

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

Tuesday, June 23, 2020 at 6:00 pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, McDonald, Riddle, Rodgers, Director Auston. Trustee Johnson was absent. Trustee Wolf arrived at 6:05pm.

ELECTRONIC VISITORS: Georgia Gebhardt, Mary Lawlor - League of Women Voters – Wilmette;  
STAFF: Suzanne Arist, Amy Barrow, Shanti D’Costa, Patsy De Vuono, Amy Jung, Alice Joseph, Gayle Justman, John Risko, Jessica Thomson, Rebecca Vrana-Naquin

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:02 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Monthly Board Meeting Minutes for April.

Trustee Fishman moved approval of the minutes of the April 21, 2020 Board meeting 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. Monthly Board Meeting Minutes for May.

Trustee Barshis moved approval of the minutes of the May 19, 2020 Board meeting as presented. Trustee Wolf seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

V. Presentations. None.

VI. Treasurer’s Report.

A. Financial Reports for May 2020.

Trustee Rodgers stated that, as expected, roughly \$45,000 in revenue was received from taxes, general fund interest, and miscellaneous income. There were no unexpected expenditures. General Fund Expenses were at 83% of the annual budget, which is below the 11-month rate of 92%. There was no discussion.

B. Bills and Salaries Check Detail for May 2020.

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

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

VII. Action Items.

A. Annual Budget for Fiscal Year 2020-21. Trustee Rodgers reported the Finance Committee met on June 16, 2020 for the second review of the budget. Finance Committee members are Trustees Rodgers, Fishman, Riddle, and Wolf, and McDonald ex-officio. Committee Chair Rodgers noted that the Committee recommended the Board adopt the draft budget as presented in Attachment 5. Among its highlights the budget includes, 1) a programming reduction of \$5,000 due to an anticipated reduction of in-person events due to the pandemic, 2) additional funds were added to professional fees to support a community survey which will help to guide our long-range planning, 3) a library vehicle purchase along with maintenance and support, and lastly 4) the addition of the RFID tagging project which would facilitate improvements in access, Circulation, and Security. Trustee Wolf moved to approve of the draft Annual Budget for FY 2020-21. Trustee Rodgers seconded.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

B. Review Recommendation of Finance Committee to Cease Collection of Overdue Fines. President McDonald noted that the Board has had several discussions regarding the elimination of fine revenue collection. Trustee Rodgers stated that fines and fees are not relied upon for income and account for less than a half of 1% of our revenue in the budget. The Finance Committee recommended removing this line from the FY 2020-21 budget. Director Auston noted other nearby libraries, including CCS consortium partners, have already or are also in the process of removing this barrier. Trustees further discussed the impact of this removal. President McDonald moved that Wilmette Public Library eliminate the imposition and collection of overdue fines for late return of materials. The Library will continue to bill and collect for lost items and block patron card access if items are not returned or paid for in a reasonable amount of time. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

C. Contract Approval: Comprehensive LAN Management Agreement with Computer View Inc. (CVI). Director Auston noted that WPLD has maintained a working relationship with CVI since 1996, and as such are active partners who are very familiar with our systems. The LAN Management Agreement is a strategy used to manage our computers and servers locally. At least 5 experts are available for services remotely on a regular basis, as well as being in the building to directly support staff one day a week. CVI continues to offer innovative solutions providing a great value to patrons and staff alike. The proposed agreement covers the comprehensive management of installed inventory of 176 devices for two years (July 1, 2020 through June 30, 2022). Trustee Riddle moved to approve the Comprehensive LAN Management Agreement with Computer View Inc. (CVI) from July 1, 2020 to June 30, 2022. The charge for the first 12 month term is \$64,600 and for the second 12 month term is \$65,900. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

D. Review and Approval of Updated Pandemic Response and Reopening Plan. Director Auston noted that Illinois has been a leader in the effort to contain the virus, and in as much as Illinois is moving towards Phase 4 of the

Restore Illinois plan, staff will be moving towards reopening the Library by mid-July as appropriate. Steps to reopening the library building coincide with the Restore Illinois plan in that several key elements include the risk being lower than in Phase 3 and gatherings of up to 50 people in a given space are now acceptable. There are many moving pieces vital to reopening plans including bringing more staff back to the building, updating parking lot pick up procedures, expanding service hours, refining internal procedures, and further preparation of the building and communications. Preparation of the building includes installing plexiglass barriers at service desks, creating signage establishing expectations, using appointment software for booking computers and dedicated time with librarians, and implementing an appointment-based system for patrons to pick up materials in the parking lot. WPLD will be cautious and intentional to set reasonable expectations for the public in terms of the customer service experiences, to the staff in terms of adequate staffing and supplies, and that all steps happen in a timely and responsible manner. Trustee Rodgers moved that the Library proceed with the reopening plan as presented with the understanding that details will shift as the situation is still fluid. Trustee Barshis seconded.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

#### VIII. Discussion Items.

- A. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review of Chapter 7 – Collection Management. Director Auston noted the library meets and exceeds the standards required by the state. WPLD exceeds the minimum standard of 8-12% of operating budget to be spent on library collections for patrons in that the current budget we spent 15% of the budget on material collections. The Policy Committee reviews the written management collection policy regularly, and the policy remains current. All the guidelines staff use to maintain and weed the collection are consistent with the practices established in the standards. Also noted is the standard requiring a cooperative collection plan with other libraries in close proximity to one another, which is met and exceeded by being a part of the 26-member CCS consortium.

#### IX. Director's Report.

- A. President McDonald expressed approval of the antiracist statement made and posted on the library website by WPLD staff in early June. Trustees assented and wished to sign affirmation of the statement. Trustee Barshis moved that the Board of Library Trustees affirm and support the antiracist statement made by the Library. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

Trustees Riddle, Rodgers, and Wolf left the meeting at 7:08pm.

- B. Director Auston confirmed WPLD's commitment to being the "community's living room" in that the exposure of systemic racism is something that the Library is uniquely positioned to be able to address through bringing people together, edifying one another, exploring our character, and helping to build empathy. WPLD will continue fostering these qualities through programming, community conversations, and other events that are built into our strategic plan. Internally, WPLD is looking into implicit biases to see whether policies or

structures are currently in place that are not working in support of our mission to welcome everyone. In our ongoing commitment to foster those relationships and understandings, WPLD will continue taking action to perpetuate a more open and welcoming environment inside the Library by continuing with our Equity, Diversity, and Inclusion Committee and participating in programs such as the YWCA Equity Summit. The 2020 Summer Reading Clubs officially underway and include partnerships with The Book Stall and Dairy Queen. In promoting the virtual summer reading program, a summer reading video has been shared with all local schools and WPLD participated in New Trier's annual day-long virtual conference to help students, families, and community partners learn more about digital resources. Our digital collections continue to grow though they do not fully replace our physical materials or nor equally match circulation yet. Staff has done an outstanding job of bringing operations back since closure. Our Technical Services team has worked exceptionally hard at getting new materials in, inventoried, processed, and invoices entered so they may be paid in the current fiscal year. Circulation and Shelving have also stepped up in coordination of Parking Lot Pickup. The *ILA Reporter* has recognized WPLD's Maker Fest programs, which have only been ongoing for 2 years and without dedicated space.

X. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted that ILA stated that they condemn racism and violence and it is incumbent upon us to consider these conditions in our sphere of influence, which is librarianship. Things that can possibly be done include participating in the census, participating in voter registration, identify and reach out to a new antiracist organization to offer partnership, read articles and/or books which promote inclusion, equity and antiracism, and include them in book lists or book talks. Trustees discussed apps and direct mail to vote as possible ways to help patrons. Director Auston noted that RAILS updated their position that the viability of the virus drops off sharply after the third day. As a result of the REALM study findings, our procedure has changed from a 7-day quarantine of materials to a 3-day quarantine.

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

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

XI. Information Items.

- A. Communication. President McDonald noted several suggestions were received via email. Director Auston has responded to those emails. To clarify, United for Libraries will not have a trustee program during virtual ALA but does have tutorials online.
- B. The WPLD will be closed on July 4, 2020 for Independence Day.
- C. As a requirement of IPLAR, the Illinois Public Library Annual Report, 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.
- D. Director Auston noted that the July Board of Trustees meeting may be after the WPLD has reopened. Trustees will discuss further after clarification.

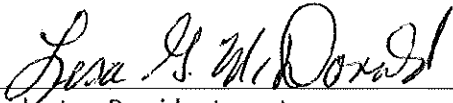
XII. New Business / Old Business.

None.

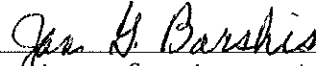
XIII. Adjournment.

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

The meeting adjourned at 7:34 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