

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 21, 2020 at 6:00 pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf, and Director Auston. Trustee Riddle was absent. 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, John Risko, Gayle Rosenberg Justman

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 June.

Trustee Wolf moved approval of the minutes of the June 23, 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 June 2020.

Trustee Rodgers noted that the WPLD received slightly over \$50,000 from the Kenilworth contract, \$10,000 in general fund interest, and approximately \$11,000 in grants. End-of-year expenses as of June 30th were at 91% of the annual budget, although additional expenses for the fiscal year may still be incurred. Major expenses for the month were for insurance and materials. There were no unexpected expenditures. Based on the current unaudited financial report, Trustee Johnson noted there appears to be a 9% budget surplus.

B. Bills and Salaries Check Detail for June 2020.

Treasurer Rodgers moved approval of the June 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion.

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 in Tentative Form. President McDonald noted there is a correction to the reference number VI.: instead of “*See Resolution 2017/18-192, Amending a Plan and Estimating Costs” it should read “*See Resolution 2018/19-201, Amending a Plan and Estimating Costs.” Trustee Rodgers summarized the Board's financial responsibilities and stated that the appropriation ordinance establishes the legal authority for the

Library to responsibly allocate the revenue that it receives. The appropriation ordinance allows the Library to address unexpected expenditures, grants, and/or bequests in a timely fashion; the Library is not required to spend these funds. Trustee Rodgers noted that the Budget & Appropriation Ordinance is passed in tentative form so that it can be published before the final form, which is expected to be voted on in August. Also noted was that the Tentative Budget & Appropriation Ordinance is a best estimate of what will happen considering the uncertainty of the pandemic. Trustees noted that the working budget was approved in June. Director Auston stated a draft report of the Capital Reserve Study has been received from Engberg Anderson Architects. A special meeting will be scheduled in advance of the August Board meeting so that Engberg Anderson's Joe Huberty can present the findings and provide an overview of the Library's long range capital needs, which will help to inform the next version of the Resolution Amending a Plan, the Special Reserve Fund Plan. Receiving this report with updated estimates is the reason why the most recent Resolution 2018/19-201, Amending a Plan and Estimating Costs has not been updated as of yet. Once the tentative ordinance is passed, it will be sent to the WPLD attorney and posted on the WPLD legal bulletin board and web page. The final ordinance will be on the August agenda as an action item. Trustees will conduct a public hearing 15 minutes prior to the August meeting (Tuesday, August 18, 2020 at 5:45pm) to allow public discussion of the ordinance before finalization. At least 30 days before the hearing, a notice is published in the local newspaper and is posted on the WPLD legal bulletin board and web page. 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 Tentative Form with a correction in reference to the resolution number. Trustee Wolf seconded the motion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Absent or not voting – Riddle

MOTION CARRIED

B. Contract Approval: HVAC Preventative Maintenance Agreement with Hill Mechanical Services. Hill Mechanical has been our HVAC contractor since 2015. The proposed agreement covers preventative maintenance services for one year (August 1, 2020 through June 30, 2021), with the option to terminate or renew the agreement thereafter. The charge for the first twelve months of the term is \$26,232 (billed at \$2,186 monthly). The recently expired agreement carried the same annual charge of \$26,232. Trustee Rodgers moved to approve the HVAC Preventative Maintenance Agreement with Hill Mechanical Services in an amount not to exceed \$26,500. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

C. President McDonald announced that Trustee Dr. Ronald Rodgers has been named Illinois Library Trustee of the Year. Trustee Rodgers has been an invaluable member of the board since 1984. The ILA annual recognition is awarded to a public library trustee for achievement, leadership, and service to libraries. ILA will celebrate Trustee Rodgers at the awards ceremony at the Illinois Library Association virtual conference on October 20, as well as at the Trustee Day programming on October 22. Congratulations and thank you to Dr. Rodgers!

VII. Discussion Items.

A. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review of Chapter 8 – System Member Responsibilities and Resource Sharing. WPLD has been active in system membership for many years with RAILS (Reaching Across Illinois Library System) and its predecessor, NSLS (North Suburban Library System). Trustee

Rodgers and Director Auston have both been active on the ILA Public Policy Committee. WPLD is a statistically strong borrower and lender in interlibrary loans, as well as an active participating member in CCS (Cooperative Computer Services). WPLD meets and exceeds active participation in recommendation for this policy.

B. Review Updated Pandemic Response and Reopening Plan. Director Auston reviewed and discussed the state's Phase 4 reopening expectations and local modifications made to the building in order to facilitate reopening. Staff monitors and digital people counters are helping track the number of patrons in the building at any one time. Meeting rooms and study room are not currently available; these spaces are being used for storage of quarantined materials and/or personnel to support health protocols. Masks and social distancing are required for both staff and public in the building. Protective acrylic shields are installed at all service desks. Elevator usage is limited to single person or single household occupancy. Hand sanitizer is being used by staff and patrons alike. Returned materials continue to be quarantined for 3 days prior to being processed. Many patrons continue to use the contactless parking lot pickup option. The wi-fi network has been expanded to include service in the parking lot and the front lawn. No food or drink is allowed so that patrons remain masked. The Friends bookstore, Books Down Under, remains closed. There continues to be no in-person programming until at least September, however virtual programming remains strong. Trustees discussed their own comfort levels when they returned to the reopened Library this month, and expressed appreciation for the work associated with making the building safe for patrons and staff.

VIII. Director's Report.

A. Director Auston noted that on July 13, 2020, our first day reopened, we welcomed 48 patrons/hour. Daily attendance since reopening has been in the 300-350 range, which is manageable. Following last month's Board action, on July 1st WPLD went fine free. Patron accounts were updated this week. This year's Summer Reading Clubs are going strong despite the circumstances; so far 338 kids have been reporting for 10 days, 81 kids reporting for 20 days. Participation is being reflected on the front window in the media room. Thanks to the Friends for partnering and supporting Summer Reading Clubs. Lawn signs are available for SRC promotion. On June 30th Rachel Garcia hosted over 55 people in a virtual program with the Montgomery Travelers, titled Discovery and Growth from Racial Inequality to Passion for True Justice. WPLD will continue to offer programming like this in our efforts to promote equity, diversity, and inclusion, and in support of our antiracist statement made in early June. All librarians were encouraged to attend the ALA virtual conference, and over 20 staff participated. This month IT staff launched the new Microsoft Teams environment, a new collaborative communication resource for staff. Digital services continue to be a strong format. Staff is excited about Overdrive's announcement that they have acquired RBDigital. As RBDigital had previously acquired Zinio, Overdrive acquiring RB Digital means consolidation of multiple platforms making access easier for all. On July 21st WPLD joined a number of other CCS libraries in expanding our intra-CCS loans. This means Wilmette patrons will be able to place holds on items from other CCS libraries participating in this service, greatly expanding our available collection. Our two new self-checkout machines are much easier to use and have forward compatibility with the upcoming RFID system. WPLD has recently experienced a 10% reduction in force due to retirements which has created both challenges in reopening plans as well as new opportunities.

IX. Committees – Report on Meetings.

A. ILA / RAILS Update. Trustee Barshis reported that Colson Whitehead will virtually receive the Library of Congress prize for American Fiction during the 2020 Library of Congress National Book Festival in September. Trustee Barshis also noted the concept of a Human Library, which literally means borrowing a human being to be able to talk to them about their life, experiences, challenging issues, or whatever is of relevant interest. Director Auston noted RAILS will have their monthly meeting this week and will discuss the latest updates from the REALM study concerning how long materials should be quarantined, among other topics.

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. President McDonald noted as a requirement of the Illinois Public Library Annual Report (IPLAR), the Board Minutes Audit Committee must review the FY 2019-20 minutes of the WPLD Board of Trustees meetings. This review should take place prior to the August 2020 WPLD Board of Trustees meeting. Trustees Fishman and Riddle are on the Audit Committee and have agreed to review the minutes.

XI. New Business / Old Business.

A. The August Board meeting will be August 18th at 6pm virtually with a hearing on the Budget and Appropriation Ordinance scheduled for 15 minutes prior, 5:45pm.

XII. Adjournment.

Trustee Wolf moved to adjourn the meeting. Trustee Fishman seconded the motion. MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:26 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