

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, July 16, 2019 at 7:30 pm in the staff lounge

PRESENT: Trustees Johnson, McDonald, Riddle, Rodgers, Wolf
ABSENT: Trustees Barshis, Fishman
VISITORS: None

- I. Call to Order and Roll Call. President McDonald called the meeting to order at 7:35 pm. In the absence of Secretary Barshis, President McDonald requested that trustee Johnson act as Secretary pro-tem until the arrival of trustee Wolf who would then be Secretary pro-tem.
- II. June Monthly Board Meeting Minutes. Trustee Rodgers moved to approve the minutes of the June 18, 2019 WPLD Board meeting. Trustee Wolf seconded the motion.
 - A. Trustee Riddle would like to amend the minutes. After discussion, trustee Rodgers moved that the June 18, 2019 Board meeting minutes be amended with the following language: "Director Auston offered the possibility of hiring a third-party consultant to provide further cost estimates." This sentence will be added to section VI-C of the June 18, 2019 minutes, before the sentence beginning "Trustees McDonald and Wolf expressed concern . . .". Trustee Wolf seconded the motion.
MOTION CARRIED BY VOICE VOTE.
 - B. Trustee Rodgers moved to approve the amended minutes of the June 18, 2019 WPLD Board meeting. Trustee Wolf seconded the motion.
MOTION CARRIED BY VOICE VOTE.
- III. June Special Board Meeting Minutes. Trustee Rodgers moved to approve the minutes of the June 18, 2019 WPLD Special Board meeting. Trustee Wolf seconded the motion.
MOTION CARRIED BY VOICE VOTE.
- IV. Presentation. None.
- V. Public Comment. None.
- VI. Treasurer's Report
 - A. Financial Reports for June. Treasurer Rodgers summarized the June financial reports. These are the final financial reports for the fiscal year. For June, the two largest sources of General Fund revenue were the Kenilworth Public Library District and General Fund Interest. For twelve months of activity, the actual expenditure rate for total General Fund expenditures was 95.13% of budget; the budgeted expenditure rate for this time period was 100.00% of budget. The financial reports indicated the specific expenditure accounts that were in excess of the budgeted amount. Trustees Rodgers, Johnson and Riddle discussed the CD section of the financial reports. The following topics will be discussed at future Finance Committee meetings: the WPLD Levy Ordinance, the WPLD Endowment Fund, responsible financial management and the assumption of financial risk, clarity of the monthly financial reports, the need for a General Fund Balance Policy, the amount of funds WPLD should have in reserve for unexpected expenses. The Board determines the disposition of excess funds after completion of the financial audit.
 - B. Bills and Salaries for June. Trustee Rodgers moved to approve the June bills and salaries. Trustee Wolf seconded the motion. Director Auston answered trustee Johnson's question regarding purchasing books.
Aye – Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent – Barshis, Fishman
MOTION CARRIED

VII. Action Items.

A. Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-20 in Tentative Form. The ordinance and Director Auston's explanatory memo were included in attachment 5 of agenda binders. 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 before the August meeting to allow public discussion of the ordinance before finalization. A notice of the public hearing will be published in a local newspaper and posted on the WPLD legal bulletin board and web page, at the Metra Station and Village Hall. Director Auston summarized the Board's financial responsibilities and stated that the appropriation ordinance establishes the legal authority for the Library to allocate responsibly the revenue that it receives. Based upon consultation with the Library attorney, the appropriation ordinance increases each line item of the Library budget by 10%. The appropriation ordinance allows the Library to address unexpected expenditures and/or bequests in a timely fashion; the Library is not required to spend these funds. Director Auston and trustees Wolf and Rodgers responded to trustees Johnson's and Riddle's questions regarding the appropriation ordinance. Trustee Wolf moved to approve Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for Fiscal Year 2019-20 in Tentative Form. Trustee Rodgers seconded the motion.

Trustee Johnson motioned to amend the above motion in the following way: strike out Item V of the proposed Ordinance No. 2019/20-193. Item V is entitled *Transfer to B/E Special Reserve Fund from General Fund* and is \$200,000. Trustee Riddle seconded the motion.

Aye – Johnson

Nay – McDonald, Rodgers, Wolf

Abstain – Riddle

Absent – Barshis, Fishman

MOTION NOT CARRIED

Trustee Rodgers moved to call for a vote on the passage of Ordinance No. 2019/20-193 approval of which had been approved and seconded. Trustee Wolf seconded the motion.

Aye – McDonald, Rodgers, Wolf

Nay – Johnson, Riddle

Abstain – None

Absent – Barshis, Fishman

MOTION CARRIED

B. Ordinance No. 2019/20-194, Ordinance Amending the Budget and Appropriation Ordinance for Fiscal Year 2018/19. The proposed ordinance and Director Auston's explanatory memo were included in attachment 6 of agenda binders. Director Auston summarized the ordinance and answered trustees' questions. Trustee Rodgers moved to approve Ordinance No. 2019/20-194, Ordinance Amending the Budget and Appropriation for Fiscal Year 2018/19. Trustee Johnson seconded the motion.

Aye – Johnson, McDonald, Rodgers, Wolf

Nay – None

Abstain – Riddle


Absent – Barshis, Fishman

MOTION CARRIED. *The ordinance is attached.*


VIII. Discussion Items. None.

IX. Director's Report. Attachment 7 of agenda binders included the Director's Report, June statistics (circulation, electronic services and programming), and community engagement reports. The Director's Report included information on the 2019 Summer Reading Club: A Universe of Stories, updates on the WPLD Strategic Plan, summaries of library department and staff activities, and meetings / workshops attended by the Director and staff. At the meeting, Director Auston summarized information included in attachment 7, discussed the outdoor renovation project, a proposed ribbon-cutting event with the CTA for the Linden book drop, and an update on the Kenilworth book drop. Director Auston distributed information on a trustee workshop to be conducted at River Forest Library on August 10th from 9:30-12:30. The workshop, *Keys to Running a More Successful Board Meeting*, will be facilitated by Nancy Sylvester. Trustees commented on various aspects of the report. Trustee Johnson will coordinate with the CTA regarding the ribbon-cutting event.

- X. Committee Reports.
- A. ILA Representative. Illinois Library Association Newsletters have been emailed to trustees. Trustee Barshis will review these newsletters at a later meeting.
 - B. Policy Committee. All members of the Policy Committee, trustee McDonald (chair), Barshis, Rodgers, and Wolf, attended the July 2, 2019 meeting as did Director Auston. Trustee McDonald summarized the meeting. The committee will reconvene on Monday, August 19, 2019 to continue the review of Library policies. Trustee McDonald stated that all trustees are encouraged to attend all committee meetings. All approved policies will be presented to the full Board at the September meeting. Trustee Johnson requested a copy of all documents discussed at the Policy Committee meeting.
 - C. Finance Committee. A committee meeting will be scheduled.
 - D. Advocacy & Partners Committee. Trustee Johnson, committee chair, will schedule the first meeting of the committee which includes trustees Barshis and Fishman.
- XI. Information Items.
- A. As a requirement of IPLAR, the Illinois Public Library Annual Report, the Board Minutes Audit Committee must review the FY 2018-19 minutes of the WPLD Board of Trustees meetings. This review should occur prior to the August 2019 WPLD Board of Trustees meeting. Trustees Fishman and Riddle are members of the committee.
 - B. The ILA Annual Conference will be held October 22 – 24, 2019 at the Tinley Park Convention Center in Tinley Park, Illinois. Registration is now open. For additional information, please visit the ILA website, www.ila.org.
 - C. Communication. Trustees reviewed communication presented in Attachment 8 of agenda binders. Patron comments were distributed at the meeting.
- XII. New Business / Old Business. Trustee Riddle recommended that the Facilities and Equipment Committee meet to determine strategies regarding the Library parking situation. Trustee Johnson wanted to know how many staff members park in the Library parking lot. Trustee Wolf and Director Auston discussed the need for cooperation and dialogue with the Village regarding parking. Trustee Johnson would like Library Sunday hours to be addressed. Director Auston stated that this issue will be discussed at a later meeting.
- XIII. Adjournment. Trustee Wolf moved adjournment of the meeting. Trustee McDonald seconded the motion.
Aye – Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent – Barshis, Fishman
MOTION CARRIED. The meeting adjourned at 9:37 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

ORDINANCE NO. 2019/20-194

ORDINANCE AMENDING THE BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2018-19

WHEREAS, the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, by Ordinance No. 2017/18-189 adopted a Combined Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2018 and ending June 30, 2019 (B&A Ordinance); and

WHEREAS, recent reviews of expenditures reflected expenditures in amounts greater than the amounts stated in the B&A Ordinance; and

WHEREAS, the Board of Library Trustees hereby determines that the B&A Ordinance should be amended to reflect expenditures made during the fiscal year ended June 30, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:

1. The B&A Ordinance be and hereby is amended in the following respects:

A. The line item in the B&A Ordinance for Contingency-General Fund is decreased from \$400,000 to \$295,000 (decrease of \$104,350);

B. Certain line items in the B&A Ordinance are increased in the total amount of \$104,350 as follows:

I. PATRON MATERIAL SERVICES

A. Books by \$3,500.00 (from \$275,000.00 to \$278,000.00)

E. Electronic Resources-AS & YS by \$25,000.00 (from \$475,000.00 to \$500,00.00)

L. Grant Expense by \$1,200.00 (from \$0.00 to \$1,200.00)

N. Friends Purchases by \$8,000.00 (from \$28,800.00 to \$36,800.00)

II. PERSONNEL

H. Employee Health Insurance by \$57,500.00 (from \$548,300.00 to \$605,800.00)

III. OPERATION

E. Copiers by \$3,000 (from \$28,000 to \$31,000)

G. Postage/Shipping by \$600.00 (from \$6,000.00 to \$6,600.00)

J. Equipment/Computer Maintenance by \$1,750.00 (from \$122,000.00 to \$123,750.00)

M. Building Supplies by \$3,000 (from \$24,000.00 to \$27,000.00)

Q. Parking Lot Rent by \$800.00 (from \$12,000.00 to \$12,800.00)

2. All portions of the B&A Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

3. In all respects, the B&A Ordinance remains in full force and effect.

4. This Ordinance is effective on its adoption.

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on the 16th day of July, 2019 by a vote of:


AYES: Johnson, McDonald, Rodgers, Wolf

NAYS: None

ABSTAIN: Riddle


ABSENT: Barshis, Fishman

APPROVED:

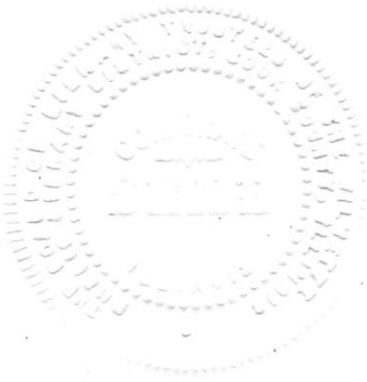


President or President pro-tem
Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

ATTEST:



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



SECRETARY CERTIFICATE

I, Stuart Wolf, DO HEREBY CERTIFY that I am the duly elected, qualified and serving Secretary or Secretary pro-tem and as such keeper of the books and records of the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached ORDINANCE NO. 2019/20-194, ORDINANCE AMENDING THE BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2018-19 is a true and correct copy of said ordinance which was presented, passed, and recorded by said Board at their meeting on July 16, 2019 by a vote of:

AYES: Johnson, McDonald, Rodgers, Wolf

NAYS: None

ABSTAIN: Riddle

ABSENT: Barshis, Fishman

Dated this 16th day of July, 2019.



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

