

WILMETTE PUBLIC LIBRARY DISTRICT (WPLD)
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, June 15, 2021 at 6:00pm via remote audiovisual conference

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, McDonald, Nealon, Riddle, Sommer, Director Auston. Trustee O’Keefe was absent. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Georgia Gebhardt (League of Women Voters-Wilmette), Elizabeth Seager.

STAFF: Marti Bellefontaine, Patsy De Vuono, Kim Hegelund, Gayle Justman, Marcos Levy, John Risko

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. Resident Elizabeth Seager requested clarification regarding the personnel salaries and medical premiums lines in the draft budget.

III. Review draft of Minutes.

A. May 18, 2021 Regular Board Meeting Minutes. Trustee Barshis moved approval of the minutes of the May 18, 2021 Regular Meeting Minutes. There was no discussion.

Aye – Barshis, Fishman, Nealon, Riddle, Sommer

Nay – None

Absent or not voting – McDonald, O’Keefe

MOTION CARRIED

IV. Presentations. None.

V. Treasurer’s Report.

A. Financial Reports for May 2021.

Trustee Sommer noted some additional real estate tax revenue and the balance of funds from Kenilworth will be forthcoming before the end of the current fiscal year.

B. Bills and Salaries Check Detail for May 2021.

Trustee Sommer moved approval of the May 2021 Bills and Salaries Check Detail. There was no discussion.

Aye – Barshis, Fishman, Nealon, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – McDonald, O’Keefe

MOTION CARRIED

VI. Action Items.

A. Annual Budget for Fiscal Year 2021-22. The Finance Committee met on June 9, 2021 to conduct their second review of the draft annual budget for FY 2021-22. The budget represents a 1%

reduction from last year's budget, while effectively restoring much of the Library's operating lines to the pre-pandemic funding levels. This budget will help to establish the "new normal" as staff begins to transition services back to the regular operations and implement new and improved ideas for services going forward. At the June 9 Finance Committee meeting, the Board and Administration discussed staffing challenges this past year, salaries, and the updated staffing plan going forward. The Finance Committee recommends approval of the FY 2021-22 budget as presented in the board packet (attachment 4), totaling \$5,715,887 for library operations for the year (July 1, 2021 - June 30, 2022). Trustee Sommer motioned approval of the Annual Budget for Fiscal Year 2021-22 in the amount of \$5,715,887, as presented. Trustee Nealon seconded.

Aye – Barshis, Fishman, Nealon, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – McDonald, O'Keefe

MOTION CARRIED

- B. Review Recommendation of Policy Committee to adopt updates to the Library Operations and Library Cards and Accounts policies and associated appendices. Policy Committee met on June 7 to review Policies 3 and 4. The Committee noted one correction within section 3-19 Library Sponsored Programs, moving the line *"The Library schedules programs and events at Library facilities, off-site, and online. This policy governs all programs and events regardless of location,"* to the second paragraph of the policy section for clarity. Committee Chair McDonald summarized the policy review process. The Policy Committee recommended presenting the updated Policies 3 (Library Operations), and 4 (Library Cards and Accounts), and their associated appendices, to the Board for approval. President McDonald motioned to adopt the updates to the Library Operations and Library Cards and Accounts policies and associated appendices as corrected.

Aye – Barshis, Fishman, Nealon, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – McDonald, O'Keefe

MOTION CARRIED

VII. Discussion Items.

- A. Pandemic Response Plan Update. Director Auston reviewed updates to WPLD's service model from the Bridge Phase to Phase 5 of the Restore Illinois Plan. Effective June 14, WPLD strongly recommends facemasks within the library for all ages, and requires masks on the second floor, in Youth Services. Masking will not be required for outdoor programming. The Library will resume its regular operating hours effective Monday, July 5: Monday-Friday 9-9, Saturday 9-5, and Sunday 12-5.

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

- Capital Repair Project continues on schedule with the roofing portion expected to be completed in June.
- Low voltage electrical improvements are scheduled to begin late June/early July and will include upgrading security cameras, installation of an access control system, and

upgrade of the fire alarm system.

- Beginning in July, the floor drain system will be installed in the lower level 600s.
- Communications and signage for the August closure for the electrical upgrade and parking lot repair is being coordinated and planned to promote the week of July 18. Saturday, August 14 will be the last open day for the public until Wednesday, September 1.
- Projects planned for the staff during closure include training, workshops, department meetings, organizational meetings, committee meetings, and special projects.
- Periodicals are currently being RFID tagged, with the CD collection being the final collection to be tagged. Communication on this new procedure is being planned.
- The website redesign project is in the design development phase. A public survey is currently posted on the website to help inform the redesign process.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA will hold their virtual conference October 12-14, 2021.

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

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

X. Information Items.

- A. Communication. President McDonald noted there were communications received and acknowledged regarding landscaping, masking guidelines, and Sunday hours.
- B. The American Library Association (ALA) Annual Conference is scheduled for June 23-29, 2021 via virtual conference: <https://2021.alaannual.org/>. For more information on United for Libraries programs and training opportunities offered for Trustees, see <http://www.ala.org/united/>. President McDonald noted there will be no United for Libraries content at the conference this year. All trustees have been invited to join ALA, which has three on-demand programs: Making the Case for Your Library, Creating Board and Library Champions, and Library Budgeting and Governing in a Crisis.
- C. For Independence Day, WPLD will remain closed all day Sunday, July 4, 2021.
- D. As a requirement of the Illinois Public Library Annual Report (IPLAR), the Board Minutes Secretary's Audit Committee is required to review minutes of WPL Board of Trustees meetings of FY 2020-21 prior to the August 2021 Board meeting. Trustees O'Keefe and Nealon are on the Secretary's Audit Committee.

XI. New Business / Old Business.

- A. Director Auston reported all trustees participated in the parliamentary workshop on Saturday, June 5 to help run more effective and efficient meetings. Several board procedures will change as a result of the workshop, including motions not requiring a second, official minutes focusing on actions taken, the President not voting unless there is a tied vote, and minutes being reviewed by all trustees prior to the Board meeting for changes submitted at least one week prior to the next meeting.

B. Trustee Nealon will schedule a Community Connection Committee meeting.

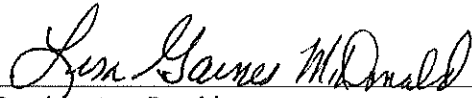
C. President McDonald reminded trustees that Board meetings begin at 6:30pm starting in July.

XII. Adjournment.

Trustee McDonald moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:18 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