

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES**

**Tuesday, January 19, 2021 at 6:00pm via remote audiovisual conference**

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

ELECTRONIC VISITORS: Patricia Nealon, Liz Seager, and Tracy Sommer

STAFF: Marti Bellefontaine, Patsy deVuono, Kim Hegelund, Alice Joseph, Jillian McKeown, John Risko, Jessica Thomson, Rebecca Vrana-Naquin

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. Review draft of Minutes.

A. November 17, 2020 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the November 17, 2020 Regular Meeting Minutes as presented. Trustee Barshis seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

IV. Presentations.

None.

V. Treasurer's Report.

A. Financial Reports for November and December 2020.

Trustee Rodgers reviewed the financial reports for November and December 2020. Trustee Rodgers noted November and December are low revenue months for real estate taxes. WPLD received \$15,187.01 in real estate taxes, \$23,877.13 in general fund interest, and \$3,465.57 of personal property tax proceeds for the two months. General Fund expenses are at 46% of budget for first 6 months, through the end of December. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for November 2020.

Trustee Rodgers moved approval of the November 2020 Bills and Salaries Check Detail.

Trustee Wolf seconded the motion. There was no discussion.

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

Nay – None

Abstain – None

Absent or not voting – Johnson

MOTION CARRIED

C. Bills and Salaries Check Detail for December 2020.

Trustee Rodgers moved approval of the December 2020 Bills and Salaries Check Detail.

Trustee Wolf seconded the motion. There was no discussion.

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

Nay – None

Abstain – None

Absent or not voting – Johnson

MOTION CARRIED

VI. Action Items.

None.

VII. Discussion Items.

- A. Review Updated Pandemic Response Plan. Governor Pritzker’s move of Region 10 into Tier 2 on January 18 means that the metrics have been satisfied and the criteria to reopen the library have been met. Factors in the decision of when to reopen include the progress of the new variants of the coronavirus, staff availability, as well as the status of planned projects and building logistics. Building factors include the relocation of held materials so that we may resume with open holds when the building reopens. WPLD will implement a new CCS-wide procedure to wrap patron holds for privacy, which will require new procedures in Circulation. Director Auston noted that neighboring libraries have various reopening dates between never having closed to reopening in March or later. The Board discussed a variety of opinions on the reopening but ultimately left the decision up to the Director. WPLD has used letter templates provided by ILA and RAILS to advocate for early delivery of the vaccine for local government staff, including library employees.

Circulation Manager Kim Hegelund discussed the current Circulation service model and how it will need to change with our reopening plans. Over 12,000 holds were placed and filled in December, a rise over November. November and December circulation statistics show we are up 2%, in a pandemic year, over 2019 statistics demonstrating our patrons’ sustained interest in continuing to receive materials. Trustees discussed the pros and cons of a reopening timeline including the fact that browsing the collection and computer usage might be the only services that are unavailable within our current service model.

B. Library RFP Project Updates.

1) RFID Project: Supply chain issues have prevented equipment for the RFID project to arrive as planned. Staff will be trained when the equipment arrives. Technical Services will begin the RFID tagging with all incoming new materials. Circulation will then be trained on the equipment so that they can start tagging materials recently returned to the library. The third and largest phase will be the “in the stacks” tagging. Tagging of our approximately 330,000 piece collections is expected to be completed by the summer.

2) Audit Services: The Library received six complete proposals for audit services. A presentation to the Finance Committee to discuss the proposals, as well as updates to the finance policy, will be scheduled for late January.

3) Website Redesign: An RFP for our first comprehensive website redesign in years has been posted on our website. Trustees discussed the website redesign.

4) 2021 Capital Repairs Project. Building repairs are planned for this summer based on the

results of last year's Capital Reserve Study by Engberg Anderson. The project includes roof repairs to extend our warranties, building envelope tuck pointing, parking lot paver and drive lane repairs, drain tile installation and water infiltration repair on the lower level, and electrical main, feeders, and branch panel replacement. Our current fire alarm system does not have auditory command and the scope of these projects will require upgrading of that system. The electrical feeder replacement, parking lot repair, fire alarm upgrade, security system upgrade and access control upgrades are planned to happen concurrently and, because of the need to turn off the power to the building, will require the building to close for at least 2 weeks in August. Masonry work and roof bid packets will be available from Shales McNutt this week. This info will be reviewed and presented by our construction management team at the February 16 board meeting. The second phase bid set will include all of the electrical work, and is slated to go out to bid early in February and be reviewed at the March 16 board meeting. Work will likely begin in April with masonry work and roofing along with smaller low voltage/electrical work.

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

- *Library Journal* has awarded WPLD its second 5-star rating in a row!
- Youth Services has received positive feedback about their new landing page on the website, which is now a dedicated space for families to go for their resources.
- Winter Reading Club is in full force with prizes for finishers sponsored by Friends of the Library. Take and make crafts are back as well as 3D printing. Digital Services is offering remote printing for the public. Tax form requests are starting to come in.
- Programming – Year-end programs were as popular as ever. 100s of attendees joined the New Year's Eve program and jazz trio offerings. Interlibrary programming, beginning with participating in Dr. Ibram X. Kendi's multi-library presentation, has led to discussions amongst directors defining the scope of the projects as well as EDI (equity, diversity, and inclusion) initiatives. Two other projects are in the works.
- Charles Yu's National Book Award-winning *Interior Chinatown* has been selected for our annual One Book Everyone Reads selection. The author event will be held virtually and take place on April 14.
- On February 18, author Catherine Grace Katz will discuss *The Daughters of Yalta*.
- WPLD phone service has changed to Comcast from Call One after Call One doubled our rates.
- We have received positive reviews of our Year in Review, the new model for our annual report.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. No ILA update. Director Auston noted that RAILS is advocating for the COVID-19 vaccine for library staff.

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. The Presidents' Day Legislative Meeting will be virtual on February 15. Please let Director Auston know by February 1 if you wish to attend.

C. We have six candidates, including two incumbents, for three open seats on the seven-member WPLD Board of Trustees at the Tuesday, April 6, 2021 election. All seats will be for full four-year terms expiring in April 2025.

XI. New Business / Old Business.


A. President McDonald noted that she is serving on Wilmette's Sesquicentennial Planning Committee, and representing WPLD. The 150th Anniversary celebration date is planned for September 18, 2022.

XII. Adjournment.

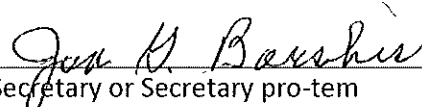
Trustee Wolf moved to adjourn the meeting. Trustee Fishman seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:09 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  
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