

**WILMETTE PUBLIC LIBRARY DISTRICT (WPLD) BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, April 20, 2021 at 6:00pm via remote audiovisual conference**

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf, Director Auston. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Georgia Gebhardt (League of Women Voters-Wilmette), and Trustees-elect Patricia Nealon, MaryAnne O'Keefe, and Tracy Sommer

STAFF: Marti Bellefontaine, Patsy De Vuono, Kim Hegelund, Marcos Levy, John Risko, Jessica Thomson

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:04 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Review draft of Minutes.

A. March 16, 2021 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the March 16, 2021 Regular Meeting Minutes. Trustee Fishman seconded the motion. There was no discussion.

Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED

IV. Presentations.

None.

V. Treasurer's Report.

A. Financial Reports for March 2021.

Trustee Rodgers reviewed the financial report and noted during March, WPLD received \$1,603,907.14 in property taxes, \$41,573.00 in fees from Kenilworth Library District, and \$5,300.01 in general fund interest. Total General Fund expenses at 65.45% are below the expected nine-month rate of 75% due to the anomaly of the last March payroll being recorded on April 1. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for March 2021.

Trustee Rodgers moved approval of the March 2021 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf

Nay – Johnson

Abstain – None

Absent or not voting – None

MOTION CARRIED

VI. Action Items.

A. Schedule Finance Committee meeting. The purpose of the committee meeting is to discuss and draft the budget for fiscal year 2021-2022 (July 1, 2021 – June 30, 2022). Committee members are Trustees Rodgers

(chair), Fishman, Riddle, Wolf. Trustee McDonald, as Board President, is an ex-officio member. All trustees are invited to attend. Director Auston and Finance Manager Risko will also attend the meeting. The meeting date will be established via email.

## VII. Discussion Items.

- A. Policy Committee Update. President McDonald noted the Policy Committee met and tentatively approved the updates pending attorney review. After several changes suggested in attorney review, the Operations Policy changes are being reviewed by staff and then will return to committee.
- B. Pandemic Response Plan Update. Director Auston noted all staff had the opportunity to receive the COVID-19 vaccination through the Village of Wilmette's weekly community clinics. Reaching Across Illinois Library System (RAILS) updated guidance to members based on the Centers for Disease Control and Prevention (CDC) and the REopening Archives, Libraries, and Museums (REALM) study suspending their quarantine period for delivery materials. Last week the Cooperative Computer Services (CCS) governing board affirmed the RAILS vote and put the onus back on individual libraries. WPLD currently has a 48-hour quarantine period and will continue to evaluate data and procedures to determine the most appropriate response for WPLD. Turnaround time for on-hold materials has been reasonable and as there are no late fees, the impact on our service model is nominal. Director Auston spoke to the changes staff have made, and will continue to make, to remain socially distant. At this point, Labor Day is a marker for the potential "return to normal" operating hours, timed to coincide with the Capital Repair Project's interior impacts and electrical work/closure being completed, spaces being reopened, and the gradual reintroduction of services which have been abbreviated. Door counts have been consistently strong with no one waiting to enter the building due to capacity limits. As April is poetry month, Trustees discussed the installation of the poem StoryWalk which is circling the bluestone in front of the building. Poems are also posted in windows and trees designated "poet-trees" with patron-contributed poems encouraged.

### C. Library Project Updates.

Capital Repair Project: Berglund is underway with tuckpointing the building. Trustees noted how clean the power-washed portions of brick look. Caulk is being replaced and resealed. Once tuckpointing is finished in late May, the roofing crew will begin. Construction fencing will remain for the roofing portion of the project. Fencing has delayed spring yard work although our new landscapers are aware of the project and will work around the construction. Trustees discussed having the construction project highlighted on the website; information is currently found under the "About" tab.

Website Redesign Project: After the website committee and vendor Library Market complete homework tasks, the website project is expected to have a kickoff meeting in early May.

RFID Project: The Youth Services collection is completely tagged. The next major phase is the non-fiction collection on the lower level. Knowing that every item will be tagged for RFID in the Media Room led to evaluating the packaging of materials. A portion of the compact disc collection will be repackaged from jewel cases to acrylic sleeves which will reduce space constraints, allow room to expand, is visually more appealing, and will require less ongoing collection maintenance. The new RFID security gates, which have a single 5'5" wide aisle, have been installed.

Trustee Johnson left the meeting at 6:27pm.

## VIII. Director's Report. Director Auston noted the following from his report:

- On April 14, 315 screens joined author Charles Yu via Zoom when he virtually visited WPLD for the culmination of the One Book Everyone Reads program.
- WPLD had positive feedback regarding the convenience of services spurred by the pandemic and will continue adapted service model options including digital programming and parking lot pickup for the foreseeable future.
- Community partnerships have been strong. WPLD has partnered with League of Women Voters Wilmette for both candidate forums and the Citizens Climate Lobby this spring. District 39 has begun their new strategic plan process and Director Auston has been included in the 10 scheduled meetings as a community partner.
- 383 students have been registered for their first WPLD library cards through the school registration program with District 39 so far this school year.
- Human Resources has been busy looking to fill several vacancies and is looking forward to the upcoming salary structure project with consultant HR Source.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA registration is still open for the Reaching Forward Conference on May 7, 2021.

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

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

X. Information Items.

- A. Communication. None to report.

B. Director Auston reminded Board members to file their Statement of Economic Interests.

C. President McDonald noted that May 2021 will be the last Board meeting for three retiring Trustees and that a quorum of both old and new Board members is required.

XI. New Business / Old Business.

- A. None.

XII. Adjournment.

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


Aye – Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf

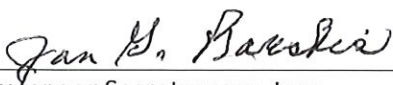
Nay – None

Absent or not voting – Johnson

MOTION CARRIED

The meeting adjourned at 7:16 pm.

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

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