

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, August 15, 2017 at 7:15 pm in the Staff Lounge

All trustees are requested to be in the staff lounge at 7:00 pm. Pictures will be taken at that time.

PRESENT: Jan Barshis, Dan Johnson, Lisa McDonald, Kathleen O’Laughlin, Ronald Rodgers, Stuart Wolf

ABSENT: Virginia George

VISITORS: Fouad Egbaria of the *Wilmette Beacon* and a patron

- I. Call to Order and Roll Call. President O’Laughlin called the meeting to order at 7:15 pm. Trustee Johnson arrived at 7:30 pm.
- II. Conduct Budget and Appropriation Public Hearing (7:15 – 7:30 pm). The first Budget and Appropriation Public Hearing was held on July 18, 2017. The Budget and Appropriation Ordinance was ratified at the July meeting. The purpose of the hearing was to provide time for members of the public to comment on the Budget and Appropriation Ordinance to the WPL Board. No members of the public attended the meeting.
- III. Approve July Minutes. Trustee Rodgers moved to approve the minutes of the July 2017 WPL Board meeting. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE.
- IV. Presentation. None.
- V. Public Comment from Visitors. None.
- VI. Treasurer’s Report
 - A. Financial Reports for July. Treasurer Rodgers reviewed the financial reports for July 2017, the first month of FY 2017-18. We received \$1,038,137.03 in Real Estate Taxes; other sources of revenue were Replacement Taxes (\$8,787.51) and Gifts/Donations (\$8,631.57). The three largest General Fund expenditures were Wellness Insurance Network for staff insurance coverage (\$34,748.49), ProQuest for subscription renewal of selected current periodicals (\$25,920.00), and Imagination Playground for Youth Services big blocks approved at the July meeting (\$8,965.00).
 - B. Bills and Salaries for July. Trustee Rodgers moved to approve the July bills and salaries. Trustee Wolf seconded the motion.
Aye – Barshis, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – George
MOTION CARRIED
- VII. Action Items
 - A. Illinois State Library Annual Report (IPLAR) for FY 2016-17. An updated report was distributed at the meeting. The director summarized new information required on this year’s report and answered trustee’s questions. Trustee Rodgers moved to approve the FY2016-17 IPLAR. Trustee Barshis seconded the motion.
MOTION CARRIED BY VOICE VOTE.
 - B. Banned Patron. A letter from the director and recent incident reports regarding the patron along with past incident reports were included in Board Packets. The director summarized the patron’s behavior and recommended that the patron be banned from the Library for three months. The patron attended the meeting and addressed the Board. Trustee Barshis moved to ban the patron from the building and grounds for a period of three months from the date of this meeting. Trustee McDonald seconded the motion. The director will send a letter to the patron instituting the ban and will notify WPL staff members of the ban.
MOTION CARRIED BY VOICE VOTE.

- C. CVI Proposal to Purchase Laptop Computers. A copy of the proposal was included in Board Packets. The director stated that this proposal is to replace laptops for computer classes. Trustee Wolf moved to approve the proposal for an amount not to exceed \$20,000. Trustee McDonald seconded the motion.
Aye – Barshis, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – George
MOTION CARRIED
- D. Hill Group Proposal to Replace One 12.5 Ton Carrier Rooftop Unit. A copy of the proposal was included in Board Packets. The director stated that this unit was not replaced in the HVAC upgrade project because it was decided to defer replacement until replacement was necessary. Trustee Rodgers moved to approve the proposal for an amount not to exceed \$20,000. Trustee Barshis seconded the motion.
Aye – Barshis, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – George
MOTION CARRIED
- E. Central Rug and Flooring Proposal to Supply and Install Carpeting. A copy of the proposal was included in Board Packets. The director stated that the proposal is for replacing carpeting in high-traffic areas throughout the Library. Carpeting in the lower level and vestibule are not included in this proposal. Trustee Rodgers moved to approve the proposal for an amount not to exceed \$20,000. Trustee McDonald seconded the motion.
Aye – Barshis, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – George
MOTION CARRIED
- F. Amount of Levy. Pages 1 – 3 of the PROPOSED Levy Ordinance No. 2017/18-186, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2017-2018 were included in Board Packets. Trustee Rodgers moved to table this action item until a later meeting. Trustee Wolf seconded the motion. The director stated that the levy will be reviewed after the financial audit. The approved levy must be filed with the County Clerk’s office in December and therefore must be adopted by the WPL Board by the November Board meeting.
Aye – Barshis, Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Abstain – None
Absent or not voting – George
MOTION CARRIED

VIII. Discussion Items

- A. Legislative Breakfast. The breakfast is scheduled for Friday, September 8, 7:30 – 9:00 am in the WPL auditorium. All Wilmette county, state, and federal representatives have been invited. Two WPL trustees may attend this event. Trustee O’Laughlin will attend. It was decided that interested trustees will contact trustee O’Laughlin.
- B. The first meeting with the strategic planning consultant Harry Christiansen is Thursday, August 24 from 9:30 – 12:30 in the Auditorium. Trustees, Leadership Team members, Friends representatives, and other WPL staff members will be invited to attend. The purpose of the meeting is to lay the groundwork for what to expect from the strategic planning process. We will discuss forming the Strategic Planning Committee and the Community Engagement Committee. Mr. Christiansen will be in attendance.

IX. Director’s Report

- A. Director’s Report for August. Director McCammond-Watts reviewed the report. The director will meet with Tim Frenzer of the Village regarding parking issues.

- X. Committee Reports
- A. ILA Representative. Trustee Barshis reviewed the following ILA newsletters: August 4, July 21, July 17, June 20. Trustee Johnson summarized pending legislation at the state level.
- B. Finance Committee. The committee met on July 31, 2017.
- C. Facilities & Equipment Committee. The committee will meet on Wednesday, August 30, 2017 at 10:00 am. Committee members are trustees George (chair), Barshis, Rodgers. All trustees are invited to attend the meeting.
- XI. Information Items
- A. The ILA Annual Conference is October 10 –12 at the Tinley Park Convention Center. Visit www.ila.org.
- B. The Friends of the Library volunteer luncheon has been scheduled for Friday, October 6 from noon to 1:30pm. All trustees are invited.
- C. Cooperative Projects
1. On July 12, Keren Joshi, head of Youth Services at WPL, visited Tiny Tots at the Community Rec. Center. She met with 3 groups of children ages 3 and 4 and staff (47 campers and 13 counselors). Ms. Joshi presented stories and songs and talked about the WPL Summer Reading Club.
 2. On July 13, Keren Joshi visited Happy Campers at St. Joseph School. She met with 13 campers and 9 counselors and presented stories and songs related to the camp theme (*Oh, the Places You'll Go!*) and talked about the WPL Summer Reading Club.
 3. On July 13, Betty Giorgi, Head of Adults Services at WPL, attended a focus group of about 15 members of the local business community at the Private Bank. The focus group was conducted by Julie Yusim of the Wilmette – Kenilworth Chamber of Commerce. The Chamber is conducting focus groups to determine how to better serve the community. Members of the focus group discussed concerns and issues. It was clear from the discussion that west-side businesses in Wilmette believe they are underserved. Ms. Yusim stated that the Chamber will form a committee to address this issue.
 4. On July 15, Keren Joshi and Mary Dormin from the WPL Circulation Department represented WPL at the Wilmette French Market. They signed up over 30 kids and several adults for the Summer Reading Club, did a drawing for fresh produce, and handed out new library cards.
 5. On July 17, Betty Giorgi met with Kristina Phillips and Lori Goldstein of the Career Resource Center. The Center is a non-profit organization that is partially funded by New Trier Township and provides classes and one-on-one counseling for adults seeking employment. The purpose of the meeting was to explore the possibility of a partnership between the Center and WPL to provide programming for members of the Wilmette – Kenilworth community. The Center could provide programs on networking on professional advancement, resume building, and salary negotiation.
 6. On July 18 and July 25, Lisa Bigelow of the Youth Services Dept. presented stories and songs for 6 groups of children ages 3 – 7 and counselors attending the Early Childhood After Camp and Tiny Tots at the Community Rec. Center. “New Books and Songs” was the theme for the July 18 visit and “Food” was the theme for the July 25 visit.
 7. On July 25 and July 26, Keren Joshi shared stories, songs, and bean bag games and talked about the WPL Summer Reading Club with 34 campers and 16 counselors at the Tiny Tots group of Harper Elementary. This was the last Tiny Tots visit of the summer at Harper.

8. On July 26 in the afternoon, Keren Joshi presented funny stories, talked about the Bubble Show and Summer Reading Club with 3 groups of after campers (41 kids and 12 counselors) at the Early Childhood After Care at the Community Rec. Center.

9. On August 3, Keren Joshi presented stories, songs, ribbon games, and discussed the end of Summer Reading Club picnic with 12 campers and 3 teachers at the Board of Jewish Education.

D. Communication to the Board of Trustees. Trustees reviewed communication to the Board.

XII. New Business / Old Business. None.

XIII. Adjournment. Trustee Wolf moved to adjourn the meeting. Trustee Rodgers seconded the motion.

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

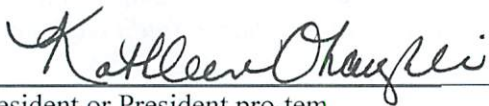
Nay – None

Abstain – None

Absent or not voting – George

MOTION CARRIED

The meeting adjourned at 8:38 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