

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, May 15, 2018 at 7:30 pm in the staff lounge

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

ABSENT: None

VISITORS: None

I. Call to Order and Roll Call. President O’Laughlin called the meeting to order at 7:38 pm.

II. April Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the April 2018 WPL Board meeting. Trustee McDonald seconded the motion.

MOTION CARRIED BY VOICE VOTE

III. Presentation. None.

IV. Public Comment. None.

V. Treasurer’s Report

A. Financial Reports for April. Treasurer Rodgers summarized the April financial reports. The two largest sources of General Fund revenue were Real Estate Taxes and the Per Capita Grant. Total General Fund expenditures were 71.9% of budget. There were no significant or unanticipated expenses for the month.

B. Bills and Salaries for April. Trustee Rodgers moved to approve the April bills and salaries. Trustee George seconded the motion.

Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Absent or not voting – None

MOTION CARRIED

VI. Action Items.

A. Ordinance No. 2017/18-188, Ordinance Setting Schedule for Regular Meetings of the Board and Providing for the Repository of Certified Copies of the Ordinance. Copies of the proposed ordinance were included in agenda packets as attachment 4. Trustee O’Laughlin noted the changes in July and September meeting dates. Trustee Rodgers moved to approve Ordinance No. 2017/18-188. Trustee Barshis seconded the motion. MOTION CARRIED BY VOICE VOTE. *The signed ordinance is attached.*

B. Annual Decision to Participate in the Public Library Non-Resident Services Program. Copies of section 3050.20 of the Administrative Code and section 30-55.60 of the Illinois Compiled Statutes were included in agenda packets as attachment 5. Trustee Rodgers explained the policy and statute. Trustee Rodgers moved to approve Library participation in the Public Library Non-Resident Services Program. Trustee Wolf seconded the motion. MOTION CARRIED BY VOICE VOTE

C. Proposals for Mezzanine Roof-Top HVAC Screen. The Village requires the installation of a screen around the mezzanine roof-top HVAC unit. Proposals from Hill Mechanical Services, GHC Mechanical, and Cityscapes were included in attachment 6 of agenda packets. Hill is WPL’s current HVAC service provider; the proposal includes a 90-day warranty. GHC is an Illinois HVAC firm; the proposal includes a one-year warranty; personnel visited WPL. Cityscapes is an Ohio firm that manufactures screens; the proposal did not provide a warranty; personnel did not visit WPL. WPL staff recommend acceptance of the GHC proposal. Trustee Rodgers moved to approve the GHC Mechanical proposal for purchase and installation of a screen around the mezzanine roof-top HVAC unit for an amount not to exceed \$13,000.00. Trustee McDonald seconded the motion. Aye – Barshis, George, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED

D. Proposed Changes to the Fees & Fines Schedule in the WPL Policy Manual. Attachment 7 of agenda packets included the proposed changes. Interim co-director Justman reviewed them. Trustee McDonald suggested including the Library of Things collection in the fines section. Trustee Wolf moved to include Library of Things for \$1.00 / day in the fines section of the revised Fees & Fines Schedule. Trustee Rodgers seconded the motion.
MOTION CARRIED BY VOICE VOTE

Trustee Wolf moved to approve all proposed changes to the Fees & Fines Schedule (page 11 of WPL Policy Manual). Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE

VII. Discussion Items.

A. Trustees Contact vs. Individual Trustee Emails on the Website. A letter from a patron was included in agenda packets as attachment 8. It was decided that the Trustee Contact section of the Library website would be replaced with individual library emails for each trustee. Patrons and others interested in contacting Library trustees will use the individual library emails which will be sent directly to the individual trustees. It is each trustee's responsibility to respond to these emails. Instructions on how to access the trustee emails indicated on the Library website were distributed at the meeting. Interim co-directors Justman and Giorgi discussed various issues relevant to the patron's concerns.

VIII. Director's Report. Interim co-director Justman summarized the monthly statistics and additional information included in attachment 9 of agenda packets and then answered trustees' questions. Accession and circulation statistics provided by the Polaris system will replace statistics previously provided by WPL staff members. Library staff members will continue to provide statistics on electronic services to patrons and program attendance.

IX. Committee Reports.

A. Finance Committee. Committee members are trustees Rodgers (chair), Johnson, McDonald, and O'Laughlin as ex-officio. The committee met immediately before the May Board meeting and reviewed the WPL budget for fiscal year 2018-19 (07.01.18 – 06.30.19). All WPL trustees attended the meeting. Trustee Rodgers stated that the committee will recommend approval of the budget at the June WPL Board meeting. The schedule for approval of the WPL budget and the Budget and Appropriations Ordinance (B&AO) is as follows: (1) The agenda for the June Board meeting will include as action items approval of the WPL budget and WPL tentative B&AO (which includes the WPL budget). (2) After the budget and tentative B&AO are approved by the WPL Board, the tentative B&AO is sent to the WPL attorney. The tentative B&AO and public hearing notice are posted on the WPL legal bulletin board and WPL web page. The public hearing notice is published in a local newspaper and is posted at the Metra Station and Village Hall. (3) At the July Board meeting, trustees will conduct a public hearing 15 minutes before the regular monthly meeting to allow public discussion of the B&AO before it is finalized. Approval of the final B&AO is on the agenda as an action item. (4) Once approved by the WPL Board, the final B&AO is sent to the WPL attorney, posted on the legal bulletin board and web page, published in a local newspaper, and filed at the County Clerk's office within 30 days of passage.

B. Public Library Association (PLA) Convention. Trustee McDonald attended the convention. A program summary was distributed at the meeting and trustee McDonald discussed the interesting points of each program she attended. Trustee Barshis requested an updated report on the staff Creativity Grant project.

C. Landscape Steering Committee. Trustee George summarized the May 2 meeting. Interim co-director Giorgi and trustee O'Laughlin met with Jodi Mariano of Teska and John Zachara of IFS on May 14. Mr. Zachara will provide a proposal for construction management services which trustees will discuss at the June meeting. For more information on IFS, please go to <http://www.ifspm.com/who-we-are/our-team/john-zachara/>. The Landscape Steering Committee section of agenda packets also included trustee Johnson's draft of a letter he would like to send to the Wilmette Village Board. The letter recommended changes to the village parking lot north of the Library's parking lot. The Library leases parking spots in this lot for patrons and staff. Library trustees discussed the letter and provided background information and alternative solutions to several issues impacting this property.

D. ILA Representative. ILA newsletters dated April 16 and April 30 were included in agenda packets. At the meeting, trustee Barshis discussed the Harvey, Illinois library. Trustee O'Laughlin mentioned that ALA has *received the Library's* check for the portion of the Library's fundraising campaign that was targeted for the ALA's Disaster Relief Fund.

X. Information Items.

- A. Amor Towles discussed *A Gentleman in Moscow*, the One Book, Everybody Reads (OBER) selection, on Sunday, April 22 at the Wilmette Jr. High Auditorium. This is the 13th year for OBER. Mr. Towles' discussion at the 2017 National Book Festival (similar to the content of his talk in Wilmette) and details about the book are at www.wilmettelibrary.info/onebook. One Book programming is funded by the Friends.
- B. The Library will be closed for Memorial Day on Sunday and Monday, May 27 and 28.
- C. Summer hours at WPL will be in effect from Sunday, June 17 through Sunday, August 19. WPL will close at 5:00 pm on Sundays. The Library will return to regular evening hours on Sunday, August 26.
- D. National Library Legislative Day 2018 was held in Washington, D.C. on May 7 & 8. No WPL trustees attended this year.
- E. The LACONI Annual Trustee Banquet is Friday, May 18, 6 – 9 pm at the Carleton of Oak Park Hotel, Grand Ballroom. The evening will include a buffet style dinner and networking. Every Library Executive Director John Chrastka will discuss "How People Listen Determines what Stories to Tell". The cost is \$60.00 per person. LACONI is the Library Administrators Conference of Northern Illinois. For more information, visit <https://www.eventbrite.com/e/laconi-trustee-banquet-2018-tickets-43671350184>
- F. The ALA Annual Conference is June 21 – 26, 2018 in New Orleans. No WPL staff members are scheduled to attend. Please see www.ala.org/annual for additional information.
- G. WPL has been awarded a FY2018 Illinois Public Library Per Capita Grant of \$33,858.75. The FY2017 Illinois Public Library Per Capita Grant was for \$21,031.43.


H. Cooperative Projects

1. On Wednesday, April 25, Youth Services librarian Alice Joseph presented information about the new catalog system, Polaris, to Boy Scouts who were interested on working on their Reading Badge. Ms. Joseph provided them with lists of materials and demonstrated the catalog. The Boy Scouts searched and found library materials and used the self-checkout machine.
2. On Saturday, April 28, Youth Services librarian Janet Piehl presented a program on WPL's technology resources to New Trier area parents and teachers at the New Trier Township Innovation and Technology Expo. Ms. Piehl distributed brochures about digital resources and offered robots to play with.
3. From April 17 through April 26, Youth Services librarian Ruth Bell visited 13 preschool and kindergarten enrichment classes at the park district's early childhood enrichment center. The classes read books about spring, did spring rhymes, and danced and sang with egg shakers.
4. On Saturday, April 28, Youth Services librarian Ruth Bell participated in the Spring Community Play Day at Gillson Park. She set up a mini library, created a reading blanket, and did a parachute storytime.


I. Communication. Trustees reviewed communication presented to trustees in attachment 13 of agenda packets.

XI. New Business / Old Business. None.

- XII. Adjournment. Trustee Rodgers moved to adjourn the meeting. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED. The meeting adjourned at 9:23 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. 2017/18-188

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AND PROVIDING FOR
REPOSITORY OF CERTIFIED COPIES OF ORDINANCES

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-1 *et seq.*, and the Illinois Open Meetings Statute, Chap. 5, Sec. 120/1, *et seq.*, require this Board to establish a schedule of regular meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-7, provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

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

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all regular meetings of this Board shall be held at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, 60091, at the time of 7:30 p.m.

Section 2. The following is a schedule of the dates of regular meetings for the 2018-19 fiscal year:

July 24, 2018*	January 15, 2019
August 21, 2018	February 19, 2019
September 25, 2018*	March 19, 2019
October 16, 2018	April 16, 2019
November 20, 2018	May 21, 2019
December 18, 2018	June 18, 2019

* July date changed from July 17 to July 24 to allow for 30 day notice of B&AO public hearing.

*Sept. date changed from Sept. 18 to Sept. 25 because of holiday schedule.

Section 3. Any changes in this regular meeting date on a temporary or permanent basis shall be according to the aforesaid statutes, and with notices as set forth in said statutes.

Public notice of this schedule shall be given by posting a copy of the notice at the principal office of the Wilmette Public Library District, and copies of said notice shall be supplied to the *Wilmette Life*. This schedule shall be available at the Library for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository at which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Wilmette Public Library
1242 Wilmette Avenue
Wilmette, Illinois 60091

Section 5. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or parts of this act.

Passed by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois
on the 15th day of May, 2018 by a vote of:

AYES: *Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf*

NAYS: *none*

ABSENT OR NOT VOTING: *none*

APPROVED:

Kathleen O'Laughlin

President or President pro-tem

The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

ATTEST:

Jan Barshis

Secretary or Secretary pro-tem

The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

THE BOARD OF LIBRARY TRUSTEES OF
THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

NOTICE OF REGULAR MEETINGS

THE PUBLIC IS HEREBY NOTIFIED that pursuant to the Illinois Public Library District Act, ILCS, Chap. 75, Sec. 15/1-1 et seq., and the Illinois Open Meetings Act, Chap. 5, Sec. 120/1 et seq., the following are the time and place of the regular meetings of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois at 7:30 P.M. at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois 60091.

July 24, 2018*	January 15, 2019
August 21, 2018	February 19, 2019
September 25, 2018*	March 19, 2019
October 16, 2018	April 16, 2019
November 20, 2018	May 21, 2019
December 18, 2018	June 18, 2019

Dated this 15th day of May, 2018



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

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