

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

Tuesday, March 20, 2018 at 7:30 pm in the staff lounge

PRESENT: Jan Barshis, Dan Johnson, Lisa McDonald, Kathleen O’Laughlin, Ronald Rodgers, Stuart Wolf.

Kathleen O’Laughlin arrived at 8:36 pm.

ABSENT: Virginia George

- I. Call to Order and Roll Call. Vice-President McDonald called the meeting to order at 7:33 pm.
- II. Approve Feb. Minutes. Trustee Wolf moved to approve the minutes of the Feb. 2018 WPL Board meeting. Trustee Rodgers seconded the motion.  
MOTION CARRIED BY VOICE VOTE
- III. Presentation. Jodi Mariano, a principal of Teska Associates, presented and discussed the Landscape Master Plan and Design developed by Teska for WPL. During the presentation, Ms. Mariano referred to large printouts of the plan that trustees had received prior to the meeting in agenda packets as attachment 2. She stated that the final plan is the product of the collaboration of Landscaping Steering Committee members, other trustees, and guests during four meetings. The process included inventorying all existing landscape elements and donor plaques and then visioning potential changes. Objectives of the new plan include creating a more welcoming and inviting entrance to the Library, developing a central lawn area with creative and flexible seating choices, providing updated bike racks, including interpretative signage and increased accessibility in the Butterfly Garden, and enhancing Library signage. Ms. Mariano stated that all donations will be acknowledged and suggested a donor area, perhaps in the Library vestibule. Ms. Mariano reviewed all aspects of the plan, provided examples of recycling and trash receptacles, seating, signage, plants and trees, discussed in general terms the village permitting process, and bid alternates such as a the snow melt system for trustees to consider. She responded to trustees’ comments and answered trustees’ questions.
- IV. Public Comment. None.
- V. Treasurer’s Report
  - A. Financial Reports for Feb. Treasurer Rodgers summarized the Feb. financial reports.
  - B. Bills and Salaries for Feb. Trustee Rodgers moved to approve the Feb. bills and salaries. Trustee Wolf seconded the motion.  
Aye – Barshis, Johnson, McDonald, Rodgers, Wolf  
Nay – None  
Absent or not voting – George, O’Laughlin  
MOTION CARRIED
- VI. Action Items.
  - A. Landscape Master Plan and Design. Jodi Mariano, a principal of Teska Associates, presented and discussed the final WPL landscape master plan and design at the meeting. Included in attachment 2 of agenda packets were the Landscape Master Plan Memo from Teska which provides a revised exhibit package of illustrations and cost summaries and Teska’s Professional Services Agreement which is a standard form agreement and outline of proposed scope of services. Teska would provide overall project management including engineering components of the services and Gewalt Hamilton Associates would provide surveying and civil engineering services. The current scope of services includes design engineering for the Snowmelt System. Trustee Wolf moved to approve the Professional Services Agreement for an amount not to exceed \$60,000. Trustee Rodgers seconded the motion.  
Aye – Barshis, Johnson, McDonald, O’Laughlin, Rodgers, Wolf  
Nay – None  
Absent or not voting – George  
MOTION CARRIED

B. WPL Strategic Plan for July 2018 – June 2021: Shaping Our Future. The final plan was included in agenda packets as attachment 5. Trustee Wolf moved to approve the WPL Strategic Plan for July 2018 – June 2021. Trustee McDonald seconded the motion. In response to trustees' questions, Director McCammond-Watts stated that the language of the plan will continue to evolve, the plan focuses on objectives and not necessarily on the strategies to implement the objectives, and that timetables are estimates and will be adjusted as needed. Each goal has a goal owner who is a staff person in charge of monitoring goal implementation and submitting quarterly reports to the WPL Board of Trustees.

MOTION CARRIED BY VOICE VOTE

- VII. Discussion Items. Schedule Finance Committee meeting. The purpose of the meeting is to review the fiscal year 2018-19 Library budget. Committee members are trustees Rodgers (chair), Johnson, and McDonald. Trustee O'Laughlin, as Board President, is an ex officio member. All trustees are invited to attend. An email will be sent to all trustees to determine a meeting date.
- VIII. Director's Report. Monthly statistics and additional information from the Director were included in agenda packets as attachment 6. Director McCammond-Watts reviewed all sections of the report. The Director also discussed comments she has received on new furniture including the adjustable tables in the media room, chairs in the mezzanine, couch / bench on the lower level, and lounge furniture in the second floor study room.
- IX. Committee Reports. ILA representative trustee Barshis reviewed Illinois Library Association Newsletters dated Feb. 22, March 1, March 7, and March 14 at the meeting. These newsletters were included in agenda packets as attachment 7.
- X. Information Items.
- A. The Winter Reading Club for Kids, *Smitten with Books*, ran from Jan. 2 to March 4. A record 514 kids participated in the event this year.
- B. Staff Institute Day was Fri. March 9. The Library was closed. The theme was *The Future is Now*. Miguel Figueroa from the Center for the Future of Libraries discussed future library trends. 74 staff attended.
- C. PLA 2018 is March 20 – 24 in Philadelphia. Trustee McDonald and staff members Krista Hutley, Jill McKeown, Stephen Koebel, Janet Piehl, Sarah Beth Brown, Patsy deVuono, and Linda Dahl are attending the conference.
- D. The Library will be closed Sunday, April 1, for Easter.
- E. National Library Week will be observed April 8-14, 2018 with the theme, "Libraries Lead." First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April.
- F. The One Book, Everybody Reads (OBER) selection for 2018 is *A Gentleman in Moscow* by Amor Towles. The author will visit Wilmette and discuss his novel on Sun., April 22 at 3:00 pm at the Wilmette Jr. High Auditorium, 620 Locust Rd. A full roster of related programs will take place in the weeks leading up to his visit. Details are at [www.wilmettelibrary.info/onebook](http://www.wilmettelibrary.info/onebook). One Book programming is funded by the Friends.
- G. Registration for National Library Legislative Day 2018 has opened. The event will be held in Washington, D.C. on May 7 & 8. For more information, see [www.ala.org/nlld](http://www.ala.org/nlld). Contact Heather if you wish to attend.

H. The LACONI Annual Trustee Banquet is Fri., May 18, 6 – 9 pm at the Carleton of Oak Park Hotel, Grand Ballroom. The evening will include a buffet style dinner, networking, and insights from EveryLibrary founder and Executive Director, John Chrastka. A cash bar will be available. Details, including registration and pricing, will be available at a later date. Please contact Heather if you wish to attend. LACONI is the Library Administrators Conference of Northern Illinois.

I. Cooperative Projects.

1. On Feb. 5, 12, and 26, Youth Services librarian Ruth Bell visited after-school classes (two kindergarten and one first grade) at the Wilmette Park District for winter month activities. Kids explored wind and flight by creating objects to fly in the wind tunnel.
2. On Feb. 11, Youth Services librarian Ruth Bell presented a program at the Wilmette Historical Museum. The purpose of the program was to celebrate African-American history in story and song. Ms. Bell presented books on famous African-Americans which attendees could peruse at the museum or check out to take with them.

J. Communication. Trustees reviewed communication items included in agenda packets as attachment 8.

XI. New Business / Old Business. None.

XII. Adjournment. Trustee Rodgers moved to adjourn the meeting. Trustee Wolf seconded the motion.  
Aye – Barshis, Johnson, McDonald, O’Laughlin, Rodgers, Wolf  
Nay – George  
Absent or not voting – none  
MOTION CARRIED

The meeting was adjourned at 9:31 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