

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, December 18, 2018 at 7:30 pm in the staff lounge

PRESENT: Trustees Barshis, George, Johnson (arrived at 7:39 pm), McDonald, O'Laughlin, Rodgers

ABSENT: Wolf

VISITORS: Edie Rowell-Little Garden Club of Wilmette (LGCW), Joann Dinneen-LGCW, Tom Moore-LGCW, Jodi Mariano-Teska Associates, Liz Seager-Wilmette League of Women Voters, Fouad Egbaria-*Beacon* Newspaper reporter, John Shales-Shales-McNutt Construction (SMC), Charlotte Adelman, Maria Josefina Cannon-Riddle, Joan Fishman, Piper Rothschild, Gayle Rosenberg Justman-WPL staff, Betty Giorgi-WPL staff, Andrea Vaughn Johnson-WPL staff

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:33 pm.
- II. November Monthly Board Meeting Minutes. Trustee Rodgers moved to approve the minutes of the November 20, 2018 WPL Board meeting. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE
- III. Introduction of Andrea Vaughn Johnson, new Head of Youth Services. Director Auston introduced Ms. Johnson to the WPL Board of Trustees. Ms. Johnson discussed her plans for the WPL Youth Services Department which include encouraging a culture of learning by engaging reluctant readers, connecting readers to each other, and providing extended story times. Ms. Johnson managed the Summer Reading Program at the Brooklyn, N.Y. Public Library and would like to implement some of her ideas from this program into the WPL Summer Reading Program. She answered trustees' questions. The trustees welcomed Ms. Johnson to WPL.
- IV. Presentation. Overview of the Outdoor Renovation Project by Jodi Mariano, landscape architect with Teska Associates. Ms. Mariano provided background information and a status report on the project. All phases of the plan involved collaboration with WPL management and staff, including the Landscape and Facilities & Equipment committees. Included in her presentation: review of Master Plan and 90% Construction documents including the snowmelt system, discussion of plant materials and existing trees in all areas of the project, design of front lawn to promote Library programming and patron interest, continued development of the Butterfly Garden and ADA appropriate pathway through the garden. Ms. Mariano stated that project plantings continue to be discussed; selection of plantings are the Library's choice and the objective seems to be to maximize native plantings. Teska is reviewing the area around the bus stop. Teska has inventoried donor plaques; the Library will determine how to proceed with the plaques and memorials. Highlights of the plan are on the Library's web site (<http://www.wilmettelibrary.info/projects>). The Village has reviewed the project plans and has had no comments on them. Ms. Mariano addressed questions presented by interested parties such as the Little Garden Club of Wilmette.
- V. Public Comment. President O'Laughlin notified attendees interested in addressing the WPL Board of Trustees to please limit their comments to three minutes. These attendees offered comments on the Outdoor Renovation Project: Charlotte Adelman, Edie Rowell, Piper Rothschild and Tom Moore. Ms. Adelman is interested in engaging in a meaningful discussion about the project and Ms. Rowell read a statement from the LGCW concerning the project. All urged the WPL Board not to rush into implementation of various phases of the project and expressed interest in including native plantings. Upon completion of comments by attendees, trustees responded to expressed concerns and stated that planning of the project had taken place over more than a year and that the primary priority of the project was meeting the needs of the community.

VI. Treasurer's Report.

A. Financial Reports for November. Treasurer Rodgers summarized the November financial reports. The two largest sources of General Fund revenue were Real Estate Taxes and General Fund Interest. Total General Fund expenditures for November were 39.8% of budget; the five-month rate for expenditures was 41.65%. The largest General Fund check was written to Wellness Insurance Network.

B. Bills and Salaries for November. Trustee Rodgers moved to approve the November bills and salaries. Trustee McDonald seconded the motion.

Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers

Nay – None

Abstain – None

Absent or not voting – Wolf

MOTION CARRIED

VII. Action Items.

A. Outdoor Renovation Project. Information regarding the project was included in attachment 4 of agenda binders. Jodi Mariano of Teska Associates presented an overview of the project. Please see section IV for a summary of this presentation. Trustees discussed all aspects of the project at length. Director Auston and Ms. Mariano provided input at various stages of the discussion. The project scope includes replacement of the concrete hardscape on the west half of the Library's property (including installation of a snow/ice-melt system beneath), enhancement and expansion of the Butterfly Garden, improvement of the zone between the Library and Village parking lots, addition of bluestone paving in the front plaza, addition and improvement of seating areas and options, replacement of selected plantings, enhancement of the open lawn space for programming/events, dignified relocation of outdoor memorials, installation of bollard lighting, new bike racks and monument signage, and repair to a number of elements. It was decided to adopt the over-all plan contingent on the final selection of native plant material which will be discussed at a January Facilities & Equipment Committee meeting. Trustee George moved to approve the 90% Construction Document of the Outdoor Renovation Project for an amount not to exceed \$650,000 and to schedule a public meeting in January to present and discuss the Outdoor Renovation Project with interested patrons. Trustee Rodgers seconded the motion.

Aye – George, McDonald, O'Laughlin, Rodgers

Nay – Barshis, Johnson

Abstain – None

Absent or not voting – Wolf

MOTION CARRIED

B. Trustee Barshis moved to amend Action Item A to perform the hardscape portion of the project and to defer the landscape portion of the project. Trustee Johnson seconded the motion. Trustee Rodgers expressed concern that with this amendment, landscaping would need to be performed twice – once as part of the hardscape portion and then again as part of the of the over-all landscape portion of the project. Such an approach would increase the cost of the project. The WPL Board has the authority to approve the final bid specifications.

Aye – Barshis, Johnson

Nay – George, McDonald, O'Laughlin, Rodgers

Abstain – None

Absent or not voting - Wolf

MOTION NOT CARRIED

C. Outdoor Renovation Project Construction Manager. Information regarding the project construction manager was included in attachment 5 of agenda binders. The function of the construction manager is to oversee the entire project which includes the bidding process conducted for each stage of the project, contracted trades, site management, and timely project completion. Director Auston summarized the Request for Qualifications (RFQ) process that was followed in the selection of a construction manager. John Shales of Shales McNutt Construction (SMC) attended the meeting and was available to answer questions. Director Auston stated that SMC works almost exclusively with libraries, schools, and municipalities, and understands how to sustain safe and normal operations during construction. Trustee George moved to approve Shales McNutt Construction (SMC) as the Construction Manager for the Outdoor Renovation Project for an amount not to exceed \$100,000. Trustee Rodgers seconded the motion.

Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers

Nay – None

Abstain – None

Absent or not voting – Wolf

MOTION CARRIED

D. Per Capita Grant Application for Fiscal Year 2019. The completed application was included in agenda binders as attachment 6. Director Auston explained the purpose of the grant application and trustees reviewed it. The deadline for submission is January 15, 2019. Trustee Rodgers moved to approve the Per Capita Grant Application for Fiscal Year 2019. Trustee Johnson seconded the motion.

MOTION CARRIED BY VOICE VOTE

E. Resolution No. 2018/19-196, Authorizing Transfer to Building/Equipment Reserve Fund. The amount recommended for transfer (\$300,000) is the amount allocated in the 2018-19 Budget and Appropriation Ordinance for transfer to the fund. The resolution was included as attachment 7 of agenda binders. Trustee Rodgers moved to authorize the transfer of \$300,000 to the Building/Equipment Reserve Fund also known as the Special Reserve Fund. Trustee McDonald seconded the motion.

Aye – Barshis, George, McDonald, O’Laughlin, Rodgers

Nay – Johnson

Abstain – None

Absent or not voting – Wolf

MOTION CARRIED. *The signed resolution is attached.*

F. Renewal of LIRA Insurance. Premium comparisons for 2017-18 and 2018-19 for Property/Casualty and Workers’ Compensation insurance coverage were included in attachment 8 of agenda binders. The 2018-19 Property/Casualty insurance premium is \$23,101 (an increase of 1% from the 2017-18 premium). The 2018-19 Workers’ Compensation insurance premium is \$10,098 (a decrease of 4% from the 2017-18 premium). Trustee Johnson moved to approve renewal of LIRA insurance (Property/Casualty for an amount not to exceed \$23,101 and Workers’ Compensation for an amount not to exceed \$10,098). Trustee Rodgers moved to approve renewal of both policies for an amount not to exceed \$35,000. Trustee McDonald seconded the motion.

Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers

Nay – None

Abstain – None

Absent or not voting – Wolf

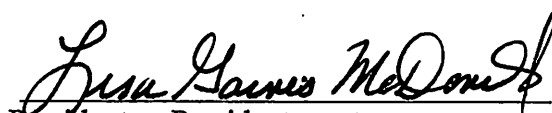
MOTION CARRIED

VIII. Discussion Items. None.

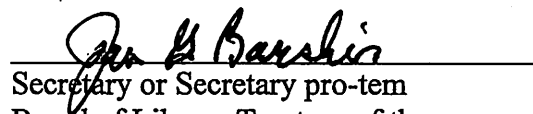
- IX. Director's Report. Statistics and additional information were included in attachment 9 of agenda binders. Director Auston reviewed the report and noted WPL's recognition as a 3-star library by *Library Journal*.
- X. Committee Reports.
- A. ILA Representative. ILA newsletters received after the last WPL Board meeting have been emailed to all trustees.
- B. Communication Committee. Trustee McDonald summarized the November 27th and December 12th committee meetings.
- XI. Information Items.
- A. For the Christmas holiday, WPL will be closed Monday, December 24 and Tuesday, December 25. For the New Year holiday, WPL will be closed Monday, December 31 and Tuesday, January 1, 2019.
- B. Shelving and Switchboard hosted the Wednesday, December 12, 2018 Holiday Party. WPL trustees, WPL retirees, Friends of WPL Board members, and all WPL staff members were invited.
- C. Nomination papers for the four seats on the seven-member WPL Board of Trustees were filed by candidates from Monday, December 10 through Monday, December 17. The election will be Tuesday, April 2, 2019. All seats are for a full four-year term expiring in April 2023.
- D. Four fogged windows in the Current Periodicals room have been authorized to be replaced by Des Plaines Glass Company.
- E. Cooperative Projects and Community Services Reports. Trustees reviewed reports presented in attachment 10 of agenda binders.
- F. Communication. Trustees reviewed comments presented in attachment 11 of agenda binders.
- XII. New Business / Old Business. None.
- XIII. Close WPL Board of Trustees Monthly Board Meeting and Convene in WPL Board of Trustees Closed Meeting. The purpose of the Closed Meeting is to review drafts of minutes from previous WPL Board of Trustees Closed Meetings, to approve them as official minutes of the meetings, and to determine whether these minutes should remain confidential or be made non-confidential. In compliance with 5ILCS 120/2.06(d) of the Open Meetings Act, the WPL Board of Trustees is required to perform this function no less than semi-annually. This function was last performed on June 19, 2018. Trustee Rodgers moved to close the WPL Board of Trustees Monthly Board Meeting and to convene in a WPL Board of Trustees Closed Meeting. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers
Nay – None
Abstain – None
Absent or not voting – Wolf
MOTION CARRIED. The WPL Monthly Board Meeting adjourned at 9:27 pm.

XIV. Close WPL Board of Trustees Closed Meeting and Convene in WPL Board of Trustees Open Meeting. The purpose of the Open Meeting following a Closed Meeting is to announce in Open Meeting the actions taken in Closed Meeting and then to endorse these actions. WPL Board President Kathleen O'Laughlin called the Open Meeting to order and announced that the WPL Board of Trustees in Closed Meeting voted to recommend that the drafts of the following 2018 WPL Board of Trustees Closed Meetings minutes be approved as official minutes of the meetings and that all of these minutes be made non-confidential: June 19, July 24, July 30, August 14, August 15, August 28 (2 meetings), August 29 (2 meetings), and August 31. Trustee Johnson moved to accept the recommendation of the WPL Board of Trustees in Closed Meeting. Trustee Rodgers seconded the motion.
MOTION CARRIED BY VOICE VOTE

XV. Adjourn WPL Board of Trustees Open Meeting. Trustee Johnson moved to adjourn the Open Meeting. Trustee Rodgers seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers
Nay – None
Abstain – None
Absent or not voting – Wolf
MOTION CARRIED. The WPL Board of Trustees Open Meeting adjourned at 9:38 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

THE BOARD OF LIBRARY TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT,
COOK COUNTY, ILLINOIS

RESOLUTION NO. 2018/19-196

RESOLUTION AUTHORIZING TRANSFER TO BUILDING / EQUIPMENT RESERVE FUND

WHEREAS, this Board has on July 8, 1975, by Ordinance No. 1975/76-2 "AN ORDINANCE RESOLVING TO ADOPT A PLAN TO ERECT A BUILDING TO BE USED AS A LIBRARY, OR TO PURCHASE A SITE THEREFOR, OR TO PURCHASE A BUILDING, OR TO REPAIR, REMODEL, OR IMPROVE THE EXISTING LIBRARY BUILDING, OR TO BUILD AN ADDITION THERETO, OR TO FURNISH NECESSARY EQUIPMENT THEREFOR, AND PROVIDING FOR ACCUMULATIONS AND ESTABLISHING A SPECIAL RESERVE FUND THEREFOR," pursuant to ILCS, Chap. 75, Sec. 16/40-5, et seq., established a special reserve fund for building and capital improvements; and

WHEREAS, this Board has resolved to develop, and has adopted a plan pursuant to the provisions of the aforesaid statute; and the Board has provided in its annual appropriation ordinance for the accumulation of unexpended balances of the annual public library taxes not in excess of statutory limits;

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby transfer the sum of THREE HUNDRED THOUSAND DOLLARS being the unexpended balances of the proceeds received annually from the annual public library taxes not in excess of statutory limits, to the aforesaid Special Reserve Fund established on July 8, 1975 by Ordinance No. 1975/76-2 pursuant to the statutes aforesaid.

This Resolution shall be in full force and effect from and after its passage and approval according to law, and should any part of this Resolution be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provisions or parts of this Resolution.

PASSED by the BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, at the regular meeting on this 18th of December, 2018 by a vote of:


AYES: Barshis, George, McDonald, O'Laughlin, Rodgers

NAYS: Johnson

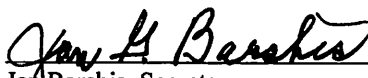
ABSTAIN: None

ABSENT OR NOT VOTING: Wolf

APPROVED:


Kathleen O'Laughlin, President
Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

ATTEST:


Jan Barshis, Secretary
Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois