or not voting – Fishman

MOTION CARRIED. The meeting adjourned at 7:41pm.

XIII. Close Closed Meeting and Convene in Open Meeting.

After the closed meeting the Board of Trustees will convene in open meeting to summarize activities conducted in the closed meeting. WPLD Board President McDonald called the Open Meeting to order at 9:04pm and announced in compliance with the Illinois Open Meetings Act, the WPL Board of Trustees in Open Meeting: approve the drafts of the minutes of the May 19, 2020; November 17, 2020; February 15, 2022; May 12, 2022; May 17, 2022 Closed Meetings as official minutes of those meetings and make these minutes non-confidential. Trustee Sommer moved to accept the recommendation of the WPL Board

of Trustees in Closed Meeting. Trustee O’Keefe seconded.

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

Nay – None

Absent or not voting – Fishman

MOTION CARRIED.

XIV. Adjournment.

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

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 9:05pm.

President
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