

Board meeting notices have been posted at Village Hall and the Metra Station. The Board meeting agenda has been posted on the WPL legal bulletin board and has been distributed to WPL staff members and the President of the Friends of the Library. The agenda and attachments are available on the web and in a binder at the Reference Desk.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA
Tuesday, March 20, 2018 at 7:30 pm in the staff lounge

- I. Call to Order and Roll Call.
- II. Approve Minutes from Feb. Board Meeting. **Attachment 1**
- III. Presentation. Jodi Mariano, a principal at Teska Associates, will discuss and present the landscaping plan developed by Teska for WPL. **Attachment 2**
- IV. Public Comment.
- V. Treasurer's Report
 - A. Financial Reports for Feb. **Attachment 3**
 - B. Bills and Salaries for Feb. **Attachment 4**
- VI. Action Items.
 - A. Landscaping Plan. The Landscape Steering Committee met with Teska representatives on Wed., March 7 to review all aspects of the plan. The final Landscaping Plan for WPL is presented in Attachment 2.
 - B. Strategic Plan. **Attachment 5**
- VII. Discussion Items.
 - A. Schedule Finance Committee meeting. The purpose of the meeting is to review the fiscal year 2018-19 Library budget. Committee members are trustees Rodgers (chair), Johnson, and McDonald. Trustee O'Laughlin, as Board President, is an ex officio member. All trustees are invited to attend.
- VIII. Director's Report. Monthly statistics and additional information from the Director are here. **Attachment 6**
- IX. Committee Reports.
 - A. ILA Representative. Illinois Library Association Newsletters dated Feb. 22, March 1, March 7, and March 14 are here. **Attachment 7**
- X. Information Items.
 - A. The Winter Reading Club for Kids, *Smitten with Books*, ran from Jan. 2 to March 4. A record 514 kids participated in the event this year.
 - B. Staff Institute Day was Fri. March 9. The Library was closed. The theme was *The Future is Now*. Miguel Figueroa from the Center for the Future of Libraries discussed future library trends. 74 staff attended.
 - C. PLA 2018 is March 20 – 24 in Philadelphia. Trustee McDonald and staff members Krista Hutley, Jill McKeown, Stephen Koebel, Janet Piehl, Sarah Beth Brown, Patsy deVuono, and Linda Dahl are attending the conference.
 - D. The Library will be closed Sunday, April 1, for Easter.
 - E. National Library Week will be observed April 8-14, 2018 with the theme, "Libraries Lead." First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April.

- F. The One Book, Everybody Reads (OBER) selection for 2018 is *A Gentleman in Moscow* by Amor Towles. The author will visit Wilmette and discuss his novel on Sun., April 22 at 3:00 pm at the Wilmette Jr. High Auditorium, 620 Locust Rd. A full roster of related programs will take place in the weeks leading up to his visit. Details are at www.wilmettelibrary.info/onebook. One Book programming is funded by the Friends.
- G. Registration for National Library Legislative Day 2018 has opened. The event will be held in Washington, D.C. on May 7 & 8. For more information, see www.ala.org/nlld. Contact Heather if you wish to attend.
- H. The LACONI Annual Trustee Banquet is Fri., May 18, 6 – 9 pm at the Carleton of Oak Park Hotel, Grand Ballroom. The evening will include a buffet style dinner, networking, and insights from EveryLibrary founder and Executive Director, John Chrastka. A cash bar will be available. Details, including registration and pricing, will be available at a later date. Please contact Heather if you wish to attend. LACONI is the Library Administrators Conference of Northern Illinois.
- I. Cooperative Projects.
1. On Feb. 5, 12, and 26, Youth Services librarian Ruth Bell visited after-school classes (two kindergarten and one first grade) at the Wilmette Park District for winter month activities. Kids explored wind and flight by creating objects to fly in the wind tunnel.
 2. On Feb. 11, Youth Services librarian Ruth Bell presented a program at the Wilmette Historical Museum. The purpose of the program was to celebrate African-American history in story and song. Ms. Bell presented books on famous African-Americans which attendees could peruse at the museum or check out to take with them.

J. Communication. **Attachment 8**

XI. New Business / Old Business.

XII. Adjournment.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, February 20, 2018 at 7:30 pm in the staff lounge

A1

PRESENT: Virginia George, Lisa McDonald, Kathleen O'Laughlin, Stuart Wolf

ABSENT: Jan Barshis, Dan Johnson, Ronald Rodgers

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:31 pm. President O'Laughlin appointed trustee Wolf as Secretary pro-tem.
- II. Approve Jan. Minutes. Trustee McDonald moved to approve the minutes of the Jan. 2018 WPL Board meeting. Trustee George seconded the motion.
MOTION CARRIED BY VOICE VOTE
- III. Presentation. Sarah Beth Brown is Head of Community Services. Information about the department was provided to trustees in attachment 2 of agenda packets. At the meeting, Ms. Brown discussed the department. In addition to Ms. Brown, Community Services now includes Sarah Rose, Graphic Designer, who works 15-20 hours per week and Jennifer Bartell, Creative Experiences Coordinator, who is full time. Expanded department objectives include working with all Library departments to enhance Library-wide activities, evaluating current programming, and developing programming options. Ms. Brown continues to be the Library liaison to the Friends of the Library, editing the Library newsletter, *Off the Shelf*, and working on special projects such as developing inter-staff and community communication. Ms. Brown answered trustees' questions and responded to their comments.
- IV. Public Comment. None.
- V. Treasurer's Report.
 - A. Financial Reports for Jan. In the absence of treasurer Rodgers, president O'Laughlin summarized the Jan. financial reports. .
 - B. Bills and Salaries for Jan. Trustee Wolf moved to approve the Jan. bills and salaries. Trustee George seconded the motion.
Aye – George, McDonald, O'Laughlin, Wolf
Nay – None
Absent or not voting – Barshis, Johnson, Rodgers
MOTION CARRIED
 - C. Fundraising Report. President O'Laughlin noted that this year donors were offered a choice as to how donations could be used. Donors could contribute to the American Library Association Disaster Relief Fund which is helping libraries recover and rebuild from Hurricane Maria in Puerto Rico, Hurricane Harvey in Texas, Hurricane Irma in Florida, and the earthquake in Mexico. Donors could also contribute to the Library's Creativity Grants which encourage Library staff to try new things and develop innovative programming. We will direct \$2,275.50 to the ALA Disaster Relief Fund and \$17,367.50 to Creativity Grants. We are very appreciative of the 259 donors who contributed to the fundraising effort.
- VI. Action Items.
 - A. Comcast Contract for Fiber Networking Service. The service agreement was included in attachment 6 of agenda packets. The Director discussed the need for the fiber service and stated that Comcast, as our current networking services provider, offered the lowest cost for the fiber service. Trustee Wolf moved to approve the Services Agreement (E-Rate) between Comcast Cable Communications Management, LLC and the Wilmette Public Library for an amount not to exceed \$1,580.00 per month for 36 months. Trustee McDonald seconded the motion.
Aye – George, McDonald, O'Laughlin, Wolf
Nay – None
Absent or not voting – Barshis, Johnson, Rodgers
MOTION CARRIED

B. Poblocki Proposal for Signage Fabrication and Installation. The proposal was included in agenda packets as attachment 7. The Director stated that this is the first of two signage proposals from Poblocki. The second proposal will deal with shelf-end signs and will be discussed at a later meeting. Trustee Wolf moved to approve Poblocki Proposal Quotation No. E080585-1 for an amount not to exceed \$22,900.00. Trustee McDonald seconded the motion.

Aye – George, McDonald, O’Laughlin, Wolf

Nay – None

Absent or not voting – Barshis, Johnson, Rodgers

MOTION CARRIED

C. Patron Ban. Attachment 8 of agenda packets included a letter from Director McCammond-Watts that was sent to the patron and incident and staff reports regarding the patron. At the meeting, Director McCammond-Watts summarized the information. Trustee O’Laughlin moved to ban the patron from the WPL building and grounds for a period of one year from the date of this meeting. Trustee McDonald seconded the motion. The Director will send a letter to the patron instituting the ban and will notify staff members of the ban.

MOTION CARRIED BY VOICE VOTE

D. CVI Quote for iMac Modules. The quotation was included in agenda packets as attachment 9. The Director stated that it is important for the Library to provide services that complement those provided in the schools. Most schools use Apple computers. The equipment described in the quote offers reservation and printing services for the iMac computers currently owned by the Library. Most of this equipment will be located in Youth Services. Trustee Wolf moved to approve the CVI quotation for an amount not to exceed \$5,300.00. Trustee McDonald seconded the motion.

Aye – George, McDonald, O’Laughlin, Wolf

Nay – None

Absent or not voting – Barshis, Johnson, Rodgers

MOTION CARRIED

VII. Discussion Items.

A. Teska Landscaping. There will be a Landscaping Steering Committee meeting with Teska on Wed., March 7, 10 am in the Board Room. This is an open meeting. The most recent information from Teska, including cost estimates for landscaping projects and snowmelt systems, was included in agenda packets as attachment 10. President O’Laughlin and trustee George summarized the importance of attending the Landscaping Steering Committee meeting. The items included in attachment 10 will be discussed at the meeting.

VIII. Director’s Report. Monthly statistics, a Polaris sample newsletter, Sunday hours survey results, a strategic planning update and interior space planning information were included in agenda packets as attachment 11. The Director summarized the report at the meeting.

IX. Committee Reports.

A. ILA Representative. Illinois Library Association Newsletters dated Jan. 22, Jan. 26, Feb. 7, and Feb. 15 were included in agenda packets as attachment 12.

X. Information Items.

A. Mike Boone joined the staff of WPL as Human Resources Manager, effective Tues., Feb. 6, 2018. Mike comes to WPL from the social service agency “Little Friends” where he was VP of HR for 11 years. “Little Friends” serves clients with autism and other developmental disabilities.

B. Library Closing. Because of inclement weather, WPL was closed on Fri., Feb. 8. It re-opened on Sat., Feb. 9 at 9:00 am. Thanks to our facilities staff for keeping the walkways and entrances clear of snow and safe for everyone.

C. Staff Institute Day is Fri. March 9. The Library will be closed. The theme is *The Future is Now*. Miguel Figueroa from the Center for the Future of Libraries will discuss current library trends. This will also be a training day for staff to become familiar with the new Polaris catalog. April 17 is launch day for Polaris.

D. Trustees will meet as a Committee of the Whole on Wed., March 14 at 1pm in the Board Room to review a recent salary compensation study and the WPL organization chart. This will be an open meeting.

E. PLA 2018 is March 20 – 24 in Philadelphia. See www.placonference.org for additional information. Trustee McDonald will attend. Contact Heather if you wish to attend.

F. Registration for National Library Legislative Day 2018 has opened. The event will be held in Washington, D.C. on May 7 & 8. For more information, see www.ala.org/nlld. Contact Heather if you wish to attend.

G. The One Book, Everybody Reads (OBER) selection for 2018 is *A Gentleman in Moscow* by Amor Towles. The author will visit Wilmette and discuss his novel on Sun., April 22 at 3:00 pm at the Wilmette Jr. High Auditorium, 620 Locust Rd. A full roster of related programs will take place in the weeks leading up to his visit. Details are at www.wilmettelibrary.info/onebook. One Book programming is funded by the Friends.

H. The Winter Reading Club for Kids, *Smitten with Books*, runs from Jan. 2 to March 4. Kids who read at least 10 days during this time period will receive a free book and be entered into the grand prize drawing. The last day to pick up a reading log at the Youth Services desk is Feb. 23.

I. Cooperative Projects.

1. On Jan. 10, Krista Hutley, Adult and Teen Services librarian, met with several of the New Trier librarians and toured the 10th – 12th grade library and library commons. Krista and the librarians discussed ways to foster collaboration between WPL and the school library and to serve high school students. New Trier librarians will promote WPL's programs and events. Krista received information on New Trier faculty and clubs to contact regarding WPL programs.
2. On Jan. 11, Krista Hutley met with the librarian at Regina Dominican High School and toured the library. Krista determined that after-school programming at WPL could be successful since the high school library closes at 3:30 pm. She also determined that learning how to use electronic databases and volunteering projects are areas that might foster collaboration between WPL and Regina students.
3. On various dates during Jan., Ruth Bell of Youth Services visited Wilmette pre-school programs and met with directors and teachers to learn about their schools and to discuss current library services and future partnerships.
4. On Jan. 22, Ruth Bell met with two kindergarten afterschool classes at the Wilmette Park District to conduct Wind Tunnel tests. Children explored wind and flight by creating objects and testing them in the wind tunnel.

J. Communication. Trustees reviewed communication items included in agenda packets as attachment 13.

XI. New Business / Old Business. None.

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

Aye – George, McDonald, O'Laughlin, Wolf

Nay – None

Absent or not voting – Barshis, Johnson, Rodgers

MOTION CARRIED.

The meeting adjourned at 8:26 pm.

President or President pro-tem
Board of Library Trustees of the
Wilmette Public Library District, Cook County, IL

Secretary or Secretary pro-tem
Board of Library Trustees of the
Wilmette Public Library District, Cook County, IL