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WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, February 19, 2019 at 7:30 pm in the staff lounge

PRESENT: Trustees George, Johnson, McDonald, O’Laughlin, Wolf
ABSENT: Trustee Barshis, Rodgers
VISITORS: Georgia Gebhardt, League of Women Voters

Trustee Johnson participated by conference phone and could hear and be heard by all.

- I. Call to Order and Roll Call. President O’Laughlin called the meeting to order at 7:36 pm. In the absence of trustee Barshis, trustee George was secretary pro-tem. President O’Laughlin recently used the Library’s Home Delivery Service. This service is available to Wilmette and Kenilworth cardholders who are temporarily or permanently unable to travel to the Library. Staff members will deliver books, audiobooks, videos and other material to their homes. President O’Laughlin stated that she was grateful that the Library offers such a service to all patrons.

- II. January Monthly Board Meeting Minutes. Trustee McDonald moved to approve the minutes of the January 22, 2019 WPL Board meeting. Trustee George seconded the motion.
MOTION CARRIED BY VOICE VOTE

- III. Presentation. None.

- IV. Public Comment.

- V. Treasurer’s Report.
 - A. Financial Reports for January. In the absence of treasurer Rodgers, president O’Laughlin summarized the January financial reports. The two largest sources of General Fund revenue were from General Fund Interest and Real Estate Taxes. Total General Fund January expenditures were 53.98% of budget; the seven-month expenditure rate was 58.33%. The largest General Fund check was written to Wellness Insurance Network.

 - B. Bills and Salaries for January. Trustee Wolf moved to approve the January bills and salaries. Trustee McDonald seconded the motion.
Aye – George, Johnson, McDonald, O’Laughlin, Wolf
Nay – None
Abstain – None
Absent or not voting – Barshis, Rodgers
MOTION CARRIED

- VI. Action Items.
 - A. Special Board Meeting to Approve Subcontractors for Outdoor Renovation Project. Bids from subcontractors will be opened and reviewed by Shales-McNutt and Library personnel at 1:00 pm on Monday, February 25 at the Library. After the bid opening on February 25 but prior to the next regular Board meeting on March 19, trustees should conduct a special meeting to approve project subcontractors. Trustee Wolf moved to make Tuesday, March 5 at 10 am the date for the Special Board Meeting to approve subcontractors for the Outdoor Renovation Project. Trustee McDonald seconded the motion.
Aye – George, Johnson, McDonald, O’Laughlin, Wolf
Nay – None
Abstain – None
Absent or not voting – Barshis, Rodgers
MOTION CARRIED

B. WPL Board of Trustees Bylaws and Policy Updates. Suggested revisions and additions to bylaws and policies were included in attachment 5 of agenda binders. The current WPL Board of Trustees Bylaws and Policies were available at the meeting. Trustees discussed Director Auston's suggested revisions and additions. Director Auston stated that all revisions and additions had been reviewed by the Library's attorney. Trustee George moved to approve all revisions and additions to the WPL Board of Trustees Bylaws and Policies. Trustee Wolf seconded the motion.

Aye – George, Johnson, McDonald, O'Laughlin, Wolf

Nay – None

Abstain – None

Absent or not voting – Barshis, Rodgers

MOTION CARRIED

President O'Laughlin stated that a WPL Board of Trustees Policy Committee and a WPL Board of Trustees Nominating Committee will be established in the near future. Issues to be included as Discussion Items for the next WPL Board Meeting: trustee attendance at WPL Board meetings (requested by trustee Wolf) and the videotaping of WPL Board open committee meetings (requested by trustee Johnson). Director Auston will survey other libraries regarding these topics.

VII. Discussion Items. None.

VIII. Director's Report. Library statistics, the director's proposed annual goals, and 2018-21 Strategic Plan updates were included in attachment 6 of agenda binders. Director Auston reported that Library closures due to extreme inclement weather impacted statistics for January and February, and clarified that the Library is not designated as an official warming / cooling center, does not operate as a shelter, and is not required to extend operating hours. The Library will begin to provide Library statistics in a different format in order to track trending information.

President O'Laughlin summarized Director Auston's proposed goals. Trustees offered suggestions regarding information that they would like to see included in the goals. Director Auston will review the goals with trustees' suggestions in mind.

Trustees reviewed the quarterly update to the 2018-21 Strategic Plan. Trustees were impressed with the amount of work that has been accomplished on the plan. They requested that future updates include additional detail in the implementation of tasks, information on targeting non-users, more activity on social media if possible, and an explanation of how staff members are challenged and engaged.

Director Auston stated that quarterly reports on both the Director's goals and the strategic plan will be provided going forward.

IX. Committee Reports.

A. ILA Representative. ILA newsletters received after the last WPL Board meeting have been emailed to all trustees.

X. Information Items.

A. Library Closings. Because of inclement weather, the Library closed at 5:30 pm on Tuesday, January 29 and reopened at noon on Thursday, January 31. The Library closed at 5:00 pm on Tuesday, February 5 and reopened at 9:00 am on Wednesday, February 6.

B. Outdoor Renovation Project Schedule: (a) Sunday January 27 – Bid Notice published in the legal section of the Chicago Sun Times. (b) After 4:00 pm Wednesday February 6 – bid documents available. (c) 2:00 pm Wednesday February 13 – Pre-bid contractor walk-through meeting. (d) 1:00 pm Monday February 25 – Bid submission deadline; submitted bids are opened and reviewed.

C. Director Anthony Auston and trustee Lisa McDonald attended the President's Day Library Legislative Breakfast on Monday, February 28 at the Arboretum Club. The event was sponsored by the Illinois Library Association. The Library paid the \$30 charge for each attendee. Trustee McDonald and Director Auston summarized the meeting. Director Auston discussed minimum wage, proposed changes to property taxes, and other proposed legislation.

D. Staff Institute Day is Friday, March 1. The Library will be closed.

E. 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. Funding for OBER is made possible by Friends of the Wilmette Public Library.

F. Cooperative Projects and Community Services Reports were included in attachment 7 of agenda binders.

G. Communication. Trustees reviewed communication items presented in attachment 8 of agenda binders. Beginning with this meeting, patron comments will be distributed at WPL Board meetings but will no longer be included in agenda binders.

XI. New Business / Old Business. None.

XII. Adjournment. Trustee Wolf moved to adjourn the meeting. Trustee McDonald seconded the motion.
Aye – George, Johnson, McDonald, O'Laughlin, Wolf
Nay – None
Abstain – None
Absent or Not Voting – Barshis, Rodgers
MOTION CARRIED. The meeting adjourned at 8:30 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