

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, August 17, 2021 at 6:30 pm via remote audiovisual conference

A public hearing on the Budget and Appropriation Ordinance for the Fiscal Year 2021-2022 was conducted from 6:30-6:40pm. The purpose of the hearing was to provide time for members of the public to comment on the ordinance prior to the WPLD Board of Trustees vote on the ordinance. Trustees Fishman, McDonald, Nealon, O'Keefe, and Sommer attended the hearing, with Director Auston. There were no public comments.

ELECTRONIC ATTENDANCE: Trustees Fishman, McDonald, Nealon, O'Keefe, Sommer, Director Auston. Trustee Riddle was absent.

ELECTRONIC VISITORS: Pam Lurie and Elizabeth Seager - League of Women Voters – Wilmette;
STAFF: Marti Bellefontaine, Patsy DeVuono, Gayle Justman, Marcos Levy, John Risko

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:41 pm. Director Auston called the roll. Trustee O'Keefe was appointed Secretary pro-tem.

II. Public Comment.

There was no public comment.

III. Monthly Board Meeting Minutes for July.

Trustee Fishman moved approval of the minutes of the July 20, 2021 Board meeting as presented. Trustee Nealon seconded the motion. There was no discussion.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Reports for July 2021.

Trustee Sommer noted there were three payrolls in July making the expected one-month expense slightly greater. Also noted was a check written to ComEd from the General Fund which should've come out of the Special Reserve Fund; this item was corrected prior to the meeting. Trustee Sommer also noted the branded apparel purchase for staff recognition. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for July 2021.

Treasurer Sommer moved approval of the July 2021 Bills and Salaries Check Detail. Trustee Fishman seconded the motion.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

VI. Action Items.

A. Ordinance No. 2021/22-201, Ordinance to Accept a Resignation, Declare a Vacancy, and Appoint a New Trustee. Trustee Barshis has resigned her seat on the Board effective August 3, 2021. This resignation has created a vacancy until the next regular library election in April 2023. WPLD Trustees accepted Trustee Barshis' resignation; declared a vacancy in the office of Library Trustee; and appointed former Trustee Stuart Wolf to fill the vacancy effective September 20, 2021 to serve until the next regular library election on April 20, 2023. Trustee Sommer moved approval of Ordinance No. 2021/22-201, Ordinance to Accept a Resignation, Declare a Vacancy, and Appoint a New Trustee. Trustee Fishman seconded.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

B. Elect Trustee to the Office of the WPLD Board Secretary to serve from August 2021 to May 2023. President McDonald nominated Trustee O'Keefe to serve as WPLD Board Secretary from August 2021 to May 2023. Trustee Fishman seconded.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

C. Ordinance No. 2021/22-200, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2021-22. This ordinance was passed in tentative form at the July 20, 2021 meeting of the Board. Trustee Sommer motioned approval of Ordinance No. 2021/22-200, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2021-22 in Final Form. Trustee Nealon seconded.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer

Nay – None

Absent or not voting – Riddle

MOTION CARRIED. *The ordinance is attached.*

D. Illinois State Library Annual Report (IPLAR) for FY 2020-21. Director Auston noted that IPLAR is the major annual statistical collection for the Library, and as such the data gets reported nationally, which helps to inform statistical trending for the industry. IPLAR is also a requirement for the Library's Per Capita Grant application, and makes us eligible for other programs within the state. Trustees Nealon and O'Keefe audited and signed-off on the FY20-21 WPLD minutes, a requirement for submission of IPLAR. Trustee Sommer motioned to approve IPLAR for 2020-21. Trustee O'Keefe seconded.

Aye – Fishman, McDonald, Nealon, O'Keefe, Sommer

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

VII. Discussion Items.

A. Capital Repair Project/Construction Closure Update.

- The planned August building closure is in effect, though many library services are still available virtually.
- All book drops are closed because the building is closed to staff.
- Steps to closure included partnering with neighboring libraries and communications with patrons.
- Facilities team is working on a rotating schedule on-site while others are working from home.
- Low voltage work being addressed during the closure includes the installation of the new access control system, updated fire alarm system, and updated security system.
- ComEd is expected to restore power to the building on August 30. Staff are expected to return to the building on August 31 to prepare for the advertised September 1 reopening.
- Tuck pointers have returned to finish masonry cleanup and tuck pointing where electrical components had previously made that job impossible.
- Parking lot permeable pavers have begun to be removed and underlayment refilled. Striping will occur after the project is complete the week of August 24.
- Lower level water remediation, with its unexpected complexity, is expected to be complete by the September 1 reopening.

VIII. Director's Report.

- Business librarian John Amundsen continues his outreach efforts to local businesses while developing the business collection both in its physical space adjacent to the Reference Desk and in business materials as well as programming.
- Library Market has received initial content for the design development portion of the Website Redesign Project. Staff will load remaining content in an effort to get ready for the Board, staff, and patron focus group and usability reviews in mid-September.
- Circulation and browsing of periodicals resumed in July when the Periodicals room reopened.
- RFID tagging is complete, with over 250,000 items being manually tagged by staff this spring. The complex CD repackaging/tagging project is complete. The Automated Material Handling system is in fabrication and due for installation in October.
- Books Down Under will reopen in September after their successful sidewalk sale in July.
- Youth Services had many programs in July, including in-person outdoor storytimes 6 times a week. Jim Gill virtually visited and created a personalized music video for WPLD based upon the art and stories of our children submitted, which can be found WPLD's YouTube channel.
- Meet the Author events are planned for the fall and spring.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. No report from ILA. ILA Annual Conference will be presented virtually October 12-14, 2021. Trustee Forum workshops are scheduled for October 14. Learn more about the workshops and speakers at <https://www.ila.org/events/annual-conference>

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 no communications were received.

B. President McDonald noted the Finance Committee will meet in late September to begin the levy process. Policy Committee will meet later in the year to review Library Facilities and Collection Management Policies.

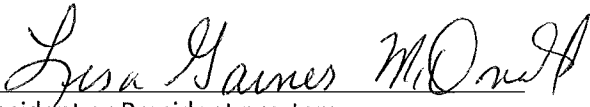
XI. New Business / Old Business.

A. None.

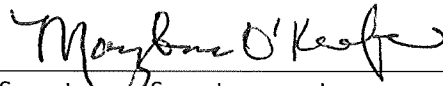
XII. Adjournment.

Trustee Fishman moved to adjourn the meeting. Trustee O'Keefe seconded the motion. MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 7:34 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