

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, September 21, 2021 at 6:30 pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Fishman, Nealon, O’Keefe, Riddle, Sommer, Director Auston. President McDonald was absent.

ELECTRONIC VISITORS: Elizabeth Seager - League of Women Voters – Wilmette; PUBLIC: Adam Brown, Margo Chambers; STAFF: Jennifer Bartel, Marti Bellefontaine, Sarah Beth Brown, Patsy deVuono, Kim Hegelund, Andrea Vaughn Johnson, Gayle Justman, Marcos Levy, John Risko, Jessica Thomson

I. Call to Order and Roll Call.

Vice-President Fishman called the meeting to order at 6:33 pm. Director Auston called the roll.

II. Secretary’s Certification of Membership of the WPL Board of Trustees. The members of the WPL Board of Trustees were confirmed.

III. Administer Oath of Office to Trustee Appointed at August 17, 2021 Board Meeting. Secretary O’Keefe administered the oath of office to Trustee Wolf. Trustee Wolf’s term expires in April 2023. Trustee Wolf signed the Oath of Office – Library Trustee after the meeting.

Roll Call. Director Auston called the roll. Trustees Fishman, Nealon, O’Keefe, Riddle, Sommer, and Wolf were present. President McDonald was absent.

IV. Public Comment.

There was no public comment.

V. Review draft of Minutes.

Director Auston noted a date correction to the August 17, 2021 Minutes in that Trustee Wolf’s appointment began today, September 21, 2021. Trustee Wolf moved approval of the minutes of the August 17, 2021 Board meeting as corrected. Trustee Nealon seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED

VI. Treasurer’s Report.

A. Financial Reports for August 2021.

Trustee Sommer noted WPLD’s Per Capita Grant was received and included \$6,000 more than expected. Total General Fund expenses at 14.65% are below the expected two-month rate of 16.67% due to the timing of some expenses at this point in the year. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for August 2021.

Treasurer Sommer moved approval of the August 2021 Bills and Salaries Check Detail. Trustee Riddle seconded the motion.

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED

VII. Presentations.

A. Summer Reading Club 2021 Summary & Youth Services Update - Andrea Vaughn Johnson, Youth Services Manager. Youth Services spent considerable time finding new ways to provide programming for children and families during the pandemic. In June, the library lawn provided a venue for a safe return to larger-scale in-person programming, including painted circles on the lawn to encourage social distancing and a new PA system to overcome traffic noise. Indoor programs such as book clubs, art programs, reading to the dogs, and STEM programs reconvened in September with limited capacity and social distancing for school-age kids. The youth Summer Reading Club provided in-person and online reporting booths which were used by over 700 patrons who completed the first 20 days of continuous reading; 255 who went on to read another 20 days, and 80 completed 60 continuous days of reading. Those patrons earned 1,029 book prizes sponsored by the Friends of the Library. Kids also voted for who they wished to be working at the library in the “Great Library Takeover,” which happened the weekend of September 18-19; they chose unicorns, and staff responded with special costumes and colorful decorations. Fall projects include promotion of our new library cards for schools, wherein principals can register their schools for cards instead of teachers checking out classroom resources on their personal library cards. Staff are promoting appointments with a Maker Librarian to ensure dedicated time for projects. Book selectors are working on diversifying the collection to make sure our community is well represented.

B. Introduction to the Library’s new website, due to launch Tuesday, October 5 - Sarah Beth Brown, Communications and Events Manager. Sarah Beth provided an overview of the processes used by the Website Redesign Committee, gave a general demonstration of the new website, talked about next steps, and answered questions. Highlights on the new website include quick links, evergreen content, the events calendar on various pages, and promotional book covers highlighting the collections with curated lists. Readers’ advisory suggestions are included in the dynamic content. Committee discussions continue to include how to add and update content, including content patrons have asked for, which pages have historically been popular, and how to make downloadable content more approachable and intuitive for patrons. Patrons and staff are currently providing usability testing and feedback.

VIII. Action Items.

A. Resolution No. 2021/22-208, Resolution Honoring Trustee Jan Barshis. Vice-President Fishman read the Resolution into the record. Trustee Wolf moved approval of Resolution 2021/22-208 Honoring Trustee Jan Barshis. Trustee Nealon seconded the motion.

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

Nay – None

Absent or not voting – McDonald

MOTION CARRIED.

IX. Discussion Items.

A. Capital Repair Project/Construction Closure Update.

One year after the receipt of the 2020 Capital Reserve Study, we've completely nearly all of the top priority tasks in our first year of planned improvements:

- Comprehensive masonry and tuck pointing project.
- Roof recoating and associated maintenance and warranty renewal work.
- Lower level drain tile installation and water remediation project.
- Security camera and access control systems are installed and awaiting programming, training, and disbursement of key fob system (to be completed in October).
- Supplementary fire alarm system upgrade has been affected by pandemic supply chain issues; completion is expected in December. The existing system remains fully operational.
- Replacement of the main electrical power system gear, panel upgrades, and wiring project.
- Permeable parking lot repairs project.
- With the Capital Repairs Project on time and on budget, project leaders took advantage of remaining allowances and contingencies and prioritized select change orders to install additional low voltage cable drops for the anticipated upgraded wifi access points and related projects while contractors were on-site and had the ability and opportunity.

X. Director's Report.

- Staff continue to discuss how to maintain and promote equity, diversity, and inclusion when evaluating our programming and collections.
- Shelving staff restored collections affected by the construction project and improved presentation of resources to better merchandise the collections.
- Shifting of collections has also moved the non-fiction starting point on the lower level to prepare for oversized books being relocated from the Mezzanine to in a new bookcase in the same area.
- Technical Services staff completed important maintenance work to the catalog and addressed the backlog of materials from the August closure, all while being short staffed.
- The Automated Material Handling system is now due to arrive in November. In the meantime, the Shelving Room where it will be installed into is being readied for its arrival.
- Circulation staff successfully prepared staff and public for the August closure – no complaints were received!
- Patron engagement shows that 75% of our registered patrons have used their library cards since the pandemic started. Over 60% have used their cards in the last 6 months.
- Plans are being made for more author events this fall.
- In 2018, and now again in 2021, the Library retained HR Source to complete a full review of our compensation structures. Job descriptions were evaluated, compensation for our positions were benchmarked, and appropriately updated to be competitive both with the neighboring library job market and also aligned with similar private sector positions.

XI. Committees – Report on Meetings.

A. ILA / RAILS Update. No reports from ILA and RAILS.

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

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

XII. Information Items.

A. Communication. No communications were received.

B. WPLD Finance Committee Meeting will be held on Tuesday, October 5, 2021 via Zoom to begin discussion of the FY21-22 levy process.

C. ILA Annual Conference will be presented virtually October 12-14, 2021. Trustee Forum workshops are scheduled for October 14. Notify Director Auston if you are interested in attending. Learn more about the workshops and speakers at <https://www.ila.org/events/annual-conference>

XIII. New Business / Old Business.

A. None.

XIV. Adjournment.

Trustee Wolf moved to adjourn the meeting. Trustee Sommer seconded the motion.
MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:54 pm.

Vice-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