

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 15, 2020 at 6:00pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Wolf, Director Auston. Trustee Rodgers arrived at 6:48pm. Director Auston was physically present at the Library.

ELECTRONIC VISITORS: Liz Seager (League of Women Voters – Wilmette),
STAFF: Marti Bellefontaine, Andrea Vaughn Johnson, Gayle Rosenberg Justman, John Risko

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:05 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Review Draft of Minutes.

- a. August 13, 2020 Special Meeting Minutes. Trustee Wolf moved approval of the minutes of the August 13, 2020 Special Meeting Minutes as presented. Trustee Barshis seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Rodgers

MOTION CARRIED

- b. August 18, 2020 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the August 18, 2020 Regular Meeting Minutes as presented. Trustee Fishman seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – Rodgers

MOTION CARRIED

IV. Presentation by Andrea Vaughn Johnson, Youth Services (YS) Manager.

Ms. Johnson reported on the Summer Reading Club (SRC) and fall planning.

- Summer Reading: In March, after hearing from parents that kids were Zoomed-out, YS pivoted to make SRC as hands-on as possible with a SRC mailer which included an activity poster and reading log. Reporting was done to a virtual booth. Friends generously supported SRC with prizes from local favorites Dairy Queen and The Book Stall. Personal responses were made to the email reporting and included suggestions for further reading. 538 reported 10 days of reading; 498 reported 20 days of reading. A virtual concert with Wendy & DB celebrated the end of Summer Reading.
- Patron Survey: Every person who sent in an online SRC reporting form received a link to an online parent survey. The 69 responses helped formulate fall programming and helped staff conclude that both interactive online, as well as videotaped performances, are desired. YouTube performances are now embedded in our website so that the performers can be seen live online or at the patron's convenience.
- Fall Programming: Core story times have continued online and other fall programs include STEAM Lab, Lego Builds Together, Zoom book discussions, Kids Library Council, school-age expressive writing, and other special events including storytelling, special event story times, teaching artists, and paid

performers for school-age interactive experiences sprinkled in. Arts and crafts, and interacting with peers, were requested to help make up for the loss of specials and extracurriculars in school. YS patrons have overwhelmingly requested curbside pickup to go along with the requested readers advisory services like kids book picks. Story Walks (our installations in partner Wilmette Parks) continue to be popular, and will continue with monthly book changes this fall.

V. Treasurer's Report.

A. Financial Reports for August 2020.

In Trustee Rodgers absence, President McDonald reviewed the financial reports for August 2020. President McDonald noted that during August, the WPL received \$1,156,420.32 in real estate taxes, \$17,929.15 in general fund interest, and \$5,804.19 in replacement taxes. Real estate tax income is expected to continue as tax bills are due without penalty by October 1. General Fund expenses are at 17.9% which is above the expected two-month rate of 16.66% because of the timing of some expenses, such as annual subscription services, early in the fiscal year. There were no unexpected expenditures. Trustee Barshis requested explanation for any "nay" votes on the Bills & Salaries actions; Trustee Johnson explained that he voted against the August 18 and September 15 Bills & Salaries not due to any specific bills or line items, but because he thinks WPLD should share certain administrative tasks with other village agencies.

B. Bills and Salaries Check Detail for August 2020.

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

Aye – Barshis, Fishman, McDonald, Riddle, Wolf

Nay – Johnson

Absent or not voting – Rodgers

MOTION CARRIED

VI. Action Items.

A. Suspend Patron. This is the second suspension for patron George Seaberry. Out of concern for employees, patrons, and public safety, patron George Seaberry has been suspended indefinitely. Trustee Wolf moved to approve suspension of patron George Seaberry indefinitely. Trustee Barshis second. Trustees discussed the incident.

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

Nay – None

Absent or not voting – Rodgers

MOTION CARRIED

B. Recommendation to Purchase Library Vehicle. Director Auston reviewed the Board's desire to use the funds from the retired endowment fund in a manner true to the purpose of the fund, and that the purchase of a vehicle meets that purpose. A 2020 Chrysler Pacifica Hybrid has been chosen as it is a green choice, it meets the needs of staff, and it is on sale. Director Auston explained the advantages of hybrid v. gas, the differences in pricing, and the logistics of incorporating a new charging station. Trustee Wolf motioned to purchase a 2020 Chrysler Pacifica Hybrid vehicle at a cost not to exceed \$50,000. Trustee Barshis seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

VII. Discussion Items.

- A. Capital Reserve Study Update. Director Auston reported that conversations are continuing with Joe Huberty and John Shales, President of Shales McNutt Construction, regarding putting together a project to address our immediate needs. Both Mr. Huberty and Mr. Shales have agreed to work with us regarding engineering, drawings, crews, bids, and project management. Hoping to bring forward a bid project this fall, which would be voted upon possibly in December, with the projects beginning in January. Timing is not certain but is being brought forward with the intention of beginning should the building need to close.
- B. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 10 - Programming. Director Auston noted that the WPLD exceeds the standards for this guideline. A lot of the activities in the chapter checklist are part of day-to-day activities of staff. Staff are currently working on cooperating with our programming partners, such as the Park District, as in the Park District's case, they have room for activities. Space is the largest challenge in the programming checklist.
- C. Review Updated Pandemic Response and Reopening Plan. Director Auston stated that the tedium of the pandemic seems to be settling in. Guidelines are being followed with adjustments being made as those guidelines change. Capacity limits are getting closer to making it necessary to begin to limit people in the building. The purchase of a library vehicle, along with the hiring of a Facility and Security Manager and a Circulation Manager, will make it easier to reopen the remote book drops as a new service enhancement. Onsite book drops are now open 24 hours per day. Circulation is down from last year by only 8% in a limited environment with reduced hours. WPLD library cards are not going to expire during this fiscal year. Ordinarily library cards are renewable every three years. Early in the pandemic the expiration dates were changed so that no one would lose library service access. At this point, all library cards will expire one year from the original expiration date.
- D. Director's Report. Director Auston highlighted several items from his report.
- Programming: Adult Services celebrated the 100th anniversary of 19th Amendment with several popular programs in August. "Navigating the Job Search" was a virtual series hosted by Nancy Wagner in partnership with Skokie, Glenview, and Niles/Maine libraries. Our job search page includes resources as well as a consultant who will give a 30-minute career consultation.
 - Equity, Diversity, and Inclusion (EDI): Shelving Manager Patsy DeVuono participated in a week-long Racial Justice Challenge hosted by the Folger Library at the University of Maine. This training may be included in or applied by our EDI Committee in the future. As our librarians update our bibliographic resources for the public, we are working on making them more diverse, representing Black, Indigenous, People of Color (BIPOC) and the spectrum of abilities and gender identities. We are establishing goals of meeting a minimum percentage of titles with a main character from an underrepresented population. Depending on the topic, we are aiming for at least 25% of books with diverse main characters; some lists will have over 50% diverse main characters. We are also seeking out "own voices" titles whenever possible. This is part of our charge to make a more equitable, diverse, and inclusive collection and to try to promote those resources through programming. This underscores the staff's commitment to equity in developing our collections.
 - Digital Collections: We've seen a 65% increase in ebook usage even since this spring. Many are taking advantage of the Libby and WPLD apps. Online learning and continuing education resources have been enhanced with new databases listed in the Online Learning and Resource pages. Staff are preparing collections for RFID by weeding collections before tagging begins. Proposals are due on September 30.
 - Communications: Postcards are being sent reminding patrons of Library services available to them.

VIII. Committees – Report on Meetings.

A. ILA / RAILS Update. Trustee Barshis noted ILA’s virtual conference from October 20-22. Dr. Rodgers will be given his ILA Trustee of the Year award on October 22nd. No RAILS update.

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. President McDonald reiterated the annual ILA Conference will be held virtually this year, October 20-22.

B. The fall Meet the Author event will be held Wednesday, October 21 at 7:00pm via Zoom with Arshay Cooper, author of *A Most Beautiful Thing*.

X. New Business / Old Business.

A. President McDonald noted there is a doodle poll out via email to set the date for finance committee for discussion of the levy.

B. President McDonald will attend a LWV webinar on September 23rd from 7-8pm via zoom to encourage members and community members to run for office.

C. Beth Drucker from Go Green Wilmette reached out to WPL regarding their solar initiative. President McDonald responded noting a roof replacement will be necessary before solar panels are discussed. Director Auston will reach out to discuss possibilities with her.

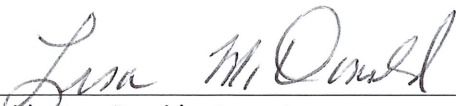
D. President McDonald encouraged Trustees to complete and return the questionnaire they received from the auditor so that the audit will be completed and delivered in a timely manner.

XI. Adjournment.

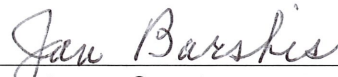
Trustee Wolf moved to adjourn the meeting. Trustee Barshis seconded the motion.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:51 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