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**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, January 22, 2019 at 7:30 pm in the staff lounge**

**PRESENT:** Trustees Barshis, George, McDonald, O'Laughlin, Rodgers, Wolf

**ABSENT:** Trustee Johnson

**VISITORS:** Jodi Mariano-Teska Associates, Edie Rowell-Little Garden Club of Wilmette (LGCW), Liz Seager-Wilmette League of Women Voters, Fouad Egbaria-*Beacon* Newspaper reporter, Joan Fishman, WPL staff member Gayle Rosenberg Justman.

Trustee O'Laughlin participated by conference phone and could hear and be heard by all.

- I. Call to Order and Roll Call. Vice-President McDonald called the meeting to order at 7:31 pm.
- II. December Monthly Board Meeting Minutes. Trustee Rodgers moved to approve the minutes of the December 18, 2018 WPL Board meeting. Trustee Barshis seconded the motion.  
MOTION CARRIED BY VOICE VOTE
- III. January Open House Meeting Minutes. Trustee Rodgers moved to approve the minutes of the January 15, 2019 WPL Board Open House to discuss the Outdoor Renovation Project with interested patrons and staff. Trustee Wolf seconded the motion.  
MOTION CARRIED BY VOICE VOTE
- IV. Presentation. None.
- V. Public Comment. Edie Rowell of LGCW stated that she attended the January Open House. She thanked the WPL Board of Trustees, Jodi Mariano from Teska, Anthony Auston and other WPL staff members, and the Landscape and Facilities and Equipment committees for their willingness to be so open to comments from the community about the Outdoor Renovation Project. Trustee McDonald thanked all visitors for attending the meeting.
- VI. Treasurer's Report.
  - A. Financial Reports for December. Treasurer Rodgers summarized the December financial reports. The two largest sources of General Fund revenue were from the Kenilworth Public Library contract and General Fund Interest. Total General Fund December expenditures were 46.61% of budget which is slightly less than the six-month expenditure rate of 50.00%. The largest General Fund check was written to Wellness Insurance Network.
  - B. Bills and Salaries for December. Trustee Rodgers moved to approve the December bills and salaries. Trustee George seconded the motion.  
Aye – Barshis, George, McDonald, O'Laughlin, Rodgers, Wolf  
Nay – None  
Abstain – None  
Absent or not voting – Johnson  
MOTION CARRIED
- VII. Action Items.
  - A. Resolution 2018/19-197, Notice of Appointment of Authorized Agent for IMRF. A copy of the resolution was included in agenda binders as attachment 5. Trustee Rodgers moved to approve Resolution 2018/19-197 which appoints Library Director Anthony Auston as the authorized agent for IMRF. Trustee Wolf seconded the motion.  
MOTION CARRIED BY VOICE VOTE. *A copy of the signed resolution is attached.*

B. Outdoor Renovation Project Design Update. Jodi Mariano of Teska Associates was available at the meeting to answer questions and/or provide information regarding the project. Project updates were included in agenda binders as attachment 6. Director Auston summarized the events of the Open House and the updates included in attachment 6. Director Auston answered trustee questions. Trustees thanked Ms. Mariano, the Little Garden Club of Wilmette, and trustee Barshis for their input regarding the project. Trustee Wolf moved to approve the updates to the Outdoor Renovation Project. Trustee McDonald seconded the motion.

Aye – Barshis, George, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – Johnson

MOTION CARRIED

C. Post Outdoor Renovation Project for Public Bid. Director Auston stated that the bid notice is posted on the WPL website at <https://www.wilmettelibrary.info/rfp> and will be advertised in the legal section of the Chicago Sun Times. Bids are due and will be opened on February 20. The WPL Board will approve the award to subcontractors at a later date. Trustee Wolf moved to post the Outdoor Renovation Project for public bid. Trustee McDonald seconded the motion.

Aye – Barshis, George, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting - Johnson

MOTION CARRIED

D. Construction Manager Contract for the Outdoor Renovation Project. Attachment 7 of agenda binders included “AIA Document A134-2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price”, a “Rider to Construction Management Agreement”, and “Services and Fee Proposal” from Shales McNutt Construction (SMC). The SMC proposal delineates functions included in the Pre-Construction phase and in the Construction phase of the project. The fee for the Pre-Construction phase is a lump sum of \$11,000. The fees for the Construction Management phase are (a) construction fee: 4.4% of construction costs (b) general liability expense: 0.75% of construction costs (c) project staff expense: \$24,905/month. Trustee Wolf moved to approve all components of the construction manager contract with SMC for the Outdoor Renovation Project for an amount not to exceed \$100,000.00. Trustee McDonald seconded the motion. The Owner is the Wilmette Public Library, the Construction Manager is Shales McNutt LLC, and the architect is Teska Associates.

Aye – Barshis, George, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – Johnson

MOTION CARRIED

Trustee Rodgers stated that the actual cost of the project will depend upon WPL Board final approval of the subcontractor bids. This will occur in March. Director Auston stated that the contract and rider were reviewed by the Library’s attorney. The contract will list the project as the Outdoor Renovation Project. Interpretive signage will be considered as a separate part of this project.

E. Date of February WPL Board Meeting. Director Auston explained the need to allow 30 days for the posting of the bid notice for the Outdoor Renovation Project. March 19, 2019 is the date of the March WPL Board monthly meeting. Trustees agreed to consider a date to approve subcontractors associated with the Outdoor Renovation Project at the February meeting.

F. Memorandum of Understanding (MOU) between the Chicago Transit Authority and the Wilmette Public Library District for Installation and Maintenance of a Book Return Box at the Linden Station. Trustee McDonald thanked Wilmette resident Richard Sobel, trustee Dan Johnson, and Head of Adult Services Betty Giorgi for coordinating the installation of a WPL Book Return Box at the Linden CTA station. Attachment 8 of agenda binders included the proposed MOU. Trustee Wolf moved to approve the Memorandum of Understanding between the Chicago Transit Authority and the Wilmette Public Library District. Trustee McDonald seconded the motion.

MOTION CARRIED BY VOICE VOTE

VIII. Discussion Items.

A. Board Bylaws and Policy Update. Suggested revisions and additions to the Bylaws and the Public Comment Policy were included in attachment 9 of agenda binders. The current Bylaws and Public Comment policy were distributed at the meeting. Trustees discussed Director Auston's suggested changes and additions to the Board Bylaws and the Public Comment Policy. Director Auston stated that all revisions and additions have been reviewed by the Library's attorney. A WPL Board of Trustees Policy Committee will be formed to review the policies and to present suggested revisions and additions to the entire WPL Board. Members of the committee will include the President who will then appoint other trustees for this committee; trustee Barshis has volunteered to be on this committee.

IX. Director's Report. Statistics and additional information were included in attachment 10 of agenda binders. Director Auston reviewed the report. He answered trustee's questions regarding the report.

X. Committee Reports.

A. ILA Representative. ILA newsletters received after the last WPL Board meeting have been emailed to all trustees. Trustee Barshis reviewed relevant articles.

B. Facilities and Equipment Committee. Chair George summarized the January 7, 2019 committee meeting and thanked members of the public for their participation in the F&E Committee and the Open House.

XI. Information Items.

A. Nomination papers for the four seats on the seven-member WPL Board of Trustees that are up for election have been filed by Joan Fishman, Jan Barshis, Lisa McDonald and Maria Josefina Cannon-Riddle. The election will be Tuesday, April 2, 2019. All seats are for a full four-year term expiring in April 2023.

B. The Presidents' Day Library Legislative Breakfast 2019, sponsored by the Illinois Library Association, is Monday, February 18 at the Arboretum Club, 401 Half Day Road in Buffalo Grove. Breakfast begins at 7:45 am, programs begin at 8:30 am and conclude by 10:30 am. WPL will pay the \$30 charge for each attendee. For more information, see [www.ila.org](http://www.ila.org). Please contact Anthony if you wish to attend.

C. National Library Legislative Day (NLLD). Because the ALA Annual Conference will take place in Washington D.C. on June 20 – 25, 2019, the next NLLD will occur in 2020.

D. The One Book, Everybody Reads (OBER) selection for 2019 is Rosellen Brown's new novel, *The Lake on Fire*, which is set in Chicago during the 1893 World's Columbian Exposition. Ms. Brown will discuss her book on Sunday, May 5, at 2:00 pm at Wilmette Jr. High School, 620 Locust Road in Wilmette. Watch for details at [www.wilmettelibrary.info/onebook](http://www.wilmettelibrary.info/onebook). Funding for OBER is made possible by Friends of the Wilmette Public Library.

E. The WPL Holiday Party was December 12, 2018 and was hosted by Shelving and Switchboard. Current and retired WPL staff members, WPL Library Board members, and Friends of WPL Board members were invited. The Olive Garden restaurant catered the event. Shelving and Switchboard staff provided desserts and decorated the Auditorium and Small Meeting Room. Approximately 83 people attended.

F. Cooperative Projects and Community Services Reports. None.

G. Communication. Trustees reviewed comments presented in attachment 11 of agenda binders.

XII. New Business / Old Business. None.

XIII. Adjournment. Trustee McDonald moved to adjourn the meeting. Trustee George seconded the motion.

Aye – Barshis, George, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or Not Voting – Johnson

MOTION CARRIED. The meeting adjourned at 8:25pm.

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President or President pro-tem  
Board of Library Trustees of the  
Wilmette Public Library District, Cook County, IL

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Secretary or Secretary pro-tem  
Board of Library Trustees of the  
Wilmette Public Library District, Cook County, IL



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

Resolution 2018-19/197

### INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Wilmette Public Library District		EMPLOYER IMRF I.D. NUMBER 05206	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME Auston	FIRST NAME Anthony	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY Board of Trustees			
DATE APPOINTMENT MADE (MM/DD/YYYY) 01/22/2019	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 01/22/2019	POSITION TITLE Library Director	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
X <u>Anthony Auston</u> SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		<u>01-22-2019</u> DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, <u>Jan Barshis</u> , do hereby certify that I am <u>Secretary</u>			
NAME of the <u>Wilmette Public Library District Board of Trustees</u>		CLERK OR SECRETARY	
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		<u>Jan H. Barshis</u> SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE) <u>Mr.</u> rs. <input type="checkbox"/> Ms.			
BUSINESS ADDRESS 1242 Wilmette Ave.			
CITY STATE AND ZIP + 4 Wilmette IL 60091			
DAYTIME TELEPHONE NO. (with Area Code) (847) 256-6924		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code) (847) 256-6911		EMAIL ADDRESS aiauston@wilmettelibrary.info	

IMRF

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Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289