

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, November 17, 2020 at 6:00pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf, Director Auston. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Dan Berg, Sikich; Georgia Gebhardt, League of Women Voters – Wilmette
STAFF: Marti Bellefontaine, Linda Dahl, Patsy deVuono, Kim Hegelund, Gayle Justman, John Risko, Jessica Thomson

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. Review draft of Minutes.

A. October 20, 2020 Regular Board Meeting Minutes. Trustee Fishman moved approval of the October 20, 2020 Regular Meeting Minutes as presented. Trustee Barshis seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

IV. Presentations. FY 19-20 Annual Audit Presentation.

Daniel A. Berg, CPA and partner in Sikich LLP, virtually attended the meeting. Sikich LLP performed the Audit of WPLD's financial statements for the fiscal year ending June 30, 2020. Trustees received copies of the draft material prior to the meeting. Mr. Berg discussed the Annual Financial Report for the Year Ending June 30, 2020 and the Auditor's Communication to the Board of Trustees with trustees and answered their questions. Mr. Berg stated that this was a clean audit. Trustees discussed fund balances and governing policies related to the auditor's assessment. The Board will continue discussion of the finance policy at future committee and regular meetings.

V. Treasurer's Report.

A. Financial Reports for October 2020.

Trustee Rodgers reviewed the financial reports for October 2020. Trustee Rodgers noted that during October the WPL received \$276,010.42 in real estate taxes, \$13,285.15 in general fund interest, and \$35,523.75.00 in Per Capita Grant receipts. General Fund expenses are at 30.97% which is below the expected three-month rate of 33.3%. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for October 2020.

Trustee Rodgers moved approval of the October 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.

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

Nay – Johnson

Abstain – None

Absent or not voting – None

MOTION CARRIED

VI. Action Items.

A. Libraries of Illinois Risk Agency (LIRA) renewal of Property/Casualty and Workers Compensation Insurance for December 31, 2020 - December 31, 2021, for a contract total of \$46,853. The Library has been a member of the LIRA insurance pool since 2017. The expiring annual agreement totaled \$39,686. Bottom line increase for this year is 18%. Director Auston explained that the insurance industry is experiencing a "hard market" largely due to nationwide property damage due to extreme weather. Insurable values have gone up a mere \$300,000. The package for property, liability, auto, and crime have gone down even as we added a new vehicle. Excess property has increased by \$5,000. Another area of significant increase is cyber and identity theft coverage which has almost doubled. Director Auston noted the LIRA board unanimously approved the addition of the crisis protect policy, which reflects a \$1,700 increase and includes examples of extreme crisis. Trustee Riddle motioned to approve the LIRA renewal of Property/Casualty and Workers Compensation Insurance for December 31, 2020-December 31, 2021 for a contract total of \$46,853. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

B. Cancellation of December 2020 Regular Board Meeting. The meeting is scheduled for Tuesday, December 15, 2020. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 19, 2021. Trustee Wolf moved to cancel the previously scheduled December 15, 2020 Regular Board Meeting and resume business at the next Regular Board Meeting on January 19, 2021. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

VII. Discussion Items.

A. Discuss Fiscal Year 2019-2020 Annual Report. Director Auston indicated that this past year's report has been expanded by several months, as the fiscal year ended during the closure due to the pandemic and therefore does not cover the whole story of the year. Trustees discussed suggestions for improvement of the data presentation and how the Adobe Spark platform creates a more dynamic document.

B. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 12: Technology and Chapter 13: Marketing, Promotion, and Collaboration. Director Auston stated that WPLD meets and exceeds both of these standards. WPLD is preparing for a comprehensive website redesign and enhanced remote access in 2021, which will include meeting various standards including ADA. Other standards being met include having partners in online programming and budgeting for ongoing technology needs. The Wi-Fi signal was enhanced earlier this summer to improve the broadcast signal into the parking lot, expanding the range of remote services. As to marketing, promotion, and collaboration, WPLD has a communications plan which ties to the long-range strategic plan. As the standards suggest, WPLD participates in cooperative activities and those services are promoted throughout the community via several means including print and social media platforms. Trustees plan to review the Internet policy in 2021.

C. Review Updated Pandemic Response and Reopening Plan. In response to rising COVID-19 cases and the state's anticipated guidance of moving towards Tier 3 of the Restore Illinois Phase 4 plan, advisory recommendations from Illinois Dept. of Public Health, Cook County Dept. of Public Health, and discussions with local task forces

as well as other local libraries, WPLD already had plans to close to the public when a staff member tested positive for COVID-19, making the decision to close more imminent. Several measures have been taken for better contact tracing including a daily employee health screening which confirms staff wellness, as well as scheduling work in teams. Staff pivoted back to Parking Lot Pickup fairly seamlessly by anticipating a second closure with a communications plan and having signage ready to go, as well as putting internal procedures used earlier this year into play.

D. Director's Report. Director Auston noted the following from his report:

- Digital Collections include our OverDrive Advantage Collection, for use by Wilmette and Kenilworth patrons only. This enables our digital collections to be oriented toward local patron interests and demand-driven, while satisfying local holds first.
- Recent author events included our first Meet The Author virtual presentation, featuring Arshay Cooper and over 480 patron participants on October 21. Over 6,000 participants enjoyed our multi-library partnership presentation of Dr. Ibram X. Kendi on November 9.
- Remote bookdrops will reopen on November 23. Delivery, outreach, and remote drop services will be using the new vehicle as soon as staff has been trained and new procedures are implemented.
- Circulation continues to be strong. In the wake of the pandemic, circulation statistics have been down between 4 and 8% compared to last year which is remarkable in that the hours we've been open have been reduced by a third. When we've been open this year, door counts have been down just 40% within these reduced hours.

VIII. Committees – Report on Meetings.

A. ILA / RAILS Update. No ILA update. RAILS has monitored the OCLC study which suggests quarantining materials for three days and checked in on the fourth day.

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

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

IX. Information Items.

A. Communication. None to report.

B. For Thanksgiving, WPLD will close at 6pm on Wednesday, November 25 and remain closed on Thursday, November 26. For Christmas, WPLD will be closed Thursday, December 24 and Friday, December 25.

C. Three seats on the seven-member WPLD Board of Trustees will be open for the Tuesday, April 2, 2021 election. All seats will be for a full four-year term expiring in April 2025. Trustee election packets will be available both online and through Parking Lot Pickup. Complete nomination papers may be filed on weekdays from Monday, December 14, 2020 through December 21, 2020 from 10am-5pm.

X. New Business / Old Business.

A. Trustee Riddle inquired about the next finance committee meeting. Director Auston and Trustee Rodgers will review the draft policies with special counsel first and then schedule a meeting, likely in mid-January.

B. The State Library has yet to announce the Per Capita Grant application requirements.

XI. Close WPL Board of Trustees Monthly Meeting and convene in WPL Board of Trustees Closed Meeting. At 7:44pm, Trustee McDonald moved to close WPLD Board of Trustees regular monthly board meeting and to reconvene in a closed meeting to perform the annual review of the Director's performance in compliance with 5 ILCS 120/2c(1). Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

XII. Close Closed Meeting and Convene in Open Meeting. The purpose of the Open Meeting following a Closed Meeting is to announce in Open Meeting the actions taken in Closed Meeting and then to endorse these actions. At 9:01pm, Trustee McDonald called the Open Meeting to order and announced the Board had moved to increase the Director's annual salary to \$132,000, effective 1/1/21, and to provide a \$5,000 bonus in this calendar year. Trustee McDonald stated that Trustees unanimously approved of Director Auston's performance during this pandemic year. In the closed session, the measure was approved by six trustees; Trustee Johnson had to leave the closed meeting before the vote was taken. Trustee Riddle left the meeting before this motion was recorded. Trustee Wolf approved the actions taken in the closed meeting. Trustee Fishman seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – None

Absent or not voting – Johnson, Riddle

MOTION CARRIED

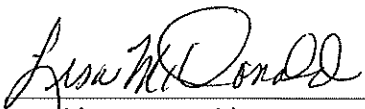
XIII. Adjournment Open Meeting. Trustee Wolf moved to adjourn the meeting. Trustee Fishman seconded the motion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – None

Absent or not voting – Johnson, Riddle

MOTION CARRIED. The meeting adjourned at 9:05 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