

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday October 15, 2019 7:30 pm in the staff lounge

PRESENT: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

ABSENT: None

VISITORS: Mary Lawlor & Georgia Gebhardt (League of Women Voters-Wilmette)

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 7:31 pm. Secretary pro-tem Wolf called the roll.

II. Public Comment.

There was no public comment. Trustee Barshis arrived at this time and assumed the duties of Secretary.

III. Presentation of the FY 2018-2019 Year in Review by Sarah Beth Brown, Head of Community Services.

Ms. Brown stated that this is the sixth year for the report. One of the objectives was to tell the Library's story in a more dynamic way. This has been accomplished by using a new format - Adobe Spark. Ms. Brown distributed a concise print handout that will be shared with others as part of the Library's ongoing networking and communications activities. She explained how the data for the report was collected and how the report is associated with the Library's Strategic Plan. Ms. Brown reviewed items that were new to the report this year (such as Most Popular Books) and answered trustee questions. Ms. Brown thanked the Library's Graphic Designer, Sarah Rose, for her work on this project. The report will be distributed to patrons via email. The digital report may be viewed at <https://spark.adobe.com/page/A4IKbSPNjhISJ/>

IV. Monthly Board Meeting Minutes for September.

Trustee Wolf moved to approve the minutes of the September 17, 2019 WPLD Board meeting.

Trustee Fishman seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

V. Treasurer's Report.

A. Financial Reports for September.

Treasurer Rodgers summarized the September financial reports. The two largest sources of General Fund revenue were Kenilworth Public Library District and Grant Income. Total General Fund expenditures at 23.73% were slightly below the expected three-month rate of 25.0%. There were no significant or unanticipated expenses for the month.

B. Bills and Salaries for September.

Trustee Wolf moved to approve the September bills and salaries. Trustee Rodgers seconded the motion. Director Auston answered a trustee's question.

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

Nay – None

Absent or Not Voting – None

MOTION CARRIED

VI. Action Items

A. Amount of Levy.

Attachment 4 of agenda binders included pages 1-3 of the PROPOSED Levy Ordinance No. 2019/2020-195, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019-2020. For reference, the attachment also included the annual budget and appropriation ordinance approved at the August 2019 WPLD Board meeting, Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-2020, and the 2019-2020 tax levy overview document. Trustee Rodgers, chair of the WPLD Finance Committee, and WPLD Director Auston summarized the documents and the levy procedure, and answered trustee questions. The aggregate total levied for all funds on the 2019-2020 proposed levy is unchanged from the aggregate total levied for all funds on the 2018-2019 final levy. This figure is \$5,428,251.00. The aggregate total levied is comprised of two funds: [1] a General Fund levy which includes expenses for patron material and services, personnel, and operations (\$4,995,351.00 on the 2018-2019 final levy and \$4,884,251.00 on the 2019-2020 proposed levy), and [2] a Special Fund levy which includes expenses for insurance, audit, retirement, and social security (\$432,900.00 on the 2018-2019 final levy and \$544,000.00 on the 2019-2020 proposed levy). Trustee Rodgers moved to approve proposed Levy Ordinance No. 2019/2020-195. Trustee Barshis seconded the motion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Abstain - Riddle

Absent or not voting – None

MOTION CARRIED

B. Holiday Closings for Calendar Year 2020.

Trustee McDonald summarized the holiday calendar as presented in Attachment 5 of agenda binders. Trustee Wolf moved to approve the holiday closings for calendar year 2020. Trustee Johnson seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

C. Finance Committee Recommendation: Dissolution of Endowment Fund

Trustee Rodgers, chair of the WPLD Finance Committee, and Director Auston summarized the fund. Because the conditions under which the fund was created are no longer relevant, the Finance Committee recommends that the fund be dissolved and the fund balance be transferred to the WPLD General Fund. Trustee Rodgers and Director Auston answered trustee questions. Trustee Rodgers moved to dissolve the Endowment Fund and to transfer the fund balance of \$37,245.00 to the WPLD General Fund. Trustee Wolf seconded the motion.

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

Nay – None

MOTION CARRIED

VII. Discussion Items.

A. President's Report on Potential Board Development Retreat.

Trustee McDonald, as WPLD Board President, stated that she and Director Auston had met with representatives of the Executive Service Corps regarding a Board retreat to discuss Board effectiveness, future projects, and meeting procedures. Executive Service Corps will develop a proposal.

B. FY 2020 Per Capita Grant Requirement.

Attachment 6 of agenda binders included chapters of the *Trustees Facts File Third Edition* that trustees are required to review for the fiscal year 2020 Per Capita Grant.

VIII. Director's Report.

A summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, community engagement reports, monthly statistics, and other information were included in Attachment 7 of agenda binders. Director Auston highlighted Library activities:

- He updated the Board on the final outcomes and costs of the Outdoor Renovation Project which was completed under budget (the final expense of \$777,876 was below both the estimated cost and the not-to-exceed total of \$875,000). He thanked the trustees for their support of the project. There is a one-year warranty on all plantings associated with the project; all plants will be inventoried and necessary replacements made next spring.
- Director Auston reviewed the impact that the inclusion of Indian Trails Public Library will have on CCS.

IX. Committee Reports.

A. Advocacy & Partners Committee.

Committee members are trustees Johnson (chair), Barshis, Fishman, and McDonald (ex-officio).

All committee members and Director Auston attended the September 24, 2019 meeting. Trustee Johnson summarized the meeting and stated that Library trustees are in the process of meeting with Village trustees. The committee is interested in finding ways to affiliate with other village entities to explore efficiencies and cost savings.

B. Finance Committee.

Committee members are trustees Rodgers (chair), Johnson, Riddle, Wolf, and McDonald (ex-officio).

Trustees Rodgers, Riddle (by phone), Wolf, McDonald, and Director Auston attended the October 2, 2019 meeting. Trustee Rodgers summarized the meeting and stated that another meeting will be scheduled to continue discussions initiated at this meeting.

C. ILA / RAILS Updates.

Trustee Barshis provided ILA updates and Director Auston provided RAILS updates.

X. Information Items.

A. ILA Annual Conference is October 22 – 24 at the Tinley Park Convention Center. Visit www.ila.org.

XI. New Business / Old Business. None.

XII. Adjournment.

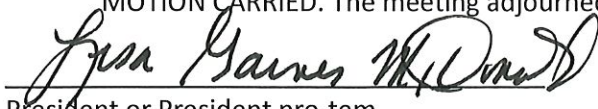
Trustee Wolf moved to adjourn the meeting. Trustee Fishman seconded the motion.

Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf (trustee Riddle left at 8:30 pm).

Nay – None

Absent or not voting – None

MOTION CARRIED. The meeting adjourned at 8:45 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