

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA**  
**Tuesday, October 17, 2017 at 7:30 pm in the staff lounge**

The agenda has been posted on the WPL legal bulletin board.  
It has been distributed to WPL staff members and to the President of the Friends of the Library.  
The agenda and most attachments are available on the web and in a binder at the Reference Desk.

- I. Call to Order and Roll Call.
- II. Public Comment. Meeting attendees who wish to address the WPL Board of Trustees do so here.
- III. Patron Ban. One of the patrons banned for three months at the September meeting would like to appeal his case to the WPL Board. The attachment includes all information provided to trustees at the September meeting plus a letter from the patron and a letter from the WPL Director. **Attachment 1**
- IV. A. Presentation 1-Insurance. Representatives of LIRA and True North Insurance will discuss insurance options. Selection of insurance coverage will be voted on as an Action Item. **Attachment 2**  
B. Presentation 2-Financial Audit. Daniel A. Berg, CPA and partner in Sikich LLP, will attend the meeting. Sikich LLP is the firm that performed the audit of WPL's financial statements for fiscal year ending June 30, 2017. Mr. Berg will review drafts of the Communication with Those Charged with Governance, the Management Letter, and the audit. **Attachment 3**
- V. September Board Meeting Minutes. **Attachment 4**
- VI. Treasurer's Report.
  - A. Financial Reports for Sept. **Attachment 5**
  - B. Bills and Salaries for Sept. **Attachment 6**
- VII. Action Items.
  - A. Holiday Closings for Calendar Year 2018. **Attachment 7**
  - B. Director's / Officer's Liability and Property/Casualty Insurance Coverage. (see **Attachment 2**)
- VIII. Discussion Items.
  - A. Draft of the WPL FY 2016-17 Annual Report. The final report will be promoted in the Nov./Dec. *Off the Shelf* and will be available to patrons on line. **Attachment 8**
  - B. Draft of Fundraising Letter. **Attachment 9**
  - C. FY 2018 Per Capita Grant. The grant requires that trustees review chapters 1-5 of the *Trustees Facts File Third Edition*. The attachment includes these chapters. **Attachment 10**
- IX. Director's Report. Strategic planning and landscaping updates are included here. **Attachment 11**
- X. Committee Reports.
  - A. ILA Representative. ILA Newsletters dated Sept. 27 and Oct. 5 are attached. **Attachment 12**

XI. Information Items.

A. Recent Legislation. Information from attorney Roger Ritzman. **Attachment 13**

B. The League of Women Voters will host the biennial State of the Village Dinner on Wed. Nov. 1 beginning at 6pm. Please contact [eventslwvoofwilmette@gmail.com](mailto:eventslwvoofwilmette@gmail.com) with any questions. The invitation and RSVP form are attached. **Attachment 14**

C. WPL will host a garage sale on Sat., Nov. 4 from 10am – 3pm in the Auditorium. Surplus furniture and equipment from Library storage areas and departments will be available for sale. Community Services will provide publicity prior to the event.

D. WPL will host the second local author book fair in Nov. Information and submission forms are available at [www.wilmettelibrary.info/localauthors](http://www.wilmettelibrary.info/localauthors).

E. Adult Services will host the 2017 Holiday Party. The event will be a luncheon on Tues., Dec.12. All trustees are invited to attend. Details will be provided at a later date.

F. PLA is March 20 – 24 in Philadelphia. See [www.placonference.org](http://www.placonference.org). Talk to the Library Director if you are interested in attending the event.

G. Cooperative Projects.

1. On Sept. 18, 19, 20, and 25, Youth Services librarians Keren Joseph and Alice Joseph hosted seven classes of students and their teachers from the Wilmette Park District's Kindergarten Enrichment program. Alice provided each class with a tour of the Library and then Keren or Alice shared stories with the class. The students learned about library cards and the different departments required to make library material available to patrons.

2. On Sept. 20, Keren Joshi hosted a lunch brunch at the Rec. Center. She presented stories and songs about friendship to the group.

3. On Sept. 28, Keren Joshi presented a program in the WPL Auditorium for 44 preschool and early elementary educators, members of the group Alliance for Early Childhood. Along with librarians from Winnetka, Glencoe and Deerfield libraries, Ms. Joshi discussed what's new in children's literature and school services for teachers that are available at the different libraries.

4. Events for teens. Sept. 20 – WPL hosted the first Teen Advisory Board for the 2017-18 school year. Oct. 11 – Evanston's Close Knit Yarn Store taught an introductory knitting class for teens.

H. Communication. **Attachment 15**

XII. New Business / Old Business. **Attachment 16**

XIII. Adjournment.