

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, August 18, 2020 at 6:00pm via remote audiovisual conference**

A public hearing on the Budget and Appropriation Ordinance for the Fiscal Year 2020-2021 was conducted from 5:45-6:00pm. The purpose of the hearing was to provide time for members of the public to comment on the ordinance prior to the WPLD Board of Trustees vote on the ordinance. Trustees Barshis, Fishman, Johnson, McDonald, Rodgers, and Wolf attended the hearing. There were no public comments.

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf, Director Auston. Trustee Riddle arrived at 6:24pm. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Georgia Gebhardt, Mary Lawlor, Liz Seager - League of Women Voters – Wilmette;

STAFF: Marti Bellefontaine, Gayle Rosenberg Justman, John Risko, Jessica Thomson

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:01 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Monthly Board Meeting Minutes for July.

Trustee Wolf moved approval of the minutes of the July 21, 2020 Board meeting as presented. Trustee Barshis seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for July 2020.

Trustee Rodgers noted that as tax bills are due August 1, WPLD received about \$740,000 in tax receipts; \$12,000 in general fund interest, \$7,800 in replacement taxes. There was a year-end disbursement of \$16,784 to Winnetka Library for the corrected circulation apportionment. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for July 2020.

Treasurer Rodgers moved approval of the July 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Absent or not voting – Riddle

MOTION CARRIED

VI. Action Items.

A. Ordinance No. 2020/21-197, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020-21. This ordinance was passed in tentative form at the July 21, 2020 meeting of the Board. Trustee Rodgers stated that the Budget & Appropriation Ordinance is the second step in the annual financial processes of the Library District and establishes the legal authorization to spend any anticipated funds the Library may receive; it is not an obligation to spend. Trustee Rodgers motioned approval of Ordinance No. 2020/21-197, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020-21 in Final Form. Trustee Wolf seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Absent or not voting – Riddle

MOTION CARRIED. *The ordinance is attached.*

B. Illinois State Library Annual Report (IPLAR) for FY 2019-20. Director Auston noted that IPLAR is the primary annual statistical compilation for the Library. The data from IPLAR is imported into the Public Libraries Survey (PLS), and the Institute of Museum and Library Services (IMLS) needs complete Illinois data to analyze trends in library services nationwide. IPLAR is also a requirement for the Library's annual Per Capita Grant application and makes us eligible for a number of other programs within the state. This year's data has been affected by the pandemic. Statistically the Library had been trending in a consistent manner from the prior year until the pandemic forced the Library's closure in March 2020. Trustee Wolf motioned to approve IPLAR for 2019-20. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

VII. Discussion Items.

A. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 9 - Public Services: Reference and Reader's Advisory Services. Director Auston noted that WPLD stands tall on this point. Reference and Reader's Advisory Services is the direct customer service received at the Adult and Youth Service desks. WPLD meets and exceeds all listed standards. One component of this standard is that all basic services are available when the library is open. We exceed that standard in that basic services remain available both digitally via the virtual branch and when the Library is closed (including the closure due to the pandemic).

B. Review Updated Pandemic Response and Reopening Plan. Director Auston recapped the July 13 reopening noting that 465 people came in that first day. Since then, WPLD has averaged 50 people per hour throughout the course of the week. Comparing July 2019 to July 2020, door counts are down 80%. WPLD is open 66% of the hours that we would typically have been open were we not in a pandemic. Significantly lower door counts and reduced building hours, however, does not translate to circulation check outs. In July of 2019 circulation was just short of 400,000. July of 2020 showed a mere 8% reduction in prior year circulation, at 367,000. Parking Lot Pickup service and hold pickups, along with open browsing, account for those strong numbers. Digital circulation continues to boom, although not as strong as when the building closed. In July 2019 there were 7,600 digital checkouts. July 2020 had just over 14,000 digital checkouts, nearly doubling digital services from the prior year. Cumulatively, circulation is down just 7% over last year (digital circulation is up 86% from last year; print circulation is down 8%). Website usage remains flat; usage of the year-old app is up 180%. Mask, health, and safety enforcement have not been problematic since reopening.

Trustee Riddle joined the meeting at 6:24pm.

C. Summary of Special Meeting of Thursday, August 13, 2020 - Capital Reserve Study. Engberg Anderson's draft Capital Reserve Study document is Attachment 7 to this meeting on the website. Director Auston reviewed the information presented at the meeting. The scope of work for the project accounts for every physical asset attached to the building to identify any capital needs to maintaining the building in its current state over the course of the next 20 years. Every element in the building was identified along with its current status, the replacement cost, and its history. Historically, an annual average of \$400,000 has been allocated for Special Reserve Fund projects and this figure remains true in the new study. The most immediate concerns from the study are life safety issues. The overwhelming majority of work to be done within this plan is called for in the next five years. As such, should the pandemic require the library to close again, opportunities for life safety issues such as electrical panel upgrades are being reviewed so that RFPs can be posted, and bids brought before the Board for approval with the intent of the work being done with the least impact to the public and staff during a closure. Trustee Rodgers noted that this report does not include several projects already in the works using Special Reserve Funds, including the RFID and telephone system replacement projects. This report strictly focuses on the building, parking lot, and grounds. Water infiltration and roofing surfaces are also life safety and public health matters which need to be addressed in the near term. Next steps include seeking engineering recommendations as to which projects should be linked and prioritized.

#### VIII. Director's Report.

A. Director Auston noted that July has been busy digitally, inside the building, and within the community. The riddle walk at Mallinckrodt Park is a new installation with our partnership with the Park District allowing for socially distant activities. WPLD is also working on a partnership with District 39 in an effort to provide greater access to our ebook collections. District 39 is focusing on digital collections and digital curriculum this year and Sora is a new OverDrive ebook interface for public schools which allows an opportunity for partner public libraries that share similar boundaries to list their holdings alongside the school's digital collections. By logging in, students will see both the resources available at the school's library as well as at WPLD. Trustees discussed resource sharing with local schools. RB Digital has been acquired by OverDrive and will soon be available on the Libby platform. Digital services is looking into acquiring items not usually available digitally, including business newsletters, anticipating increased demand due to the pandemic. Many physical materials have been processed after being stored for the last three months, making shifting of collections necessary. Staff is trying to make it easier for both youth and adult users to find materials without needing to shop inside the Library, hence Grab-n-Go and Grab-n-Go STEAM materials are available. Summer Reading Club is finishing up strong with 463 participants in Youth Services and 96 submissions from Adult Services. Youth Services will have a survey for finishers of SRC to help inform fall programming and services going forward. Special projects in motion this fall include the telephone replacement project, the new library vehicle, posting the RFP for the RFID system, and an RFP for our comprehensive website redesign project. Circumstances of 2020 have led a number of long-time staff to retire. Several key positions are open and applications are being accepted.

#### IX. Committees – Report on Meetings.

A. ILA / RAILS Update. Trustee Barshis noted ILA's virtual conference begins on October 20 and will include trustee programming usually on the last day, October 22. Trustee Rodgers will receive his ILA Trustee of the Year award on October 22. PBS is broadcasting a show featuring the Library of Congress National Book Festival on September 27. Director Auston noted that RAILS has a new pulse page on Equity, Diversity, and Inclusion.

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

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

Trustee Riddle left the meeting at 7:10pm.

X. Information Items.

A. Communication. President McDonald noted the only communication received was from a young patron thanking the staff for their help during the tornado warning on August 10.

XI. New Business / Old Business.

A. President McDonald encouraged Trustees to complete and return the questionnaire they received from the auditor so that the audit will be completed and delivered in a timely manner.

XII. Adjournment.

Trustee Johnson moved to adjourn the meeting. Trustee Rodgers seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:25 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